Hadley

Alignment Sample

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Hello, my name is Vikki Vaughan. Today, we'll examine using shortcut commands to align our text within a Microsoft Word document. Our task will include selecting text and applying alignment features to change its position on the page. We use the position of text to bring typographical emphasis or fit a specific format.

Horizontal alignment determines the appearance and orientation of the edges of the paragraphs. The standard layout in most documents is for the text to be aligned to the left margin. This means the left edge of the text is flush with the left margin.

Other layouts include centered, right-aligned, and justified. Let's begin with our most common alignment, the left alignment. This is the default alignment and, as I mentioned, the one we most commonly use.

- [Ed] Now that you've had a chance to learn a bit with us, we'd like to learn more about you, your name, email address, how you heard about Hadley, and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And, last but not least, it gives you direct access to experts, like me. Now, where were we?