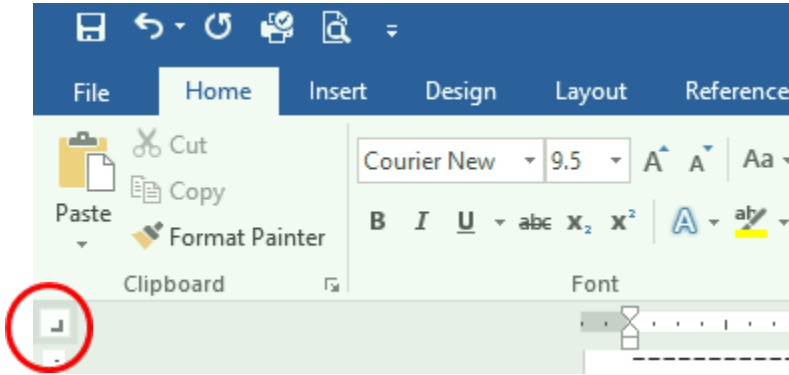


# Quick Alignment in a Word Document

In Microsoft Word, there is an alignment button at the top left corner of the screen.



Right Tab 

First Line Indent 


Hanging Indent 

Decimal Tab 

Left Tab 

Bar Tab 

Center Tab 

First Line Indent 

Instead of using the space bar to align text in the document, click the alignment button to get the desired tab/indent, and then click where the tab/indent should be on the ruler. This will set an alignment marker that, when the user clicks the TAB button, the cursor will jump to this location.

