

Microsoft Word - Paragraph Layouts and Indents



Paragraph Layouts and Indents.

Changing Paragraph Alignment.

Text starts out positioned evenly along the left-hand margin, uneven on the right-hand margin.

Left-alignments is the most common used alignment option when creating letters, there are other alignments also to choose from.

Right-alignment: when adding a date to a letter, aligned to the right side of the letter.

Centred text: Used most often for aligning document headings in the centre of the letter.

Justified: Spreads text evenly between the margins, used often with Newspaper layouts.

Modifying Existing Text.

In most cases it is easier to type your document then to apply the formatting, in this example we will be centring a letter header.

1. **Select** the text that you wish to centre on the page.

DOCUMENT TITLE: ABC COMPANY

ABC COMPANY TRAINING CENTRES LTD

ABC COMPANY were founded in 1981, and has successfully expanded its operations over the last 20 years to become one of the major independent providers of quality training services in the field of Information Technology and Personal Development Skills.


2. **Click** on the requited alignment option from the **Home** tab → **Paragraph** Group.



Align **left**, **Centre**, Align **right** or **Justify**.

DOCUMENT TITLE: ABC COMPANY

Centre alignment applied

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