Creating a hyphenated paragraph into a document

Microsoft Word includes many document creation tools and features various text formatting options, such as HYPHENATION. The Word standard for text wrap is no HYPHENATION. Each word that is too long to fit at the end of a line is moved to the next line. Perhaps you are creating a business document and want to use justified text or text that is flush on both edges. Justified text can be accomplished in Word by adjusting the space between the words; however, longer terms may cause the line to have larger spaces than desirable between the words. Non-justified text without HYPHENATION can result in undesirable spaces at the end of lines. Use Word’s automatic HYPHENATION option to PRESENT your clients with a visually appealing document that displays evenly spaced words.