



MS Word

Word with Screen Reader

Alignment

Shortcut commands let you align text in a Microsoft Word document.

People use text position to create emphasis or to fit a specific format. To change text position, first select the text and then apply alignment features.

Try it out!

Kinds of Alignment

- The standard, default layout is left alignment.
- Other layouts are right, centered, and justified alignment.

Left Alignment

The left edge of the text is flush with the left margin.

To left-align a paragraph:

1. Put the insertion bar in the text.
2. Press **CTRL + L**.

Tip: When the insertion bar is blinking in a paragraph of text, the entire paragraph will be affected by the alignment you choose. If you only want to realign one line of text, you must make that text its own paragraph by clicking at the beginning and end of the sentence and pressing the Enter key.

To left-align an entire document:

3. Select the entire document: Press **CTRL + A**.
4. Press **CTRL + L**.

Right Alignment

Each line ends at the right margin.

Tip: Right alignment is sometimes used for the date in business letters, when formatting tables, and for captions and images. Text in languages read right to left, like Arabic and Hebrew, is right-aligned.

To align a paragraph to the right:

5. Put the insertion bar anywhere in the paragraph.
6. Press **CTRL + R**.

To change back to left alignment:

7. Press **Enter**.
8. Press **CTRL + L**.

Centered Alignment

Each line is centered evenly between the margins.

Tip: This alignment is used for titles, headlines, and some poems and songs. Names and addresses are sometimes centered on personal stationery.

To center text:

9. Put your insertion bar in the text you want centered.
10. Press **CTRL + E**.
 - The text is centered until you press **CTRL + E** again. Then the default left alignment takes effect.

Justified Alignment

Text is evenly aligned on both the right and left margins. Microsoft Word adjusts spacing between the words, so each line has a character at both margins.

- All lines of the paragraph, except the last one, are spaced that way.
- The final line of the paragraph is left-aligned.

Tip: Newsletter text is often justified.

To justify text:

11. Put the insertion bar in the text.
12. Press **CTRL + J**.

Block Formatting

Business letters often use this formatting. A blank line is between paragraphs, and most lines are left-aligned, including the first line of the paragraph.

- In modified block style, the letterhead, date, and signature all begin at the center point of a line. Each paragraph is indented five spaces.

Screen Readers and Alignment

Screen readers announce alignment changes if you set up their Microsoft Word settings to do so.

To find out what features have been applied to the text:

- In **NVDA**: Press **NVDA + F**.
- In **JAWS**: Press **JAWS + F**.

With these tips, you can use Windows shortcuts to align text. Try it out! Then try our workshop on text attributes.

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