

Lesson 42


MIND TO ALIGN? Changing Text Alignment

You can enhance the appearance of your document by aligning text in different ways.

FOR WINDOWS 7 USERS:

Changing Text Alignment

1. Select the text that you want to align differently.

2. Move the mouse  over one of the following alignment options and then press the left button.



Center text



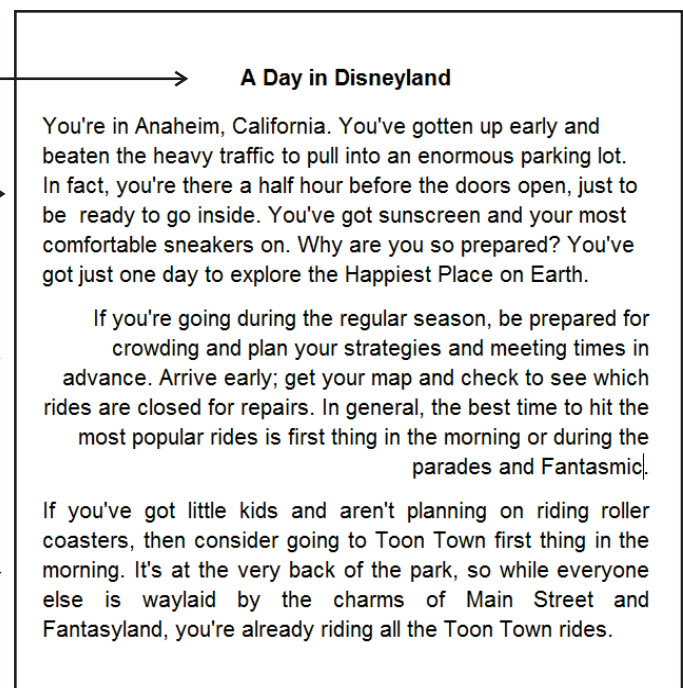
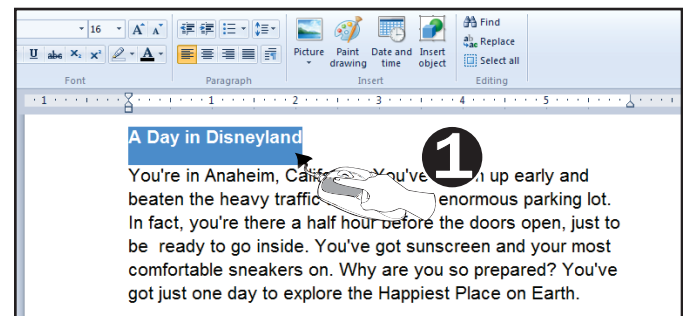
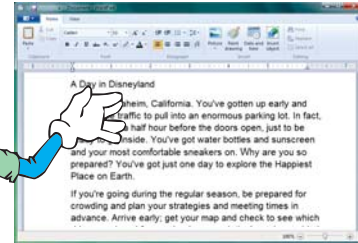
Left align text



Right align text




Justify



FOR WINDOWS 8 USERS:

Changing Text Alignment

1. Select the text that you want to align differently.
2. Move the mouse  over one of the following alignment options and then press the left button.



Left align text



Center text



Right align text

The text that you have selected now appears in the

