

How to align beautiful Word documents

How to align beautiful Word documents. In order to prepare documents in Word, most of you have learned in basic computer programs. But to align Word documents beautifully, properly, then many new acquaintances will have many difficulties.

Currently the use of Word to write single words, do essays, assignments, etc. is gradually replacing handwritten text. In order to prepare documents in Word, most of you have learned in basic computer programs. But to align Word documents beautifully, properly, then many new acquaintances will have many difficulties. If you are in need of learning how to align a beautiful Word document, then let's find it in the article below.

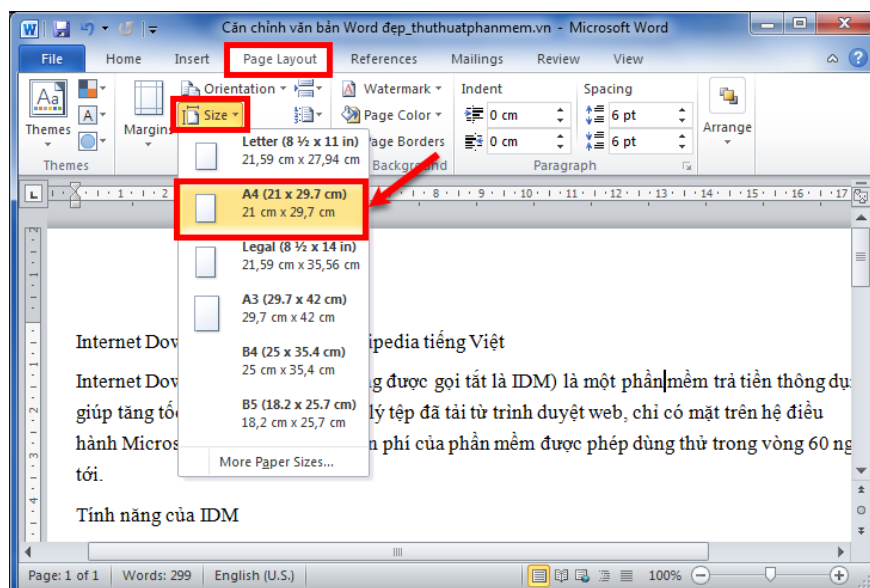


Here TipsMake.vn will guide you how to perform some operations on Word to help you align beautiful Word documents.

First you need to open the Word document to be aligned and perform the following alignments:

Select a paper size in Word

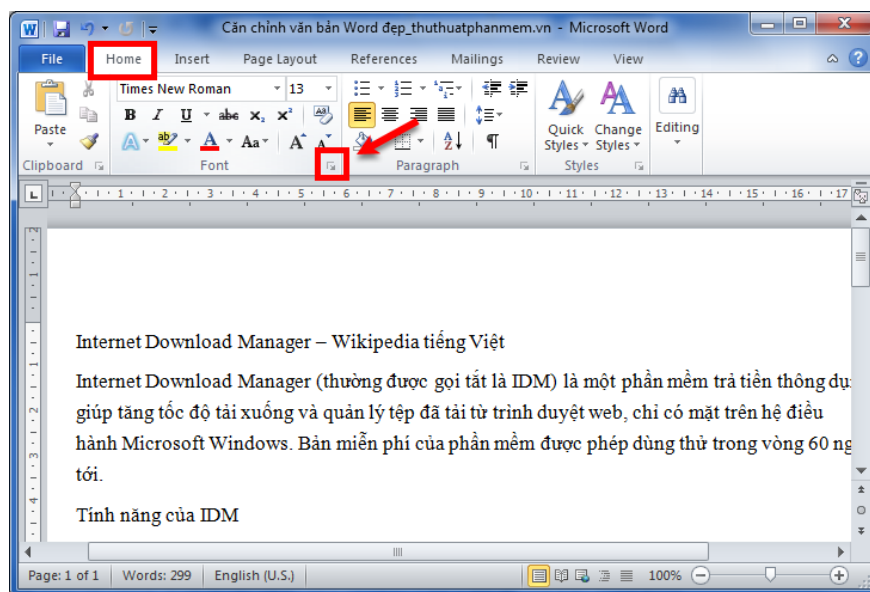
Normal documents will use A4 paper size (210mm - 297mm), to select A4 paper size you **choose Page Layout -> Size -> A4 (210mm - 297mm)**.



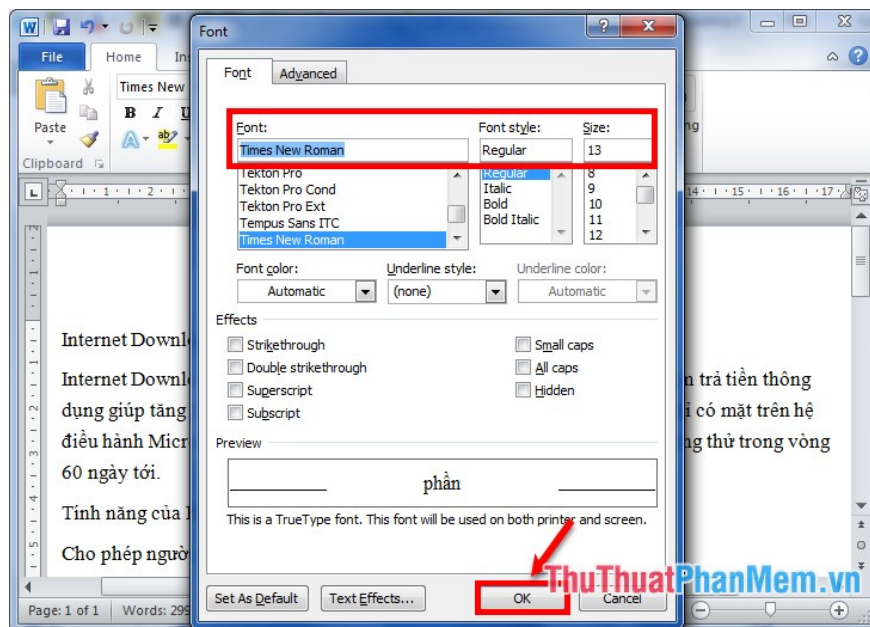
Edit Font in Word

In Word there are many fonts with different font sizes, depending on where there will be different provisions on fonts and font sizes for Word. But most often people use the font is **Time News Roman** , lower case font size and font size 12 (or 13), but with titles and other items, the font size can be larger and bold.

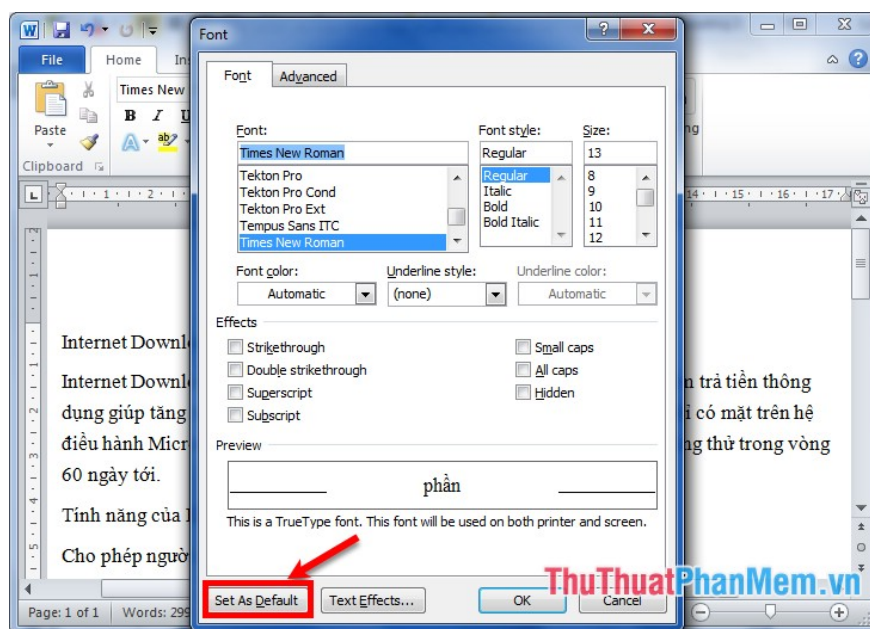
You can edit the font by: quick editing in the Font section of the Home tab or you select the icon as shown below (or press **Ctrl + D**) to open the Font dialog box.



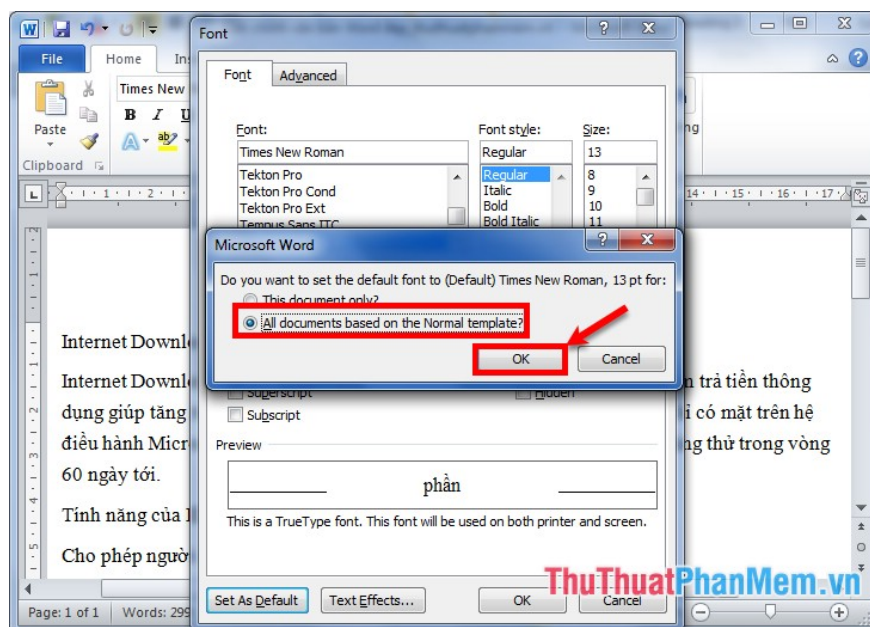
In the **Font dialog box**, select the font in the **Font** section , the **font style** in the **Font style** section, the **font size** in the **Size** section . Then click **OK** to close the Font dialog box.



To set the font, type, and font size as the default for all Word pages when you create a new Word document, in the Font dialog box, click **Set As Default**.

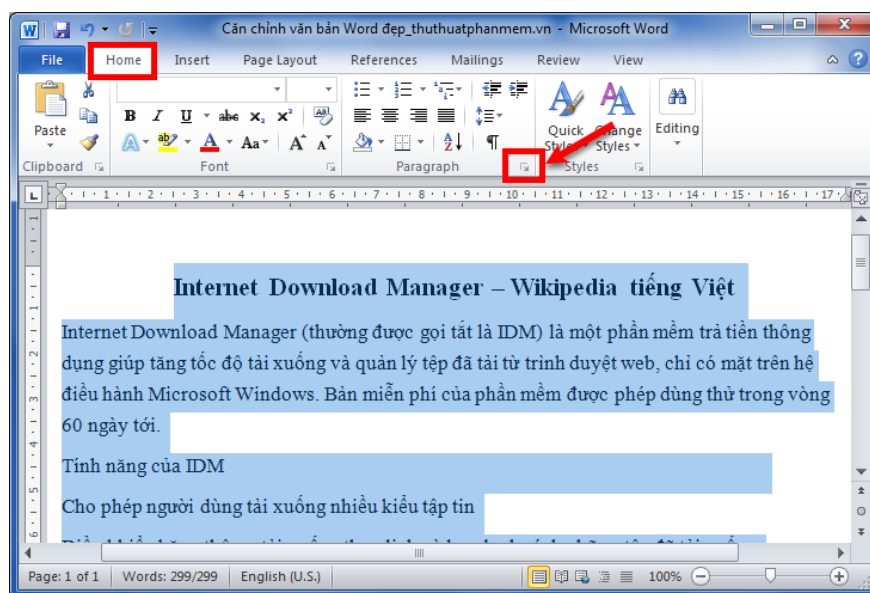


Then the Microsoft Word notification dialog box, select **All documents based on the Normal template** and click **OK** . So each time you create a new Word, the font, font style and font size have been set at your disposal.



Spacing, paragraph spacing in Word

First, you highlight the text to be extended, indented, if you want to align the whole text, then press **Ctrl + A** to select all the text. Next in the **Paragraph** section of the Home tab you select the icon as shown below (you can also right-click and select **Paragraph**) to open the Paragraph dialog box.

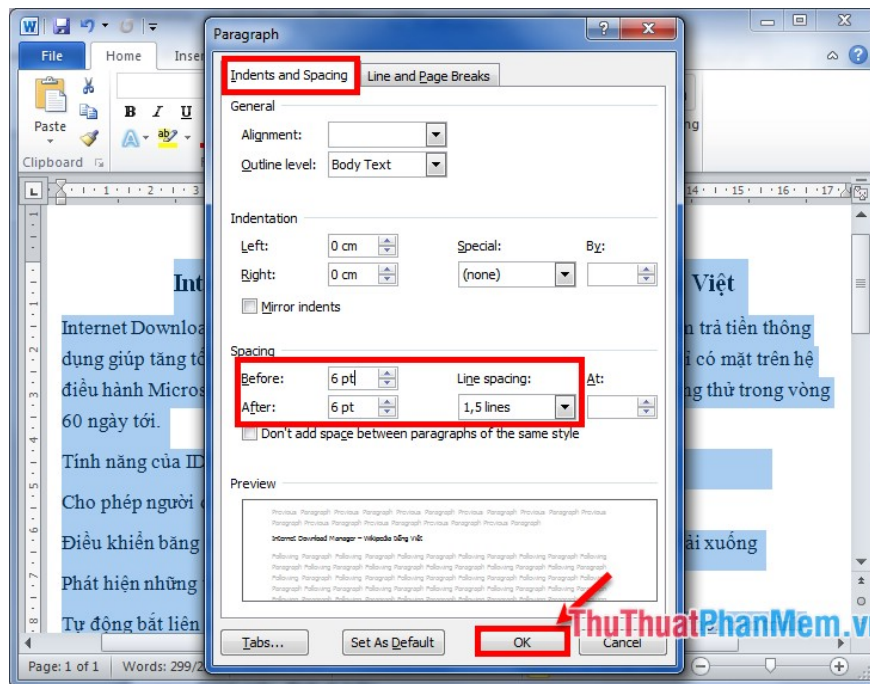


Appearing **Paragraph Dialog Box** , in card **Indents and Spacing**, you select the distance earlier in the section **Before** , distance to the next paragraph **After** , line spacing in the **Line spacing** include:

1. **Single** : the distance is equal to a normal line.
2. **1.5 lines** : the distance is one and a half lines.
3. **Double** : the distance is twice as large as the normal line.
4. **At least** : the least distance.

5. **Exactly** : equal distance.
6. **Multiple** : distance times the number of times.

You can see the changes in the **Preview** to edit accordingly. Then click **OK** to close the Paragraph dialog box.



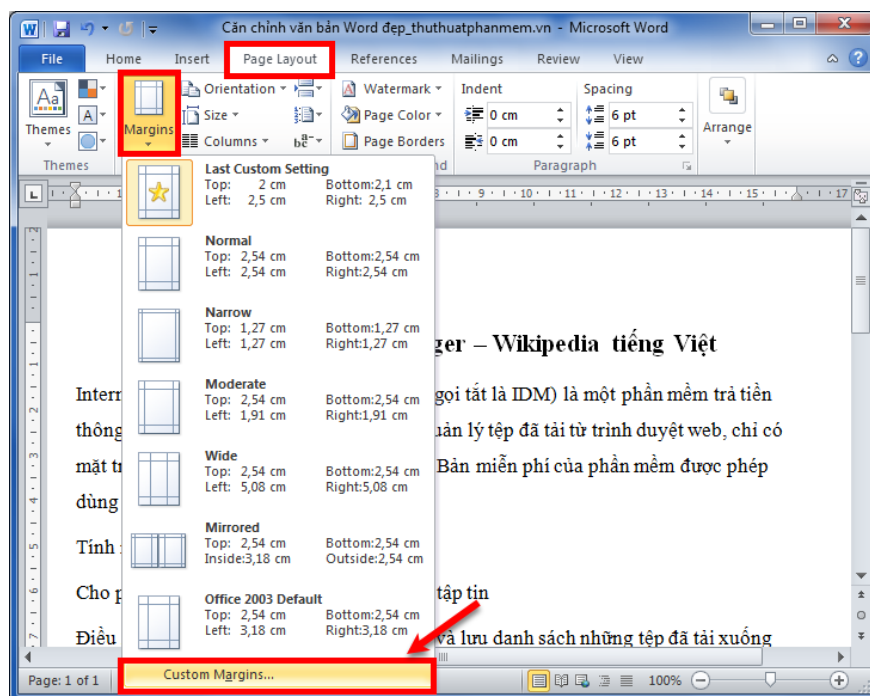
To set the line spacing, paragraph spacing is the default for all Word pages when you create new Word documents, you also choose **Set As Default** in the Paragraph dialog box similar to the default Font setting above.

How to align in Word

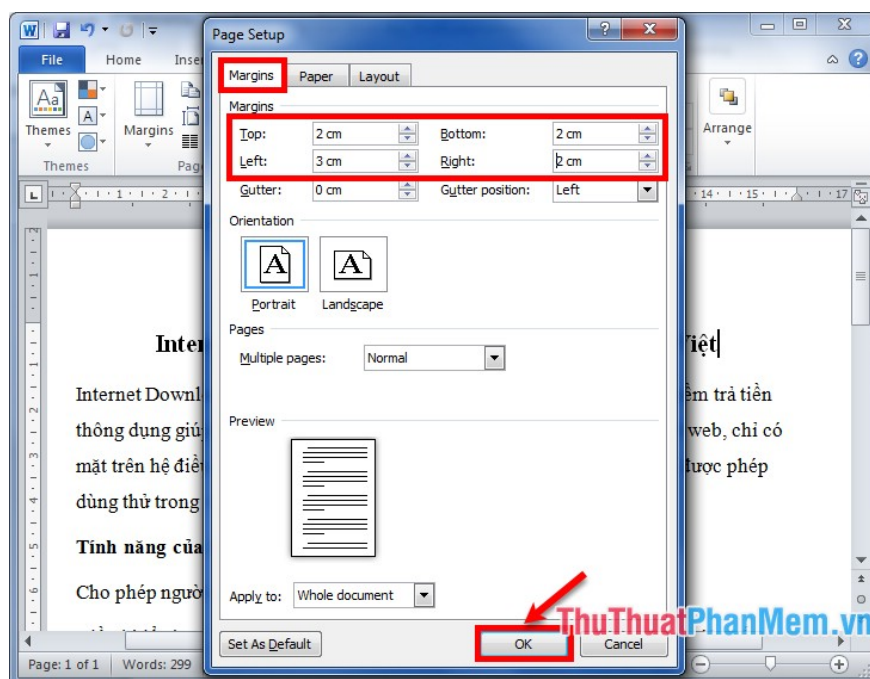
You need to know the standard provisions on how to align the text in the Word for A4 size (210mm - 297mm).

1. **Align top** : from 20mm to 25mm **above** the edge.
2. **Align bottom** : from 20mm to 25mm lower edge.
3. **Align left**: 30mm - 35mm from the left edge.
4. **Right alignment** : 15mm - 20mm from the right edge.

Select **Page Layout -> Margins -> Custom Margins**.



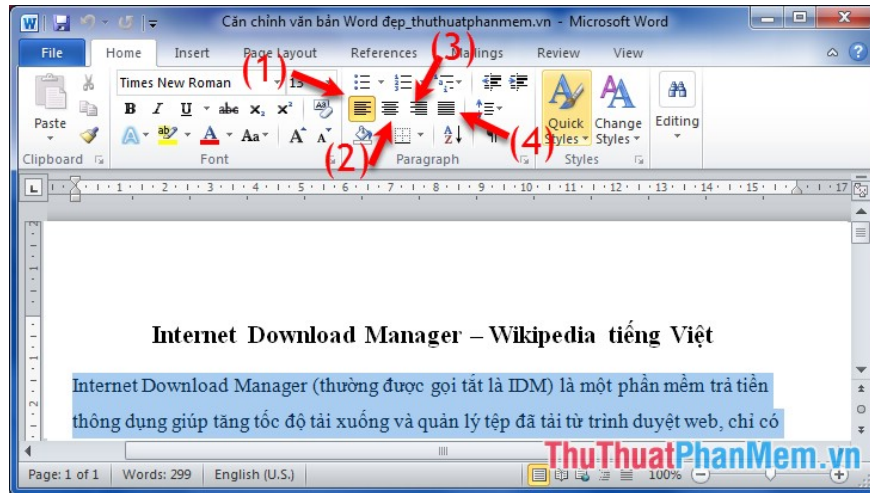
In the Margins tab of the Page Setup dialog box, enter the corresponding parameters above: **Top** (top alignment), **Bottom** (bottom alignment), **Left** (left alignment), **Right** (right alignment). Click **OK** to finish. (You can also set the default alignment by selecting **Set As Default** similar to the default font setting for Word).



Use Align in Word

You can use Align to align the text position in Word, to use Align, you highlight the text to be aligned and then select one of the four corresponding symbols in the Paragraph or use the corresponding shortcut keys. to align as shown below:

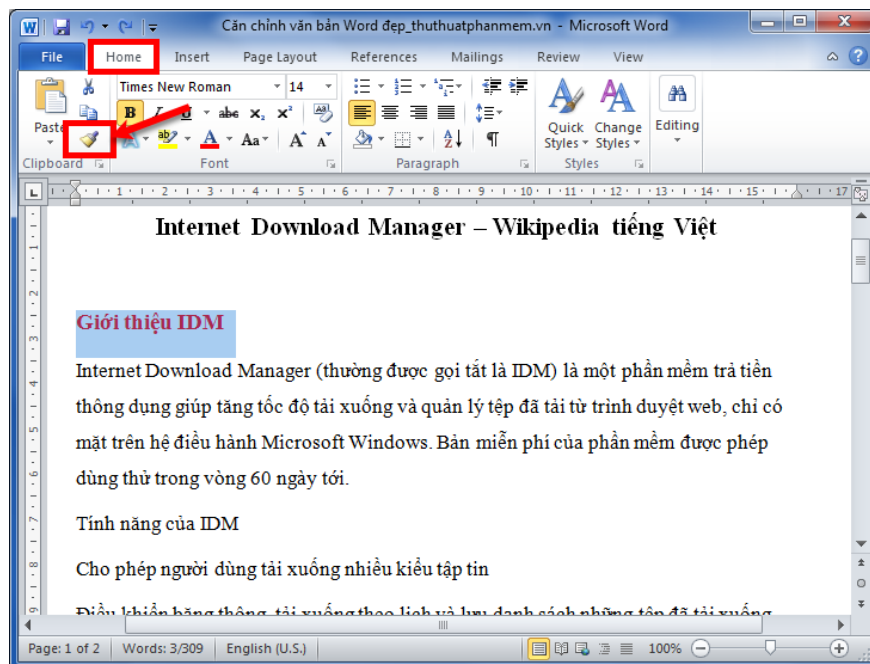
1. **(1): Align Text Left** - adjust the left margin (or **Ctrl + L** key combination).
2. **(2): Center** - center (or **Ctrl + E**)
3. **(3): Align Text Right** - adjust the right margin (or **Ctrl + R** key combination).
4. **(4) Justify** - align both sides of the line (or **Ctrl + J** key combination).



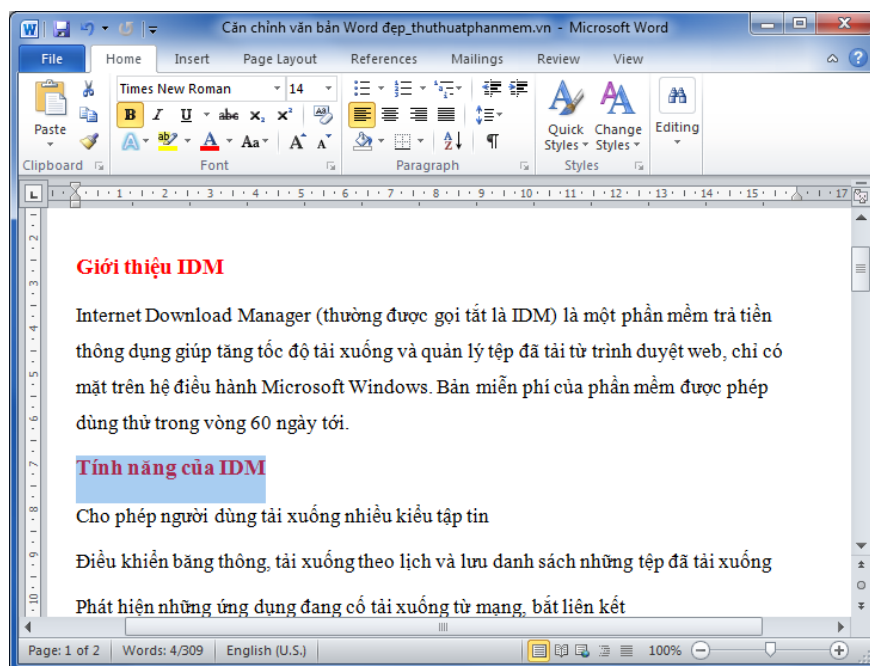
Use the 'Wizard Broom' Format Painter in Word

Format Painter will help you copy **formatting** from one text area to another. If you have many pieces of data that need the same format, you can use this feature.

First, you need to highlight the text area with the standard format you want to copy to other paragraphs. In the **Home** tab , in the **Clipboard**, click the **Format Painter** broom icon , when you are done, the mouse pointer will have a broom-like icon.



Then you highlight the text to match the format of the text area that you copy and release, automatically this text will be the same format as the copied text.



But the above method only copy the format once, if you want to copy a format for multiple paragraphs, highlight the text you want to copy the format and **double click** the brush icon **Format Painter**. Then you also highlight the text you need to be copied, press **ESC** to stop copying the format.

Above are some alignment operations to help you align Word documents more beautiful, the gradual implementation you will become more proficient. Hope the article will help you. Good luck!

You finished reading the article "**How to align beautiful Word documents**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.