



Text Alignment

Alignment determines the appearance and orientation of the edges of the paragraph: left-aligned text, right-aligned text, centered text, or justified text, which is aligned evenly along the left and right margins.

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

Medical Center

News & Media

Research





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
Medical Center	Medical center
News & Media	News & Media
Layout	Layout





Center alignment

- ❖ In Home page Select the Alignment Tab Click the “Align Center” Icon.
- ❖ Each line is centered Evenly Between the Margins.

Shortcut Key - Select Text and Press Ctrl + E

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





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.

Shortcut Key - Select Text and Press Ctrl + J

Default alignment	Right alignment
<p>Education gives us a knowledge of the world around us and changes it into something better. Educations develops in us a perspective of looking at life.</p>	<p>Education gives us a knowledge of the world around us and changes it into something better. Educations develops in us a perspective of looking at life.</p>

