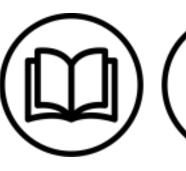# Text Alignment

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 margines.

Left alignment ☰

❖ Left Align is the most common alignment setting and is the default.
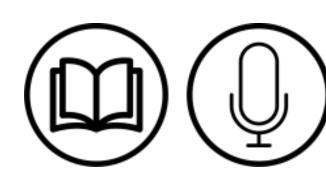
Shortcut Key - Select Text and Press Ctrl + L

Examples

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

Examples

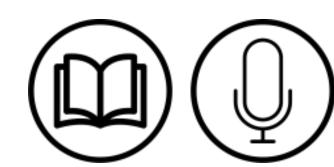| Default alignment	Right alignment
Medical Center	Medical center
News & Media	News & Media
Layout	Layout

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

Examples

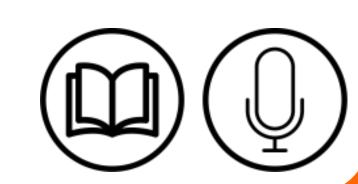| Default alignment	Center alignment
Medical Center	Medical center
News & Media	News & Media
Research	Research

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.

Example

Default alignment	Right alignment
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.

Shortcut Key - Select Text and Press Ctrl + J