

How to align in Word - Instructions on how to align in Word 2007, 2010, 2013, 2016

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For each document, there are general provisions on the format and presentation of documents. The Ministry of the Interior has issued a Circular on Guidelines on techniques and techniques for presenting administrative documents No. : 01/2011 / TT-BNV. Therefore, you need to know the layout and presentation of documents. This article helps you align in Word 2007, 2010, 2013, 2016 in accordance with the standard that the circular has issued.



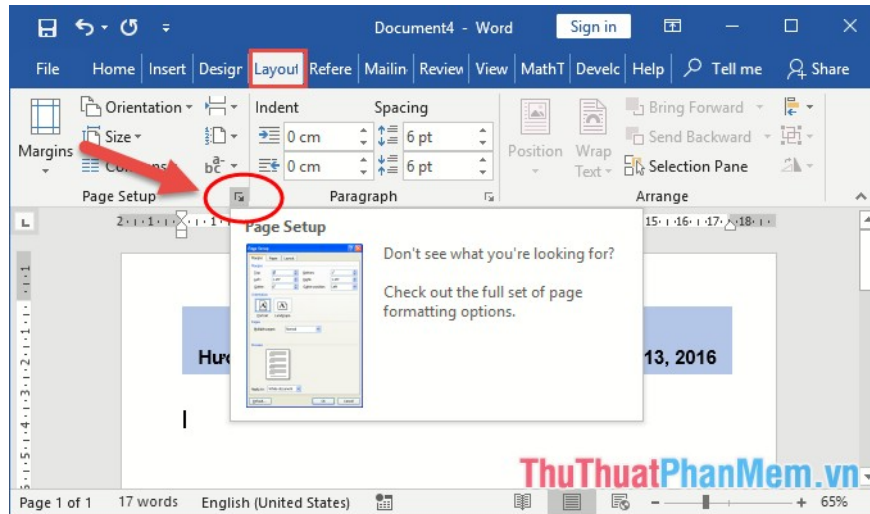
According to the Circular, the page margins (for A4 paper sizes) are as follows:

- Top margin: from 20-25 mm from the top edge
- Bottom margin: from 20-25 mm below the bottom edge
- Left margin: 30 - 35 mm from the left edge
- Right margin: 15 to 20 mm from the right edge

So we perform page alignment according to circular standards.

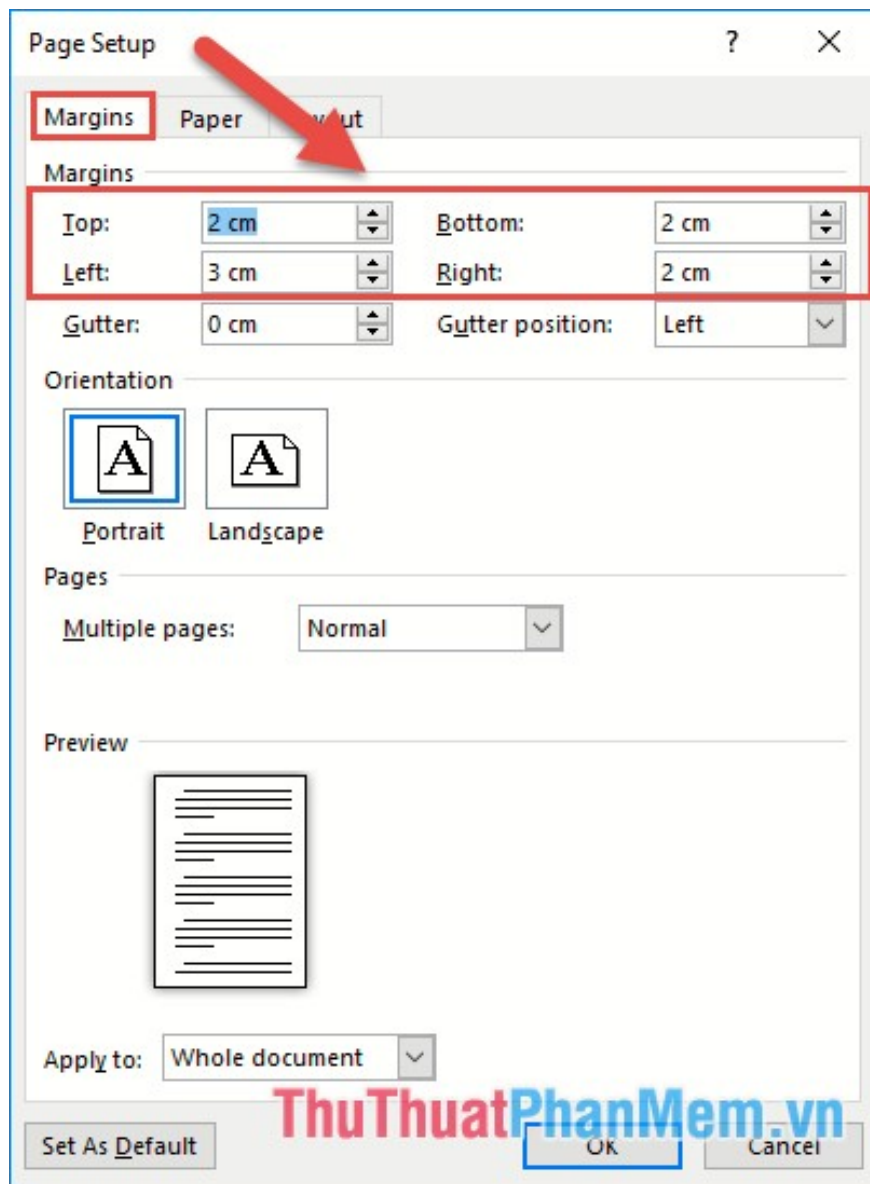
To align a page, do the following:

Select **Layout** tab -> click arrow in **Page Setup**:



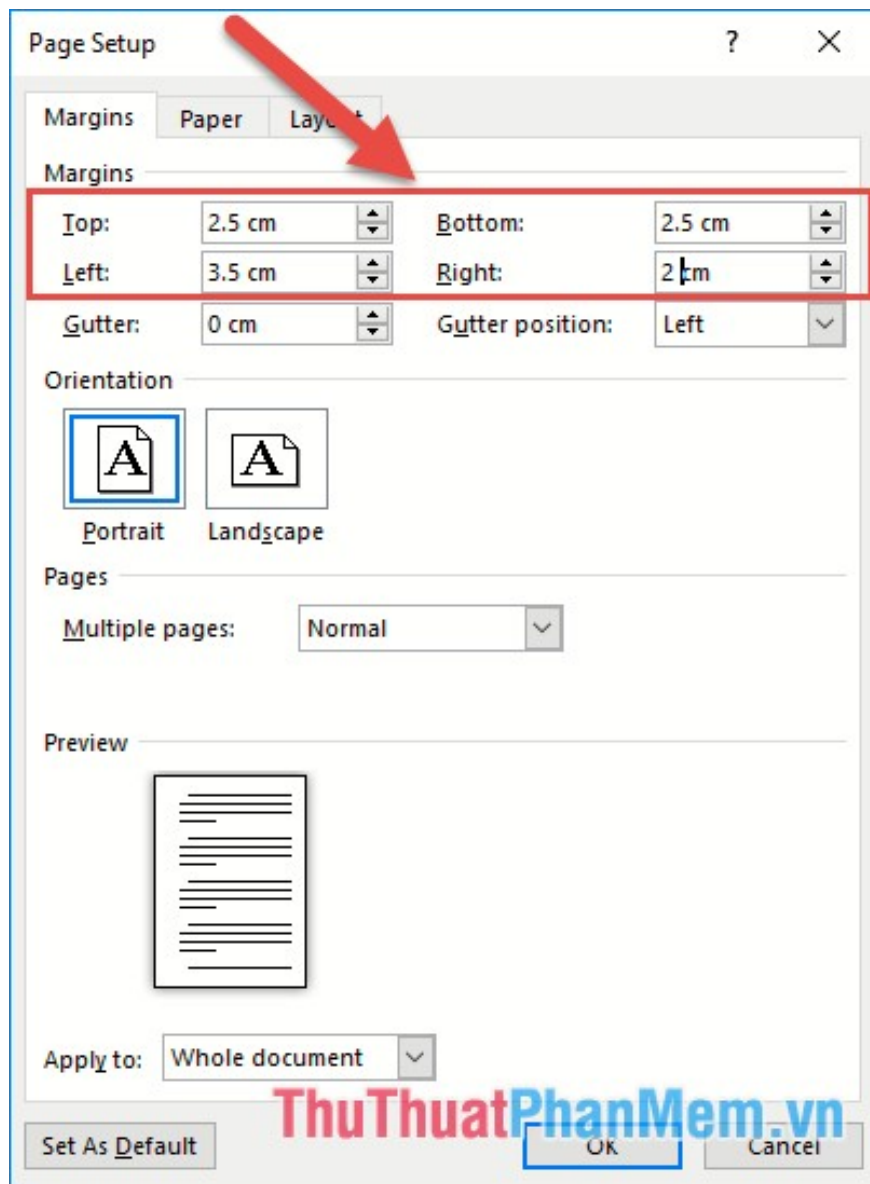
The Page Setup dialog box appears, enter the following values:

- Top (Top margin): 2cm
- Bottom (Bottom margin): 2cm
- Left (Left margin): 3cm
- Right (Right Margin): 1.5cm



Or you perform the alignment according to the following value:

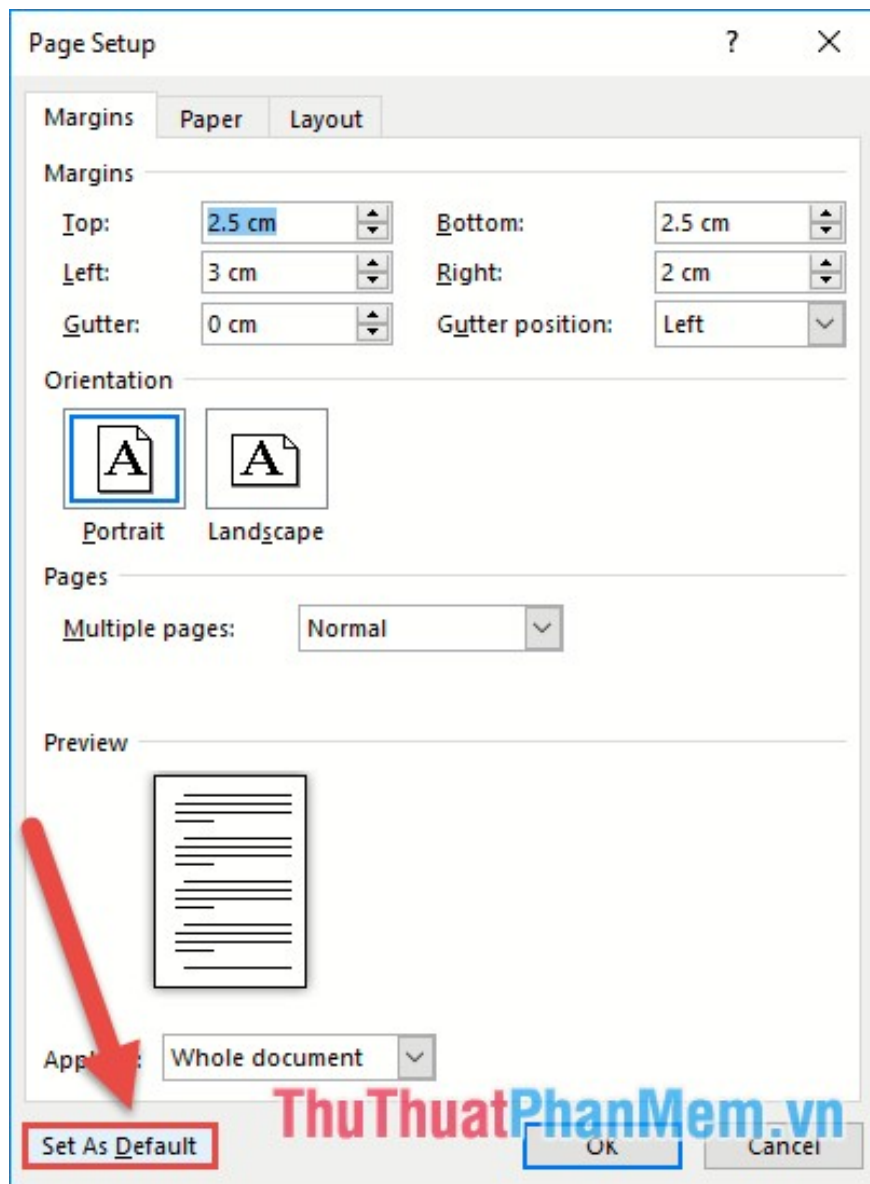
- Top (Top margin): 2.5 cm
- Bottom (Bottom margin): 2.5 cm
- Left (Left margin): 3.5cm
- Right (Right margin): 2cm



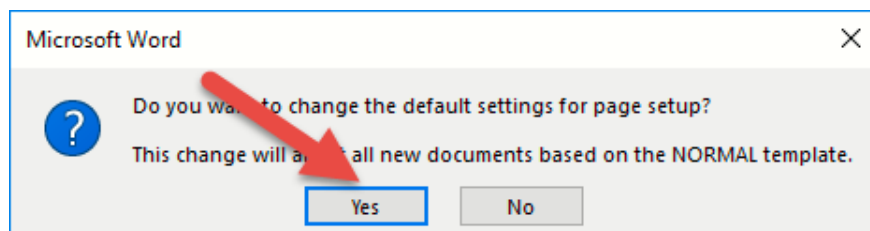
The result is that you align the A4 page according to the issued circular standard:



So you have justified the page margins, in case you do not want to create new page margins every time you create a new page, click **Set As Default** to set the default page margins for all data files:

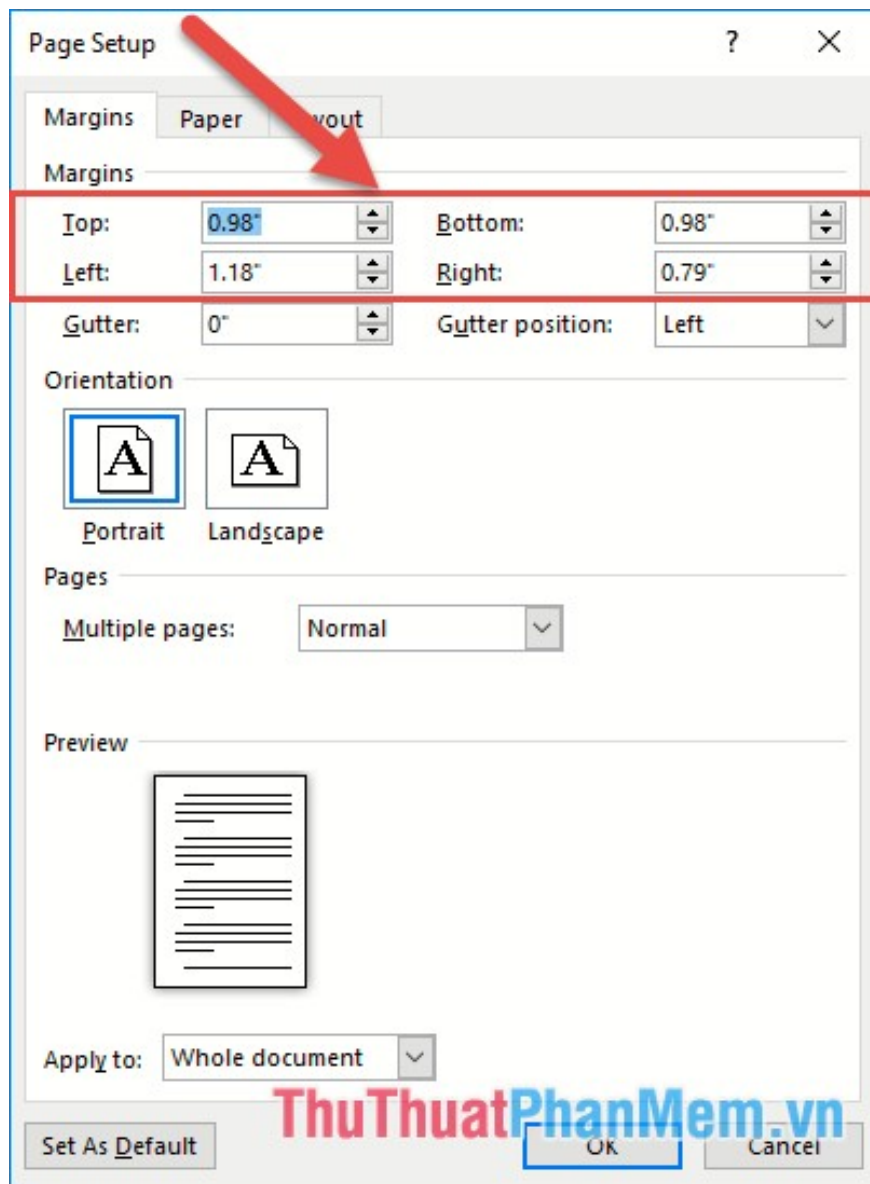


A message box appears, click **Yes** to confirm the default page margin setting:

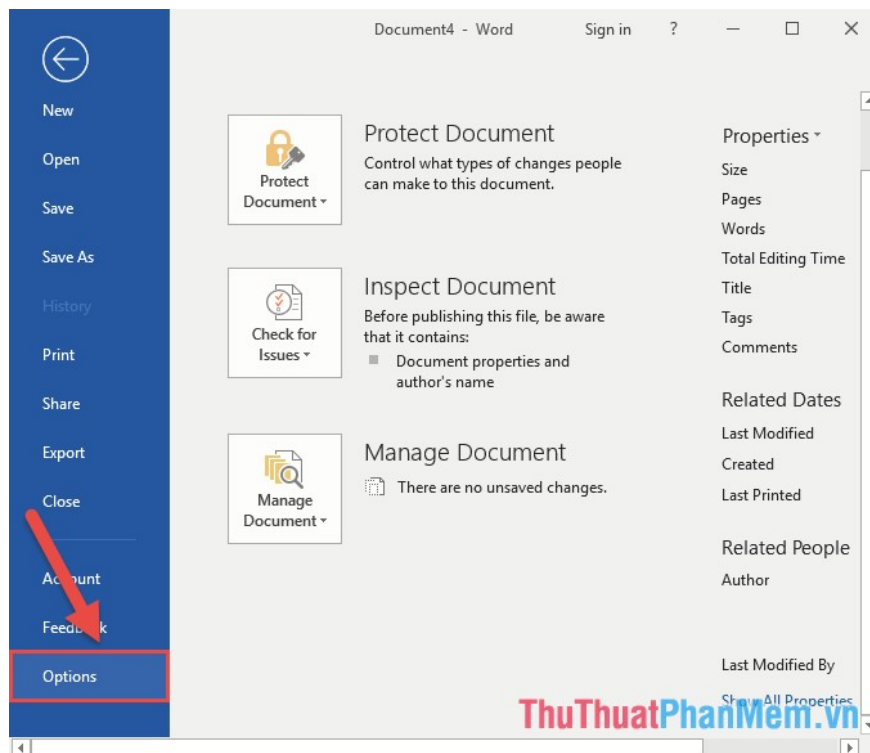


So from now on you do not need to align the page, unless you have to reinstall Office.

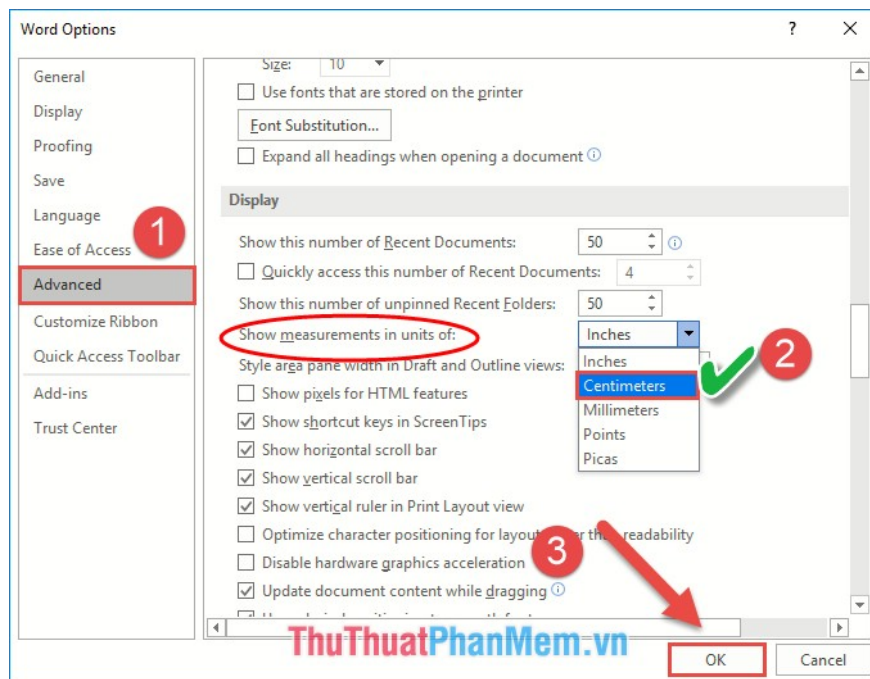
The case when you align the unit pages in the alignment table is not in cm format but in inch value as shown.



Click **File** -> **Option** to change the default measurement unit in Word:



The **Word Option** window appears, click **Advanced** -> click **Centimeters** in **Show measurements units of** -> click **OK**:



With simple operation, you can convert measurement units.

Above is the alignment guide in Word 2016, hopefully helpful for you. Good luck!

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