



# 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 margins.





# 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

<b>Default alignment</b>	<b>Right alignment</b>
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

<b>Default alignment</b>	<b>Center alignment</b>
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

<b>Default alignment</b>	<b>Right alignment</b>
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**

