***Understanding Text Alignment and Indentation in Word***

A left aligned paragraph is when all the text typed in is moved towards the left edge of the page. These paragraphs can contain some space on the right-hand side based on the length of the words. If the last word is too long to fit into the space before the right margin, it will be moved to the next line with free-space on the right side. Therefore, the right-hand edge of the text will be uneven.

A right aligned paragraph is when all the text typed is moved towards the right edge of the page. These paragraphs can contain some space on the left-hand side based on the length of the words. If the line is too long to fit into the space, the next word will be moved to the next line with free-space on the left side. Therefore, the left-hand edge of the text will be uneven.

A center aligned paragraph is when each line of the text is centered across the page. These paragraphs can contain some space on both the left and right hand sides based on the length of the words. Therefore, both the left and right hand edges of the text will be uneven.

A justified paragraph is when each line of text is spread throughout the entire page width (except the last line of a paragraph). These paragraphs cannot contain any space on the left or right hand sides. The characters in one line will be spread out so that they fill the entire page.

An indented paragraph is moved a certain amount from the left-hand edge of the paper. A hanging indent is a special type of indent where the paragraph is moved a certain amount from the left-edge but the first line is placed a little before the rest of the paragraph.

# Office Supplies Table

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Unit Price (€) | Quantity | Value (€) |
| Box Files | 125.00 | 5 | 625.00 |
| A4 Papers | 500.00 | 6 | 3,000.00 |
| Pencils | 6.00 | 7 | 42.00 |
| Blue Pens | 22.50 | 15 | 337.50 |
| Total |  |  | 4,004.50 |