Word 2019 with JAWS
Changing Paragraph Alignment

From time to time, you will want to change the alignment of text in certain parts of your documents. For example, a major heading is usually centred. Numbers which are displayed in a table or in a Table of Contents are usually right-aligned.

Word 2019 lets you change the way paragraphs are aligned or justified between the left and right margins. Paragraphs can be left-aligned, right-aligned, fully justified or centred.

Many factors determine how text is positioned in a document. For example, margins determine the distance from the edge of the paper to the text, whilst paragraph alignment determines how paragraphs fit between these margins.

A Left-aligned paragraph has a straight left edge and a ragged right edge. Each line in the paragraph lines up directly beneath the previous line at the left margin.

A Right-aligned paragraph has a ragged left edge and a straight right edge. Each line in the paragraph lines up directly beneath the previous line at the right margin.

A Justified paragraph has a straight left edge and a straight right edge. The spacing between words is increased to ensure that each line starts and ends at the same position.

A Centred paragraph has a ragged left edge and a ragged right edge and is centred between the left and right margins.

In Word 2019, Applying paragraph alignment is easy. Simply move the cursor to anywhere in the paragraph you wish to change the alignment of and use the following keyboard commands:

- CTRL and R to Right-align the text.
- CTRL and L to Left-align the text.
- CTRL and E to Centre the text.
- CTRL and J to justify the text.

It is not necessary to select text before changing alignment, as alignment is applied to the whole paragraph, not individual lines within the paragraph.

Alignment can be changed before or after entering text. Be aware that if you change the alignment before entering your text, all subsequent paragraphs will have the same alignment until you change it. Therefore, it is recommended to first type your text and then change the alignment afterwards.

When working with tables, alignment affects each individual cell within the table. Therefore, if you wanted to change the alignment of text in a particular row or column, you must first select the row or column before changing it.