

Microsoft Word 2016

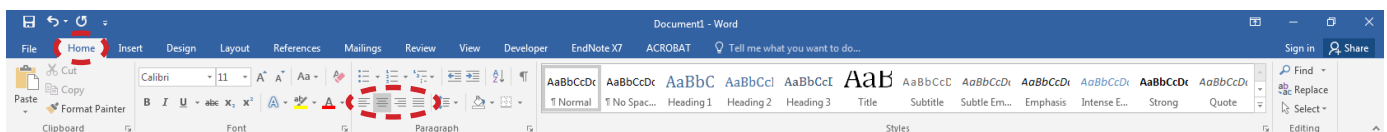
Aligning Text

Align text:

1. The text alignment in Microsoft Word documents is pre-set to left alignment.
2. To change the alignment select the text (sentence, paragraph, section) you want to change.

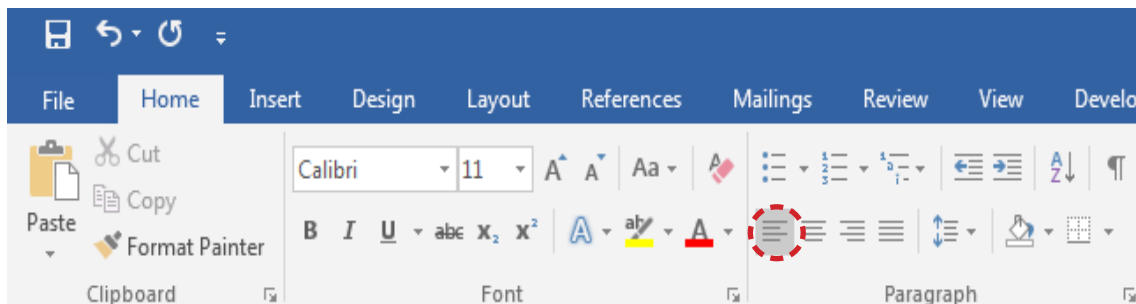
NB: To select the entire document use the Shortcut Key << **CTRL+A**

3. The **alignment** icons are on the ribbon of the **Home** tab



4. There are **four** different types of alignment;

Left

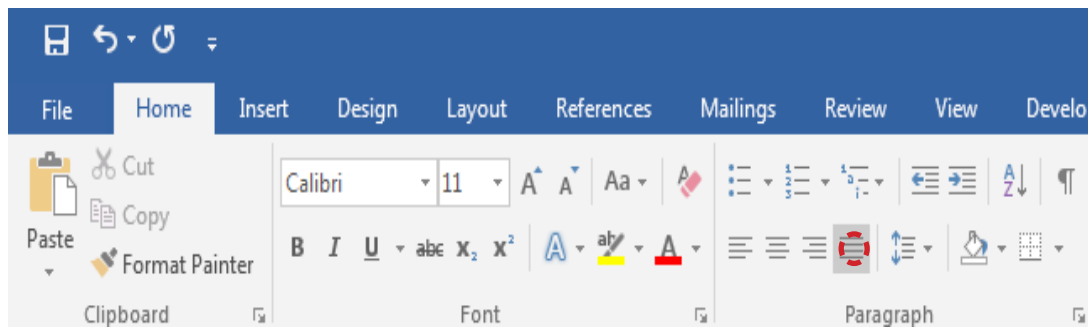


Left aligned text
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Left aligned text



Want more information?
974 8000 ext 6045
twist@eit.ac.nz

Justify



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