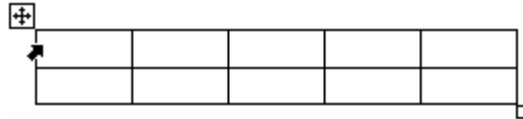


Title: Word – Tables – Align (Justify) Text

Purpose: This document describes how to apply text alignment in a table.

Steps:

1. Highlight the cells in the table that you wish to apply text alignment. To highlight cells, position the cursor on the left edge of the cell (or there are multiple cells then focus on the upper left cell initially) that you want to highlight until the cursor changes to a solid black arrow as shown below, and then click (or hold and drag) the left mouse button.



2. Select **Paragraph** from the **Format** menu.
3. In the **Paragraph** window that opens, use the drop-down menu labeled **Alignment** located on the **Indents and Spacing** tab to select the desired text alignment.
4. Click on the **OK** button.