## Using Text Alignment in Microsoft Word

## Preparing the Document

- Program......Microsoft Word
- Save As.....Text Alignment

## The Assignment

- 1. Open Microsoft Word.
- 2. In the Styles group under the Home tab, choose the No Spacing Style option.

AaBbCcDc 1 Normal	AaBbCcDc 11 No Spaci <sub>N</sub>	AaBbC Heading 1	AaBbCc Heading 2	Aab Title	AaBbCc. Subtitle	4 4 4
	4	<u>.</u>	Styles			

- 3. Change the font size to 12.
- 4. Type your name and section, press ENTER 2 times.
- 5. Type the following paragraph. Do NOT press ENTER at the end of each line; type across the page. Let the program go down to the next line for you...

→ The ABACUS is an early device that was invented to help count numbers. BLASE PASCAL invented LA PASCALINE, which could add and subtract. VON LEIBNIZ, a German mathematician, invented a device that could multiply, divide, and do square roots. Joseph Marie JACQUARD invented a loom that could read PUNCH CARDS. CHARLES BABBAGE invented two machines. His second machine, called the ANALYTICAL ENGINE, was very much like a modern computer. It could read a program, figure and store answers, and print. HERMANHOLLERITH invented the TABULATING MACHINE. His machine was powered by electricity, and read information from punched cards. ¶

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- 6. Make sure to capitalize and make bold the correct words. Stop! Notify the teacher that you are done typing the first paragraph.
- 7. Save your document frequently....



Edward Gorey 7K9	
The ABACUS is a invented LA PASCALINI mathematician, invent Marie JACQUARD inver invented two machines like a modern compute HERMAN HOLLERITH in electricity, and read int	in early device that was invented to help count numbers. BLASE PASCAL (which could add and subtract. VON LEBINZ, a German ed a divide that could read PUIKIT CARDS. CHARLES BABBAGE It is second machine, called the ANALTYCIAL BINGINE was very much r. It is could read a program, figure and store answers, and print. vented the TABLUATING MACHINE. His machine was powered by brintation from punched cards.
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Mane JACQUARD invented a loom that could read PUNCH CARDS. CHARLES ABBABD invented two machines. His second machine, called the ANALITACLE INGINE, was very much like a modern computer. It could read a program, figure and store answers, and print HERMAN HOLLENTH invented the TABULATING MACHINE. His machine was powered b idetricity, and read information from punched cards. 8. After typing the paragraph, select the entire paragraph (including the tabbed space).

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9. Use the Copy button in the Clipboard group, and copy the paragraph....



- 10. Click right after the last period of the paragraph...
- Press ENTER 2 times,
- PASTE a copy of the paragraph....



Edward Gorey 7K9	
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11. Repeat step #9 two more times. You should have a total of 4 paragraphs on your page. You can use the PRINT PREVIEW to view the entire page at once.



13. Your document should look like the example at the top. Let me see your screen BEFORE you print.