Left alignment

❖ Left Align is the most common alignment setting and is the default.

❖ Shortcut Key - Select Text and Press Ctrl + L

Default alignment & Left alignment
Together
Agree

Right alignment

❖ In Home page Select the Alignment Tab Click   the   "Align Right" Icon. Each line ends at the right margin.

❖ Shortcut Key - Select Text and Press Ctrl + R

Default alignment	Right alignment
Bubbles	Bubbles
Mistake	Mistake

centre alignment

❖ It aligns each line is centered Evenly Between the Margin

❖ Shortcut Key - Select Text and Press **Ctrl +**

Default alignment	Center alignment
Medical Center	Medical center
News & Media	News & Media

Justified

❖ In Home page Select the Alignment Tab and Click the "Justified" Icon.

❖ Each line has additional space added to it as needed so that it begins at the left margin and ends at the right margin.

Default alignment	Justified
Education gives us a knowledge of the world around us and changes it into something better.	Education gives us a knowledge of the world around us and changes it into something better.