

Align your Text

The text alignment in Microsoft Word documents is pre-set to left alignment

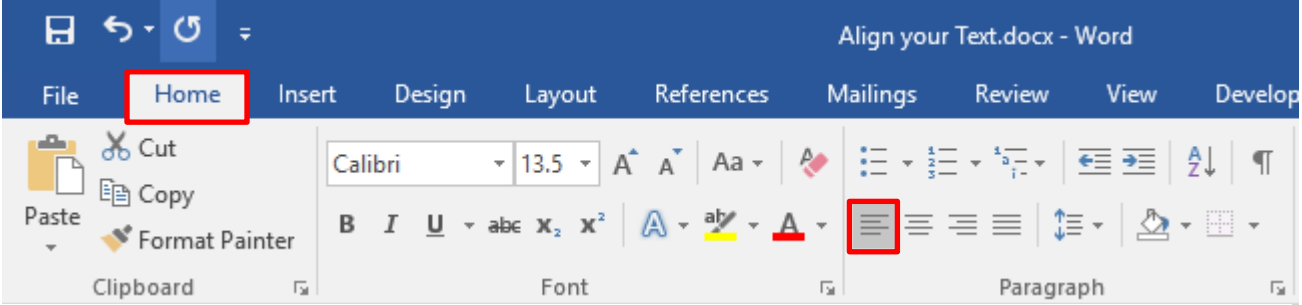
To change the alignment select the text (sentence, paragraph, section) you want to change.

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;

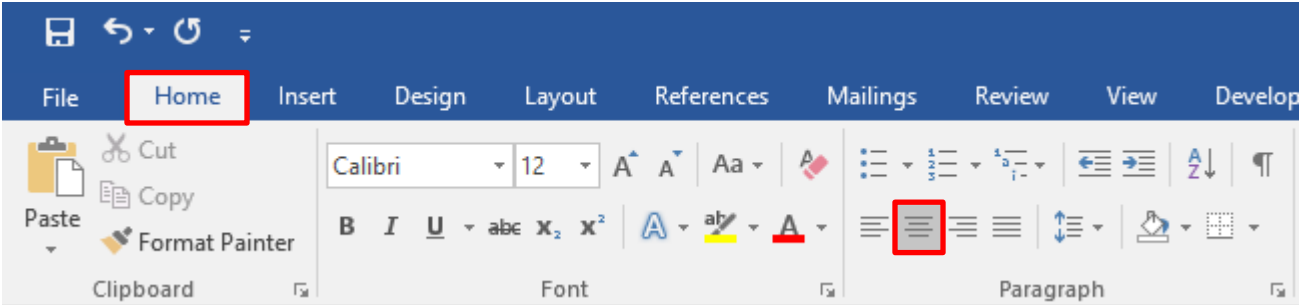
Left



The screenshot shows the Microsoft Word ribbon with the 'Home' tab selected. The 'Paragraph' group contains alignment icons. The left-align icon (three horizontal lines) is highlighted with a red box. Below the ribbon, a text box contains seven lines of left-aligned text.

Left aligned text
Left aligned text
Left aligned text
Left aligned text
Left aligned text
Left aligned text
Left aligned text

Centre



The screenshot shows the Microsoft Word ribbon with the 'Home' tab selected. The 'Paragraph' group contains alignment icons. The center-align icon (three horizontal lines) is highlighted with a red box. Below the ribbon, a text box contains seven lines of center-aligned text.

Center aligned text
Center aligned text
Center aligned text
Center aligned text
Center aligned text
Center aligned text
Center aligned text

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,