

# 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.



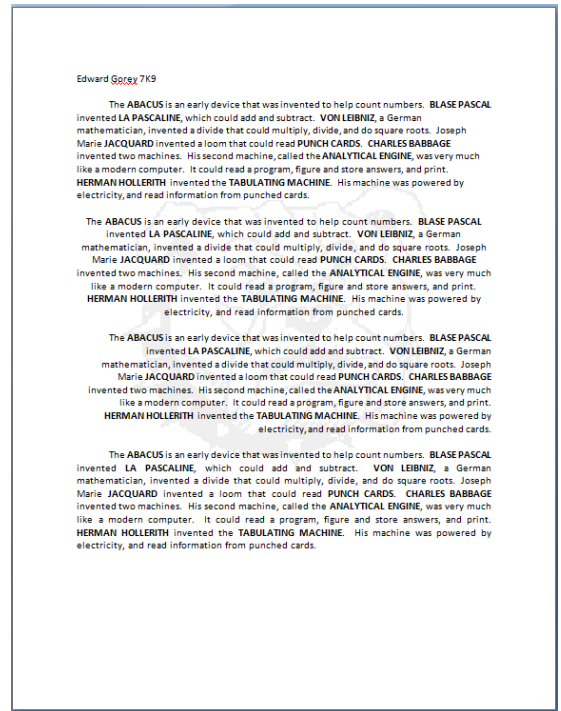
3. Change the font size to 12.
4. Type your name and section, press ENTER 2 times.
5. Type the following paragraph. Do NOT press ENTER at the end of each line; type across the page. Let the program go down to the next line for you...

→ 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·..HERMAN·HOLLERITH·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.

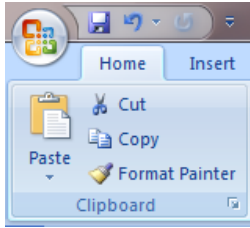
7. Save your document frequently....



8. After typing the paragraph, select the entire paragraph (including the tabbed space).

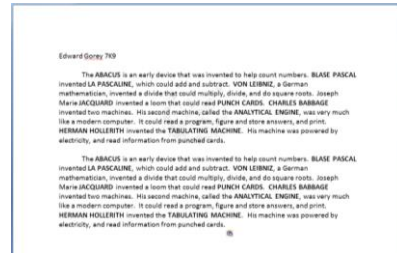
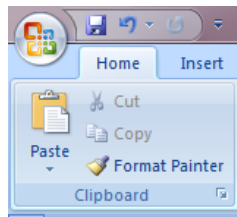
The **ABACUS** is an early device that was invented to help count numbers. **BLASE PASCAL** invented **LA PASCALINE**, which could add and subtract. **VON LEIBNIZ**, a German mathematician, invented a device that could multiply, divide, and do square roots. Joseph Marie **JACQUARD** invented a loom that 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. **HERMAN HOLLERITH** invented the **TABULATING MACHINE**. His machine was powered by electricity, and read information from punched cards.

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



10. Click right after the last period of the paragraph...

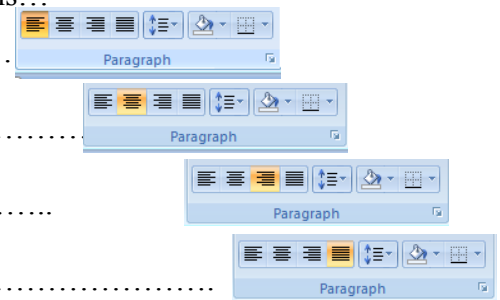
- Press ENTER 2 times,
- PASTE a copy of the paragraph....



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.

12. Use the correct buttons in the Paragraph group to align the paragraphs...

- 1<sup>st</sup> paragraph, Align Text Left (it's already done!).....
- 2<sup>nd</sup> paragraph, Center.....
- 3<sup>rd</sup> paragraph, Align Text Right.....
- 4<sup>th</sup> paragraph, Justify.....



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