

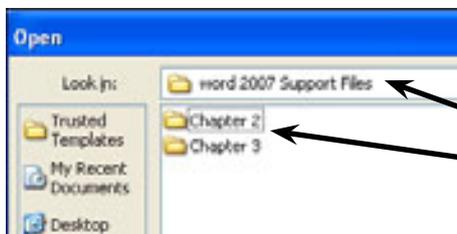
# Aligning Text

Microsoft Word allows you to do far more detailed formatting than just changing fonts, font sizes and styles. You can change the line spacing, the justification of text and set tab stops. The PARAGRAPH group in the HOME tab of the RIBBON and the Ruler at the top of the screen are used to carry out the required formats.

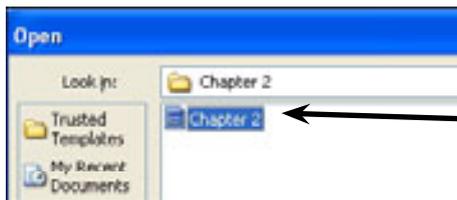
## Loading a Prepared Document

Sample documents have been prepared for you to save you the time of simply typing in text. You need to load these documents from the WORD SUPPORT FILES folder.

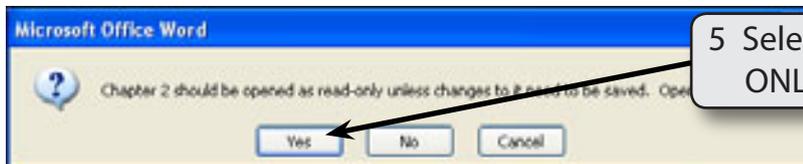
- 1 Close the present file without saving. (If you are starting a new session, load Microsoft Word.)
- 2 Click on the OFFICE BUTTON and select the OPEN icon.



3 Set the LOOK IN box to the WORD 2007 SUPPORT FILES folder and open the CHAPTER 2 folder.



4 Select the CHAPTER 2 file and click on OPEN to open the file.



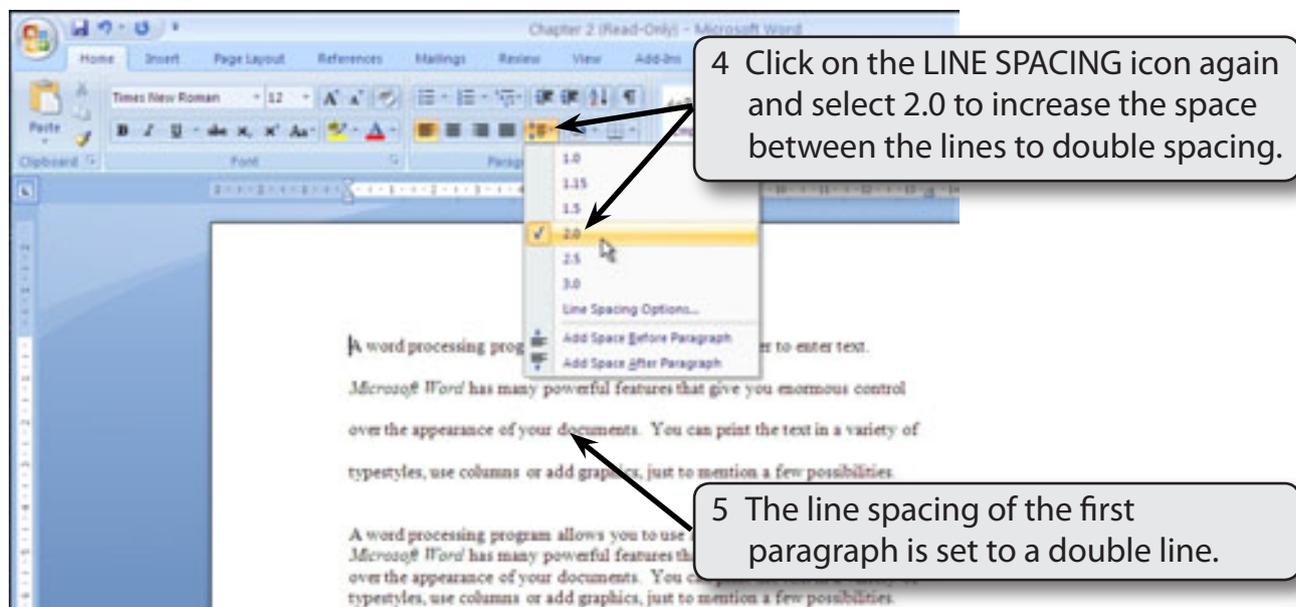
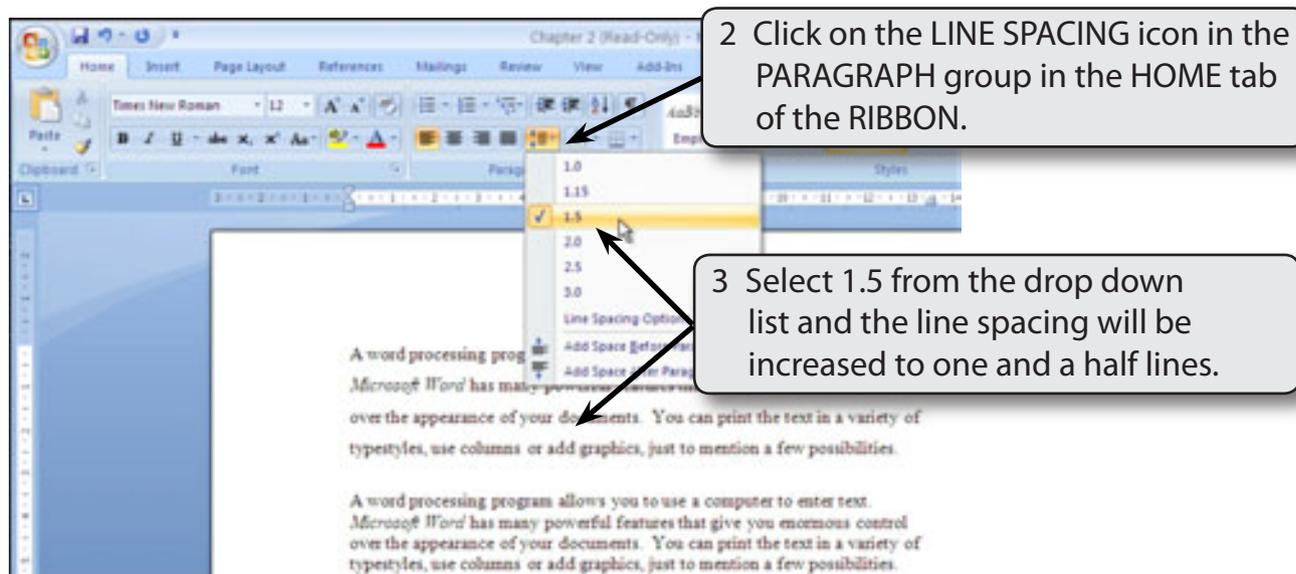
5 Select YES to open the file as a READ ONLY file.

**NOTE:** By opening the file as a READ-ONLY file you will not be able to make any changes to the file. You will be able to save it under a different file name.

## Line Spacing

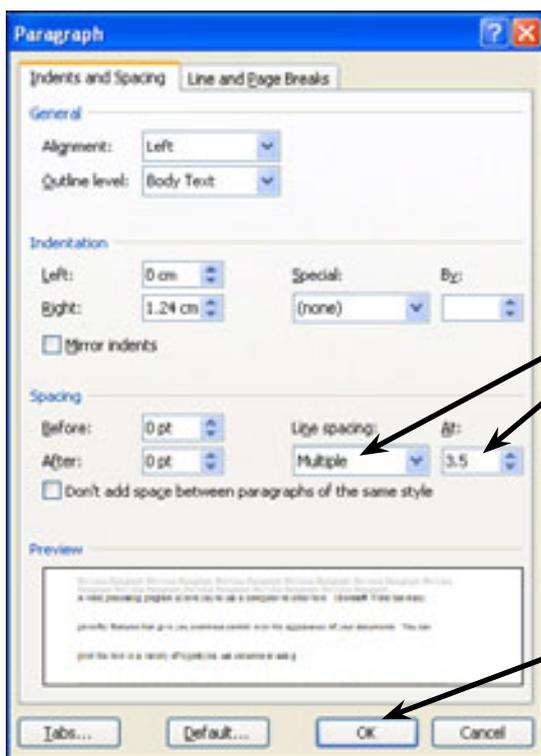
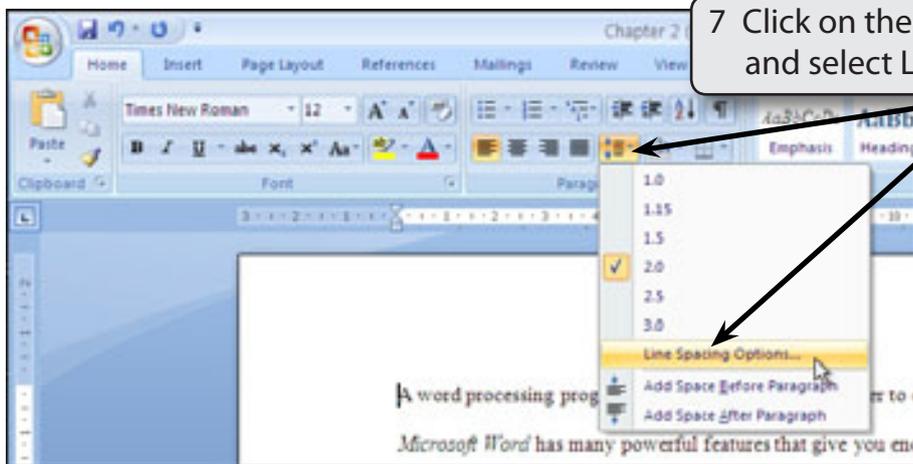
The document has two copies of the paragraph that you entered in Chapter 1. Let's change the amount of space between lines of text.

- 1 At the moment the cursor is at the beginning of the first paragraph.



**NOTE:** Only the first paragraph is changed as the cursor was in that paragraph. If you wanted the spacing of both paragraphs altered both paragraphs would need to first be selected.

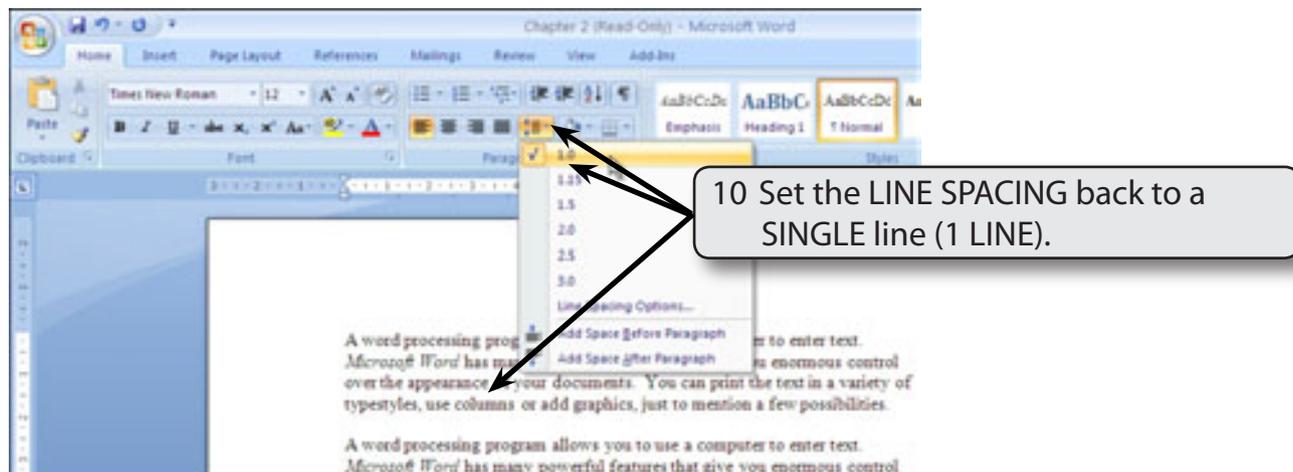
6 The LINE SPACING can also be changed using the PARAGRAPH dialogue box.



8 Set the LINE SPACING box to MULTIPLE then click once on the UP ARROW next to the AT box to set the spacing to 3.5 LINES.

9 Select OK and the spacing of the first paragraph will be increased to 3.5 lines.

- NOTE:**
- i LINE SPACINGS are changed by increments of 0.5 lines each time you click on the UP or DOWN arrows next to the AT box.
  - ii You can also display the PARAGRAPH dialogue box by clicking on the arrow at the right of the PARAGRAPH group heading in the HOME tab of the RIBBON.

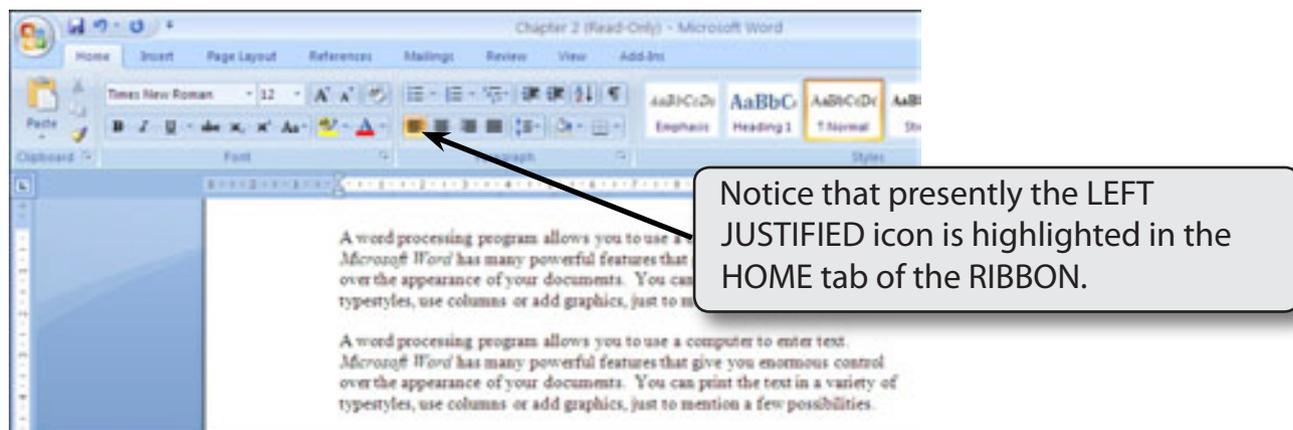


**NOTE:** To change the **LINE SPACING** of more than one paragraph at a time, highlight the paragraphs first.

## Justifying Text

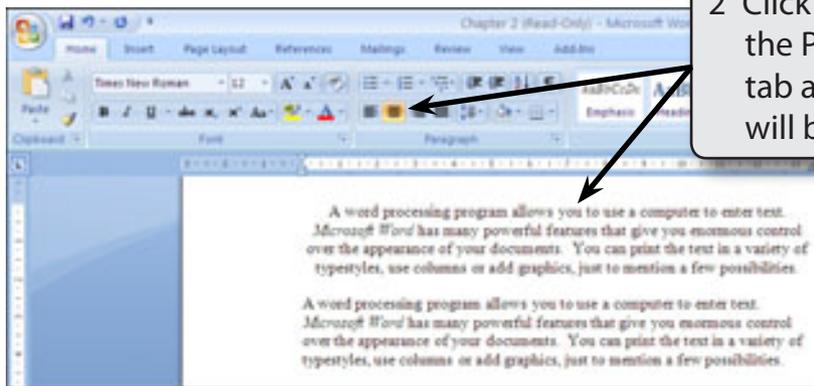
Text is normally justified to the left when you first load a Microsoft Word document. This means that only the left margin is straight. There are three other justifications that can be used:

- Right:* where only the right side is straight.
- Centre:* where each line is centred - this is commonly used for headings.
- Justified:* where both the left and right margins are straight.



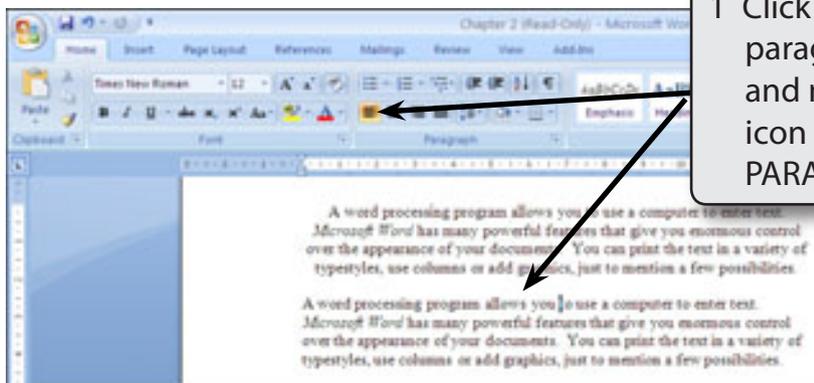
## A Centre Justified Text

- 1 The cursor should still be in the first paragraph so this is the one that will be formatted.

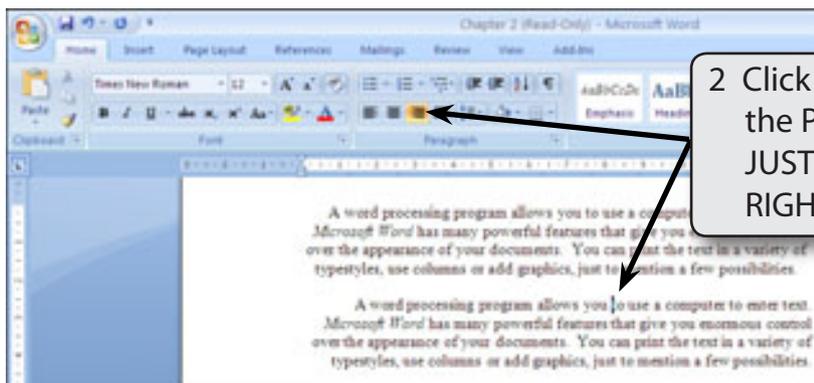


- 2 Click on the CENTRE justify icon in the PARAGRAPH group of the HOME tab and each line in the paragraph will be centred.

## B Right Justified Text



- 1 Click the I-BEAM in the second paragraph (it doesn't matter where) and notice that the ALIGN LEFT icon is now highlighted in the PARAGRAPH group.



- 2 Click on the ALIGN RIGHT icon in the PARAGRAPH group to set the JUSTIFICATION of the paragraph to RIGHT.

**NOTE:** The second paragraph will now have the right sides of each of its lines aligned (the first paragraph is still centred).