Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear.

To change the alignment:
- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
  - **Align Left**: the text is aligned with your left margin
  - **Center**: The text is centered within your margins
  - **Align Right**: Aligns text with the right margin
  - **Justify**: Aligns text to both the left and right margins.

Indent Paragraphs

To indent paragraphs, you can do the following:
- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.

Text Direction

To change the text direction:
- Select the text
- Click the Text Direction button on the Home tab
- Click the selection