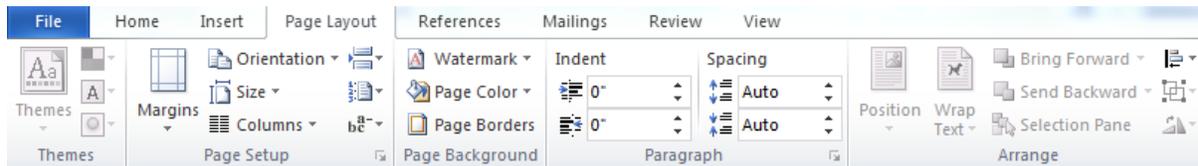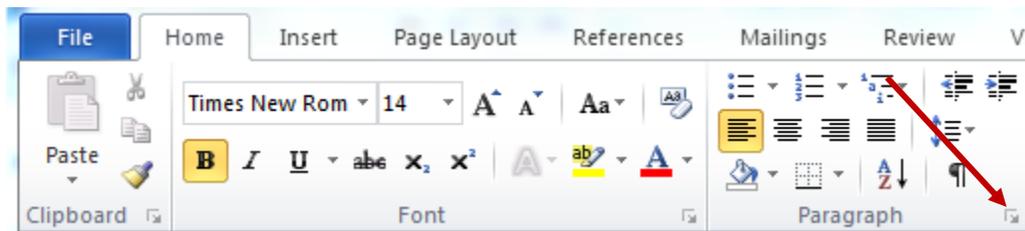# Formatting Paragraphs

Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by:

- Clicking the **Page Layout** Tab of the Ribbon, or

- Clicking the **Paragraph** Group on the Home Tab of the Ribbon.

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.
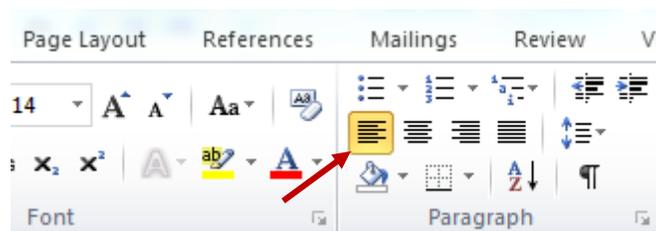
Indent Paragraphs
Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

- **First Line**: Controls the left boundary for the first line of a paragraph
- **Hanging**: Controls the left boundary of every line in a paragraph except the first one
- **Left**: Controls the left boundary for every line in a paragraph
- **Right**: Controls the right boundary for every line in a paragraph

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.
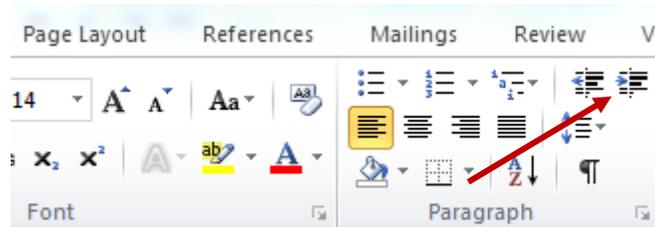
- Click the dialog box of the **Paragraph** Group
- Click the **Indents and Spacing** Tab
- Select your indents
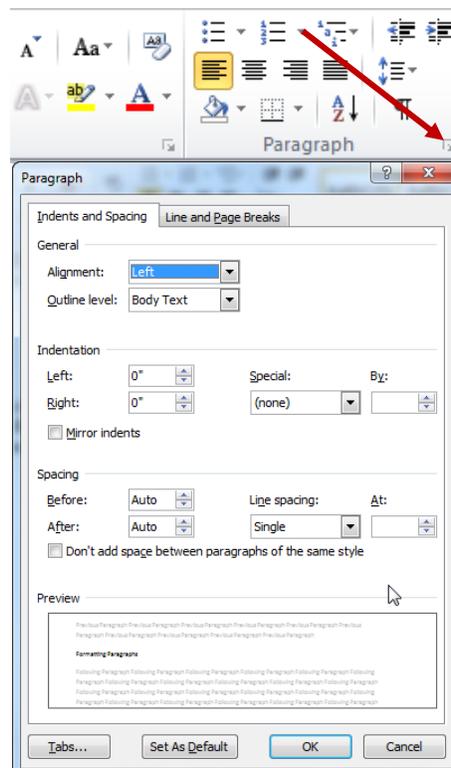
Change Spacing Between Paragraphs and Lines
You can change the space between lines and paragraphs by doing the following:

- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the **Paragraph** Dialog Box
- Click the **Indents and Spacing** Tab
- In the **Spacing** section, adjust your spacing accordingly
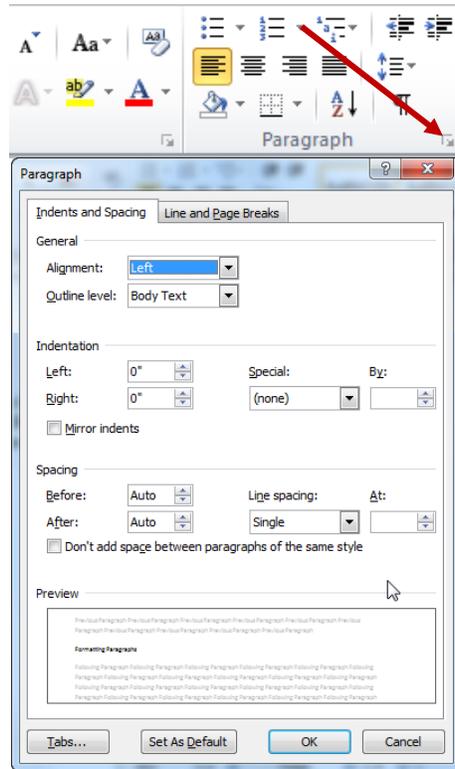
Apply Styles

Styles are a present collection of formatting that you can apply to text. To utilize **Quick Styles:**

- Select the text you wish to format.
- Click the dialog box next to the **Styles Group** on the Home Tab.
- Click the style you wish to apply.