

## Align Paragraphs

Microsoft Word gives you a choice of several types of alignments. Left-aligned text is flush with the left margin of your document and is the default setting. Right-aligned text is flush with the right margin of your document, centered text is centered between the left and right margins, and Justified text is flush with both the left and right margins.

### **EXAMPLE:** Left-Aligned

#### Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

### **EXAMPLE:** Right-aligned

#### Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

### **EXAMPLE:** Centered

#### Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

### **EXAMPLE:** Justified

#### Sample Paragraph

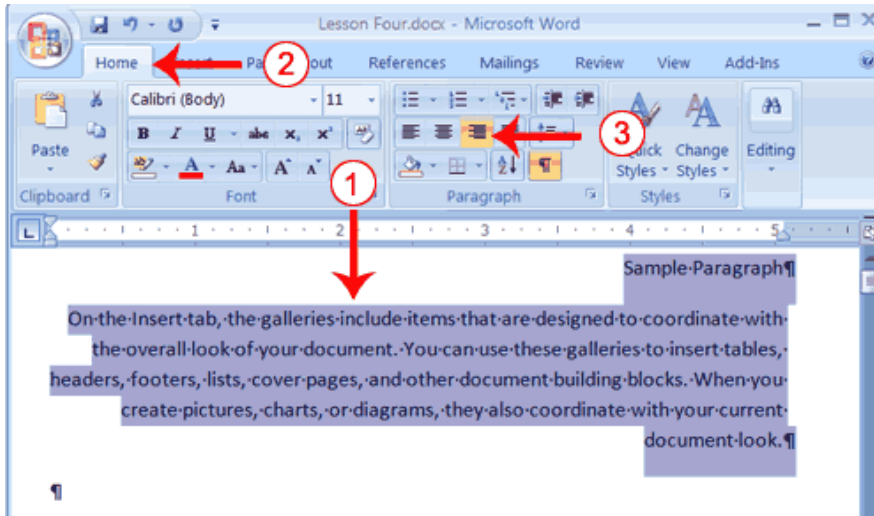
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

The following exercises demonstrate how to justify text.

## Create the Paragraphs

1. Type Sample Paragraph.
2. Press Enter.
3. Type =rand(1) to create a paragraph.
4. Press Enter.

## Right-align




1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Align-right button  in the Paragraph group. Word right-aligns your paragraphs.


## Left-align

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Align-left button  in the Paragraph group. Word left-aligns your paragraph.

## Center

1. Selected the paragraphs you created.
2. Choose the Home tab.
3. Click the Center button  in the Paragraph group. Word centers your paragraph.

## Justify

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Justify button  in the Paragraph group. Word justifies your paragraph.

## Alternate Method—Right-Justify with Keys

1. Select the paragraphs you created.
2. Press Ctrl+r. The paragraph is now right-aligned.

### **Alternate Method—Left-Justify with Keys**

1. Select the paragraphs you created.
2. Press Ctrl+l. The paragraph is now left-aligned.

### **Alternate Method—Center with Keys**

1. Select the paragraphs you created.
2. Press Ctrl+e. The paragraph is now centered.

### **Alternate Method—Justify with Keys**

1. Select the paragraphs you created.
2. Press Ctrl+j. The paragraph is now justified.