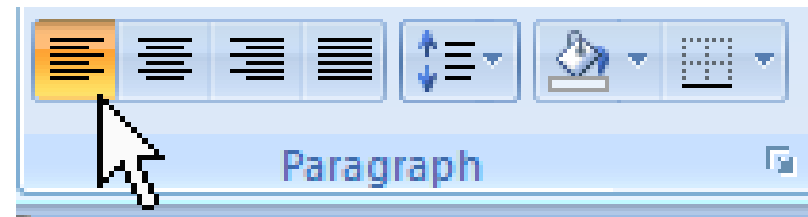This
text was
typed so that
you might be able
to get a clearer understanding
of how text alignment is used in a
word processing program such as Microsoft Word.
If this doesn't give you a clear example of
how text alignment works, then
I don't think that you will
ever be able to
figure it
out.

This
text was
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of how text alignment is used in a
word processing program such as Microsoft Word.
If this doesn't give you a clear example of
how text alignment works, then
I don't think that you will
ever be able to
figure it
out.

Paragraph

This is the **default** alignment.

Align Text Left (Ctrl+L)

Align text to the left.

This
text was
typed so that
you might be able
to get a clearer understanding
of how text alignment is used in a
word processing program such as Microsoft Word.
If this doesn't give you a clear example of
how text alignment works, then
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how text alignment works, then
I don't think that you will
ever be able to
figure it
out.
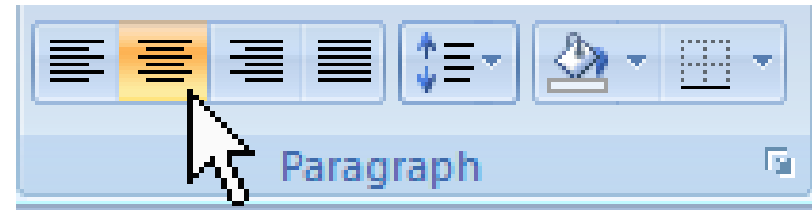
This is used for titles and cover pages.
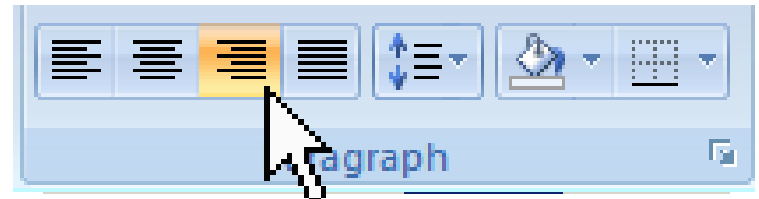
Paragraph

Center (Ctrl+E)

Center text.

This
text was
typed so that
you might be able
to get a clearer understanding
of how text alignment is used in a
word processing program such as Microsoft Word.
If this doesn't give you a clear example of
how text alignment works, then
I don't think that you will
ever be able to
figure it
out.

This
text was
typed so that
you might be able
to get a clearer understanding
of how text alignment is used in a
word processing program such as Microsoft Word.
If this doesn't give you a clear example of
how text alignment works, then
I don't think that you will
ever be able to
figure it

Align Text Right (Ctrl+R)

Align text to the right.

This is used for cover pages.

This text was typed so that you might be able to get a clearer understanding of how text alignment is used in a word processing program such as Microsoft Word. If this text *doesn't* give you a clear example of how text alignment works, then I don't think that you will ever be able to figure it out.

This text was typed so that you might be able to get a clearer understanding of how text alignment is used in a word processing program such as Microsoft Word. If this text *doesn't* give you a clear example of how text alignment works, then I don't think that you will ever be able to figure it out.

This is often used for books.

Justify (Ctrl+J)

Align text to both the left and right margins, adding extra space between words as necessary.

This creates a clean look along the left and right side of the page.

This· text· was· typed· so· that· you· might· be able· to· get· a· clearer· understanding· of· how text·alignment·is·used·in·a·word·processing program· such· as· Microsoft· Word.· · If· this text· *doesn't*· give· you· a· clear· example· of how· text· alignment· works,· then· I· don't think·that·you·will· ever· be· able·to· figure·it out.¶

This is often used for books.

Justify (Ctrl+J)

Align text to both the left and right margins, adding extra space between words as necessary.

This creates a clean look along the left and right side of the page.