Formatting Paragraphs

Align left starts each line of text at the left margin. Text is usually left-aligned automatically when you enter it on a page.

Center aligns each line of text between the left and right margins. Titles, for example, are often centered in the middle of a page.

Align right starts each line of text at the right margin. Right-aligned text is not as common as left-aligned text.

Justify positions text so that every line in a paragraph has the same left margin and the same right margin. Most published books, magazines, and newspapers justify their text. The text in the professional memo template is also justified.