

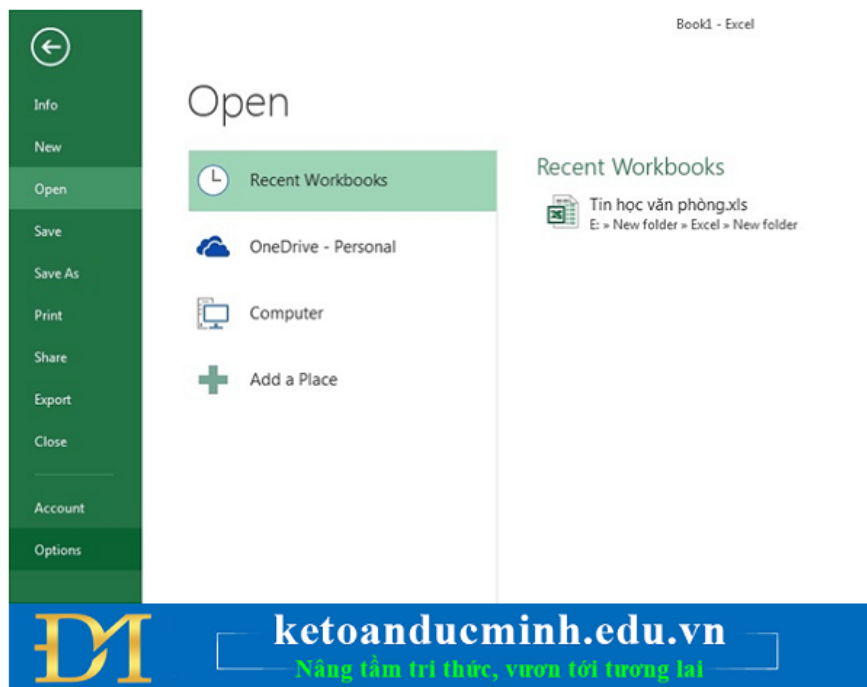
# Align text correctly in Excel

In order for a text to look good when printed, what we need to do is align it correctly.

However, there are many people who are familiar with manual alignment, adjusting the ruler ruler but forgot how to set the alignment in Excel.

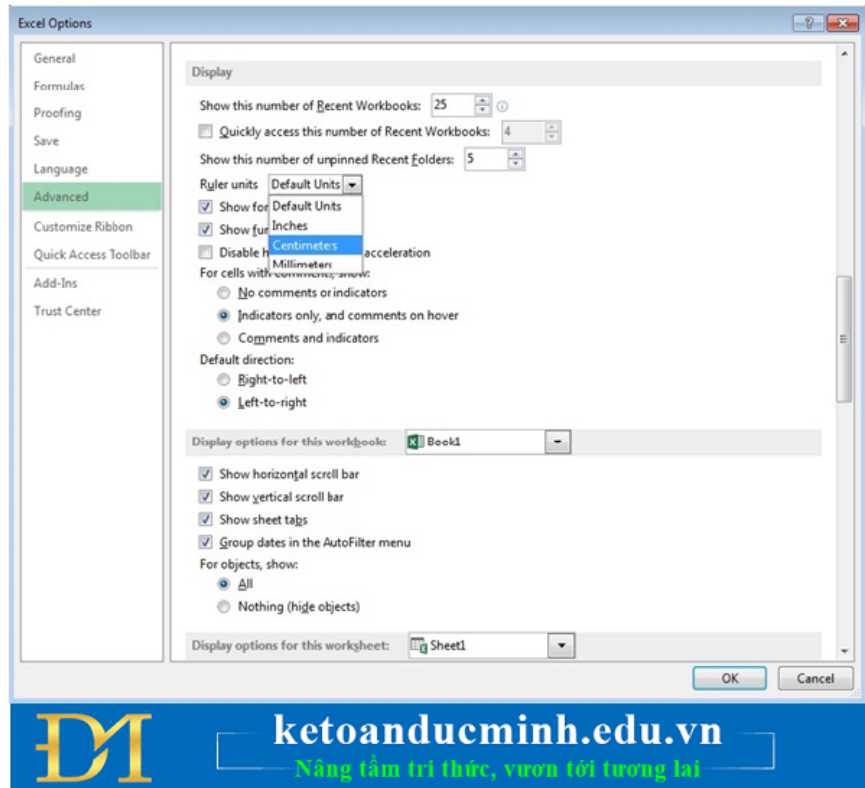
## Step 1: How to align margins in Excel

You open Excel on a computer. First, to be able to align the margins, we need to change Excel's default unit of measurement to centimeters. We will click the Button on the same interface and select Excel Options.



## Step 2: How to align margins in Excel

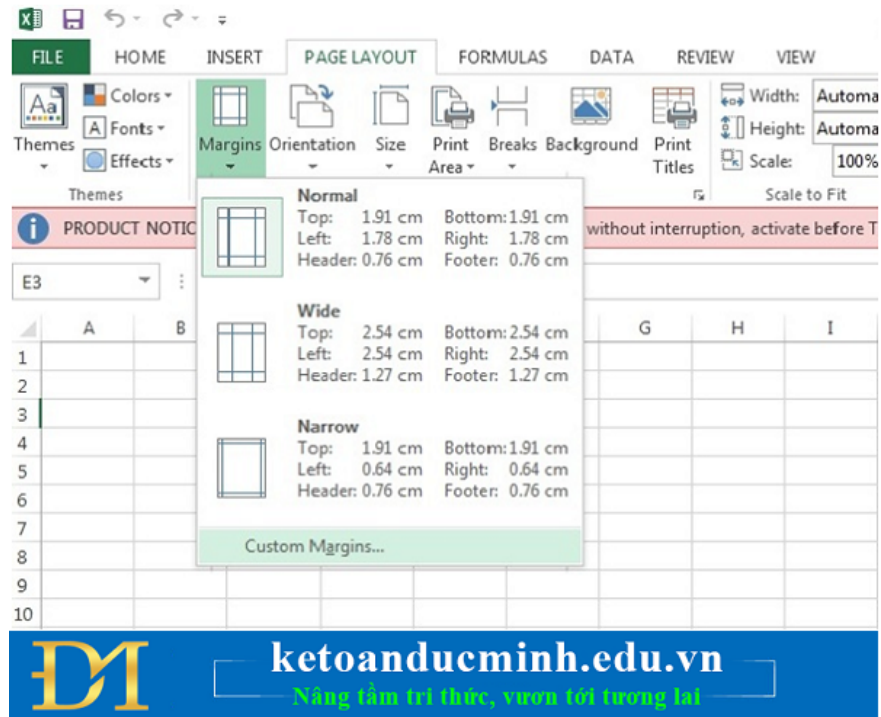
Next, in the new Excel Options window view, click on Advanced in the left menu. Go to the right interface, scroll down to the content below the Display section. Here, we will proceed to convert the units from inches to centimeters. In the Ruler units section, click the arrow and choose Centimeters.



Finally click OK.

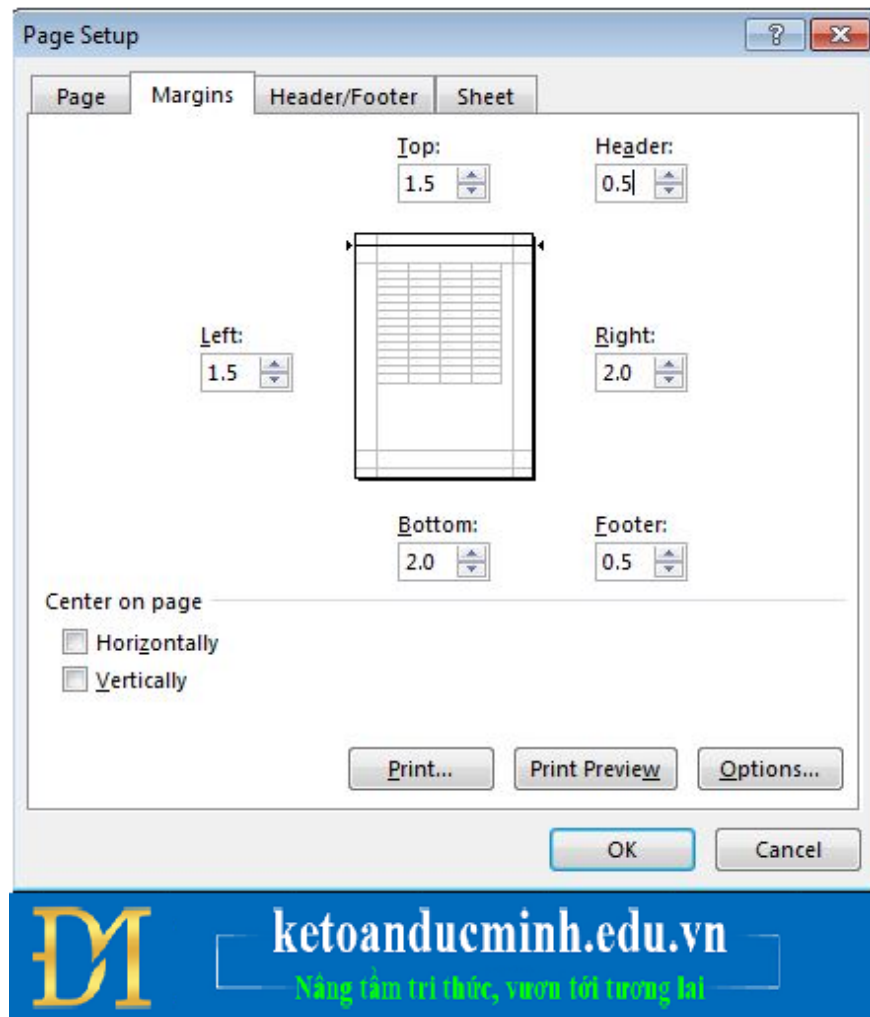
### Step 3: How to align margins in Excel

Next to align the margins, in the Excel interface, select the Page Layout tab, select Margins and then select Custom Margins right below.



#### Step 4: How to align margins in Excel

The Page Setup window appears. Here, we select the Margins tab, and then format the alignment in the categories including Left (left), Right (right), Top (top), Bottom (bottom), Header (header), Footer (end title). ) according to each person's alignment purposes.



When you have finished aligning the alignment, click on Print Preview to view the whole page content after aligning. If it is aligned with the margin you want to align, click OK to save.

Thus, we have completed each step of alignment for Excel. The document will print according to the margin size we have set. If you want to change the margins for Excel, you only need to change 6 sizes in Page Setup.

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