Align your Text

The text alignment in Microsoft Word documents is pre-set to left alignment
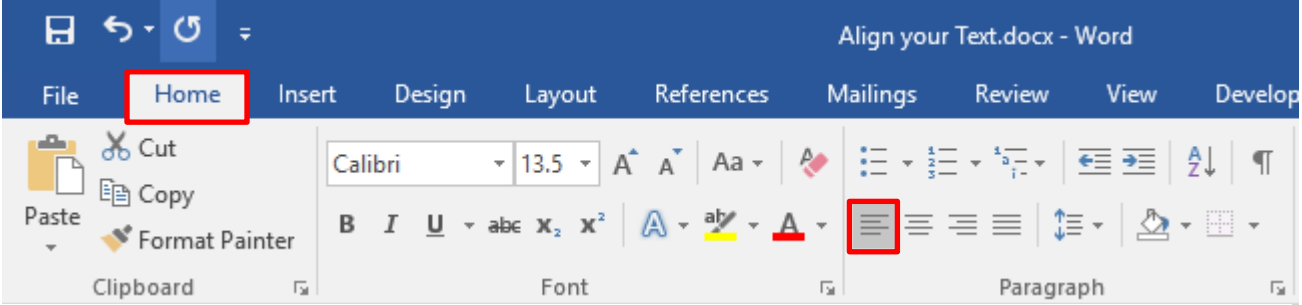To change the alignment select the text (sentence, paragraph, section) you want to change.
NB: To select the entire document use the Shortcut Key << **CTRL+A**
The **alignment** icons are on the ribbon of the **Home** tab
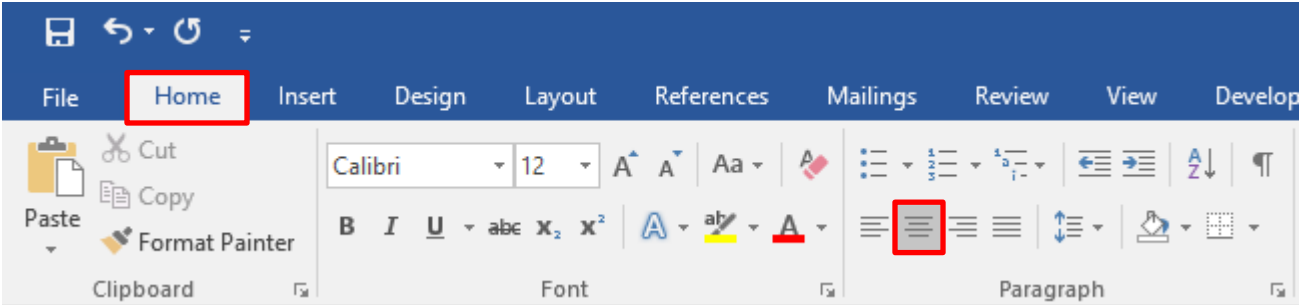There are **four** different types of alignment;

Left

Centre

Right

Right aligned text
Right aligned text
Right aligned text
Right aligned text
Right aligned text
Right aligned text
Right aligned text

Justify

Justify	aligned	text,	Justify	aligned	text,
Justify	aligned	text,	Justify	aligned	text,
Justify	aligned	text,	Justify	aligned	text,
Justify	aligned	text,	Justify	aligned	text,
Justify	aligned	text,	Justify	aligned	text,
Justify	aligned	text,	Justify	aligned	text,
Justify	aligned	text,	Justify	aligned	text,