

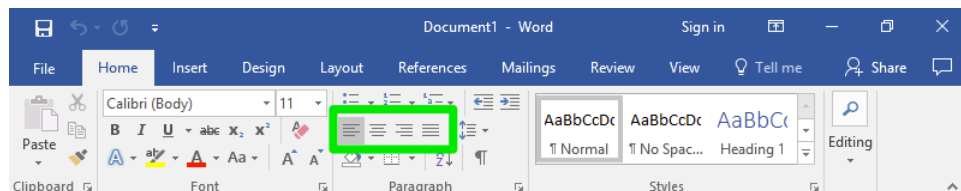
## 3.10: Alignment, Justification, and Indentation

### Learning Objectives

- Change alignment of text.




### Alignment

To align or justify text, move your cursor into the paragraph you want to change, then click the left-align, right-align, centered, or justify buttons.





Alignment is how text flows in relation to the rest of the page (or column, table cell, text box, etc.). There are four main alignments: left, right, center, and justified.

- Left-aligned text** is text that is aligned with a left edge. You can also left-align your text with the shortcut **Ctrl+L** (Cmnd+L).
- Right-aligned text** is text that is aligned with a right edge. You can also right-align your text with the shortcut **Ctrl+R** (Cmnd+R).
- Centered text** is text that is centered between two edges. You can also center-align your text with the shortcut **Ctrl+E** (Cmnd+E).

Left-aligned	Centered	Right-aligned
<p>Buy 1 Get 1 Free Notebooks and planners While supplies last Sale ends September 25</p>	<p>Buy 1 Get 1 Free Notebooks and planners While supplies last Sale ends September 25</p>	<p>Buy 1 Get 1 Free Notebooks and planners While supplies last Sale ends September 25</p>
		

**Justification** controls the spacing between words. A justified text increases the space between words to fill the entire line so that it is aligned with both the left and right edges. You can also center-align your text with the shortcut **Ctrl+J** (Cmnd+J).

<p>Some of you may have noticed in recent weeks that the shelves in the home goods section are beginning to sag. We will be replacing those shelves with new, reinforced metal shelves starting next week. The shelves will be replaced 1:00-4:00 a.m., during our least busy hours. Several aisles will be off-limits to customers during that time as a safety precaution. The following aisles will be affected: kitchen appliances, kitchen &amp; dining furniture, kitchen storage, and home goods clearance. Please direct customers looking for items in the affected aisles to the Outdoor Furniture and Patio Accessories areas.</p> <p>Some of you may have noticed in recent weeks that the shelves in the home goods section are beginning to sag. We will be replacing those shelves with new, reinforced metal shelves starting next week. The shelves will be replaced 1:00-4:00 a.m., during our least busy hours. Several aisles will be off-limits to customers during that time as a safety precaution. The following aisles will be affected: kitchen appliances, kitchen &amp; dining furniture, kitchen storage, and home goods clearance. Please direct customers looking for items in the affected aisles to the Outdoor Furniture and Patio Accessories areas.</p>	<p>Some of you may have noticed in recent weeks that the shelves in the home goods section are beginning to sag. We will be replacing those shelves with new, reinforced metal shelves starting next week. The shelves will be replaced 1:00-4:00 a.m., during our least busy hours. Several aisles will be off-limits to customers during that time as a safety precaution. The following aisles will be affected: kitchen appliances, kitchen &amp; dining furniture, kitchen storage, and home goods clearance. Please direct customers looking for items in the affected aisles to the Outdoor Furniture and Patio Accessories areas.</p> <p>Some of you may have noticed in recent weeks that the shelves in the home goods section are beginning to sag. We will be replacing those shelves with new, reinforced metal shelves starting next week. The shelves will be replaced 1:00-4:00 a.m., during our least busy hours. Several aisles will be off-limits to customers during that time as a safety precaution. The following aisles will be affected: kitchen appliances, kitchen &amp; dining furniture, kitchen storage, and home goods clearance. Please direct customers looking for items in the affected aisles to the Outdoor Furniture and Patio Accessories areas.</p>
Unjustified text	Justified text
	

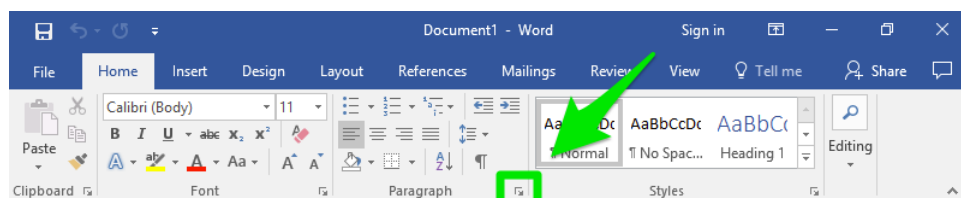
You can also change the alignment and justification settings in the paragraph dialog box.

### Practice Question

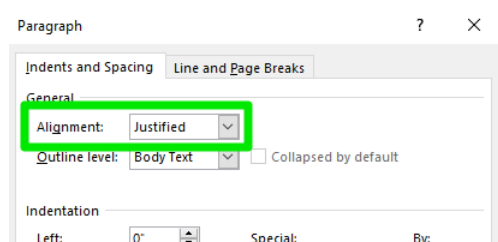
<https://assessments.lumenlearning.co...essments/18591>

### Paragraph Dialog Box: Justification and Alignment

Open the paragraph dialog box by clicking the small arrow icon in the bottom-right corner of the Paragraph group.



The dropdown menu to change the alignment is near the top of the dialog box.



### Indentation

In many documents, indenting is a good way to distinguish the start of a new paragraph, especially when there is no paragraph spacing.

To indent, hit the Tab key once on your keyboard at the start of a paragraph.

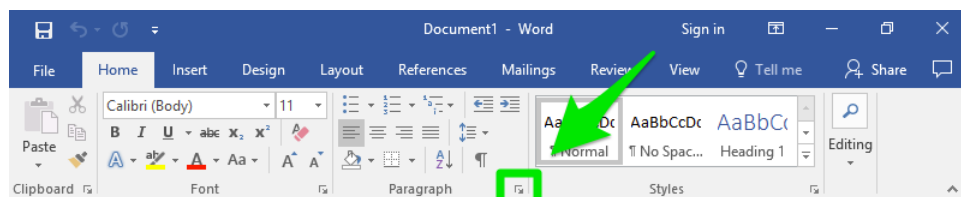
Some of you may have noticed in recent weeks that the shelves in the home goods section are beginning to sag. We will be replacing those shelves with new, reinforced metal shelves starting next week. The shelves will be replaced 1:00–4:00 a.m., during our least busy hours. Several aisles will be off-limits to customers during that time as a safety precaution. The following aisles will be affected: kitchen appliances, kitchen & dining furniture, kitchen storage, and home goods clearance. Please direct customers looking for items in the affected aisles to the Outdoor Furniture and Patio Accessories areas.

One tab at the beginning of the first line of a paragraph.

For more control over indentation settings, use the paragraph dialog box.

### Paragraph Dialog Box: Indentation

Open the paragraph dialog box by clicking the small arrow icon in the bottom-right corner of the Paragraph group.



The indentation section is toward the middle of the dialog box.

## Indentation Comparison

Without indentation

With 1-inch indentation on left and right sides

Special: Hanging By: 0.5"

Some of you may have noticed in recent weeks that the shelves in the home goods section are beginning to sag. We will be replacing those shelves with new, reinforced metal shelves starting next week. The shelves will be replaced 1:00–4:00 a.m., during our least busy hours. Several aisles will be off-limits to customers during that time as a safety precaution. The following aisles will be affected: kitchen appliances, kitchen & dining furniture, kitchen storage, and home goods clearance. Please direct customers looking for items in the affected aisles to the Outdoor Furniture and Patio Accessories areas.

Hanging indent

Some of you may have noticed in recent weeks that the shelves in the home goods section are beginning to sag. We will be replacing those shelves with new, reinforced metal shelves starting next week. The shelves will be replaced 1:00–4:00 a.m., during our least busy hours. Several aisles will be off-limits to customers during that time as a safety precaution. The following aisles will be affected: kitchen appliances, kitchen & dining furniture, kitchen storage, and home goods clearance. Please direct customers looking for items in the affected aisles to the Outdoor Furniture and Patio Accessories areas.

First line indent

### Practice Question

<https://assessments.lumenlearning.co...essments/18592>

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