

How to align text in Word 2019, 2016, 2013

Text alignment in Word is very important to meet standard presentation requirements. Let's learn with TipsMake how to align text in Word from versions 2019 to 2003, helping to create beautiful, standard documents.

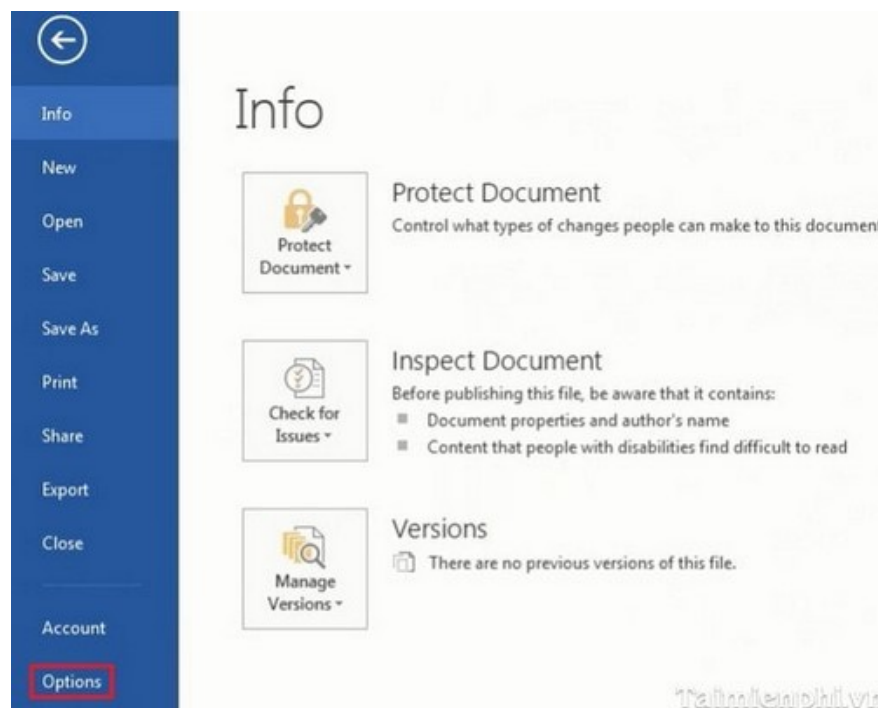
Editing text margins in Word helps create standard, beautiful documents for work and study. Below are ways to align margins on Word versions from 2019 to 2003 for you to apply easily.

Table of Contents:

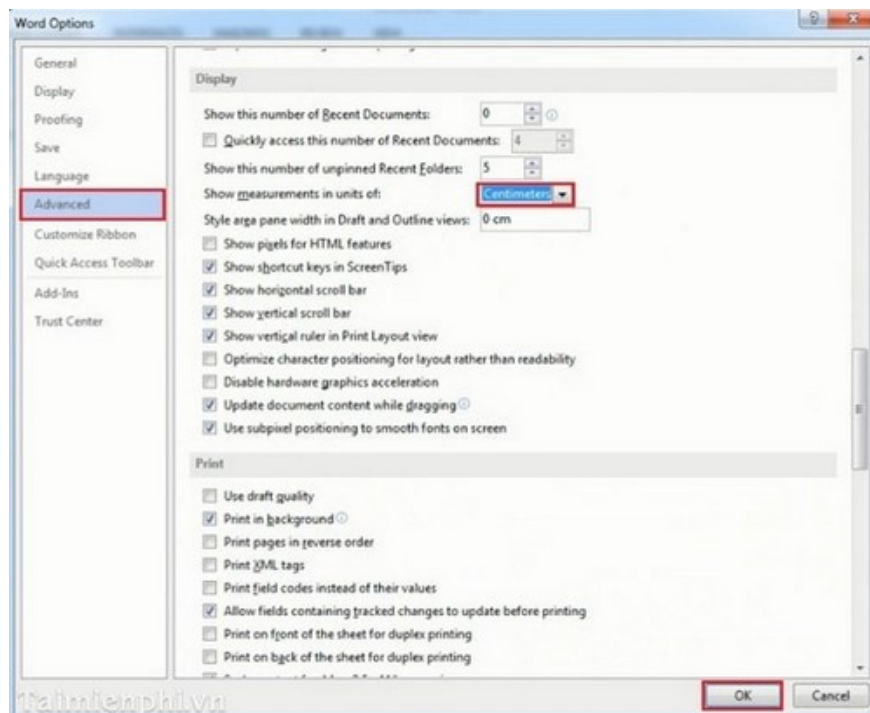
1. For Word 2019, 2016, 2013.
2. For Word 2010, 2007.
1. For Word 2003.

1. Steps to align margins in Word 2019 - 2016 - 2013

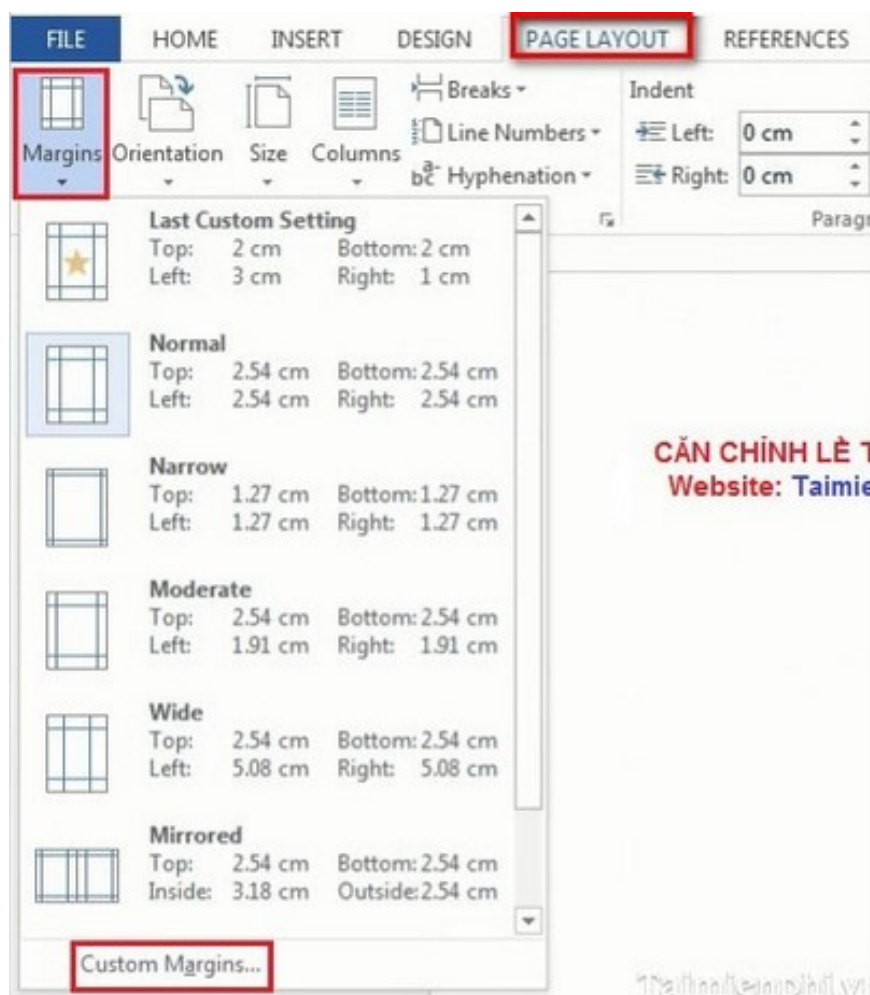
Step 1: Because these 3 versions have the same user interface, you can apply it to all 3 with the same method as follows. You change the measurement unit in word to **centimeters** by going to **File > Options** :



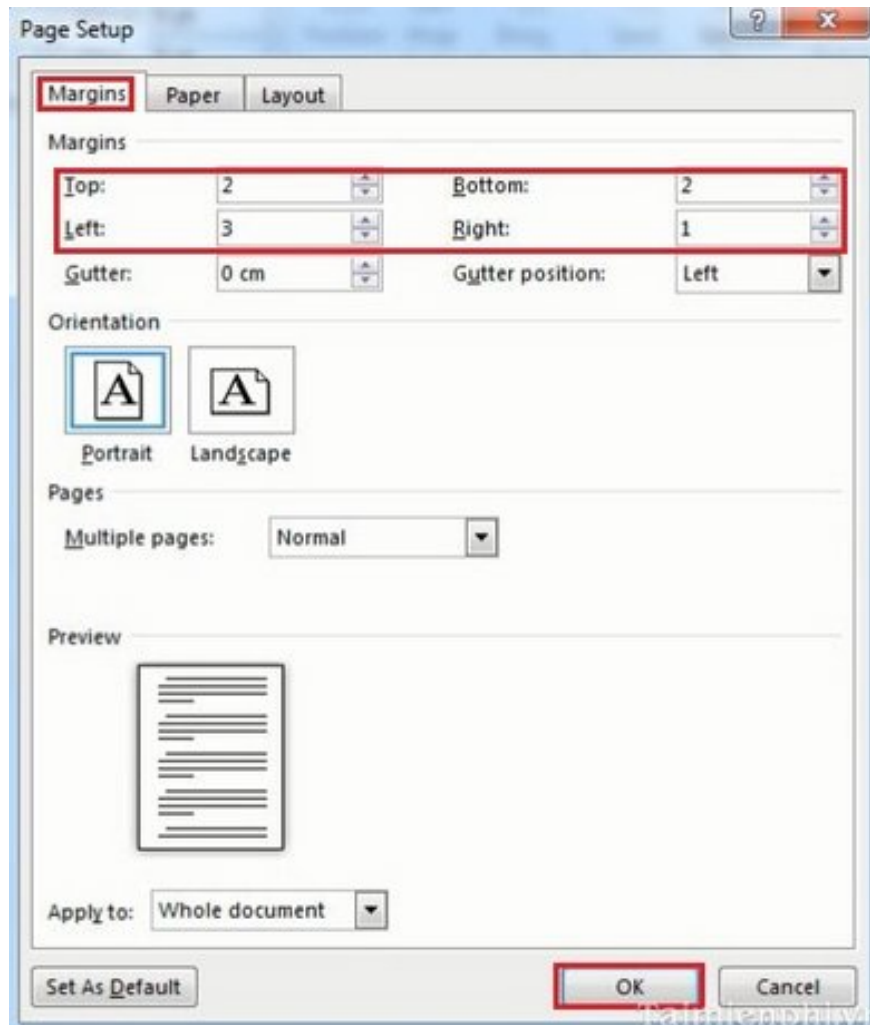
Step 2: Go to **Advance > Display** . In **Show measurements in units of**, select the unit of measurement as **Centimeters** :



Step 3: Go to **Page Layout > Margins > Custom Margins** :



Step 4: Enter the parameters to align as you want in the corresponding boxes:

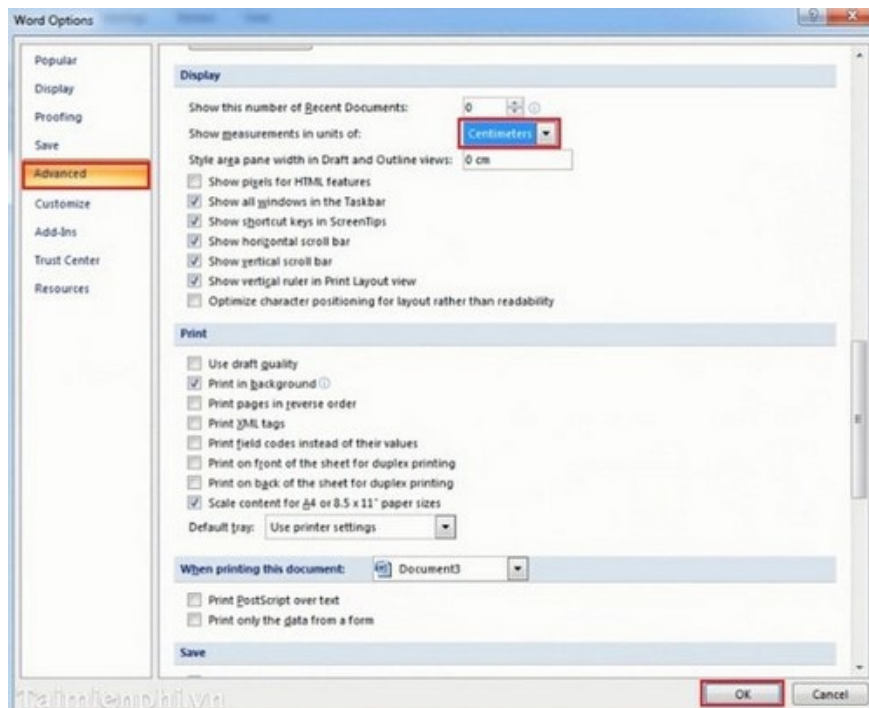


2. How to align margins in Word 2010 - 2007

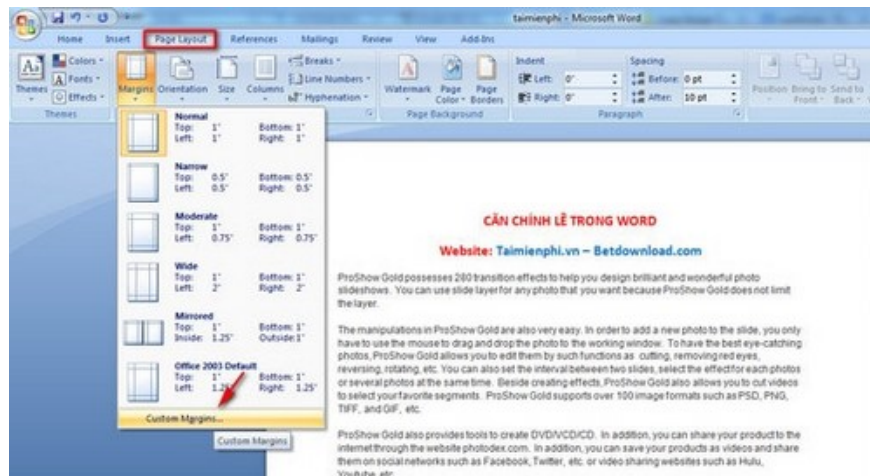
Step 1: The interface of Word Office 2010, 2007 is quite similar with similar implementation, so apply it to both. You change the measurement unit in Word to **centimeters** by going to **Office Button > Word Options** :



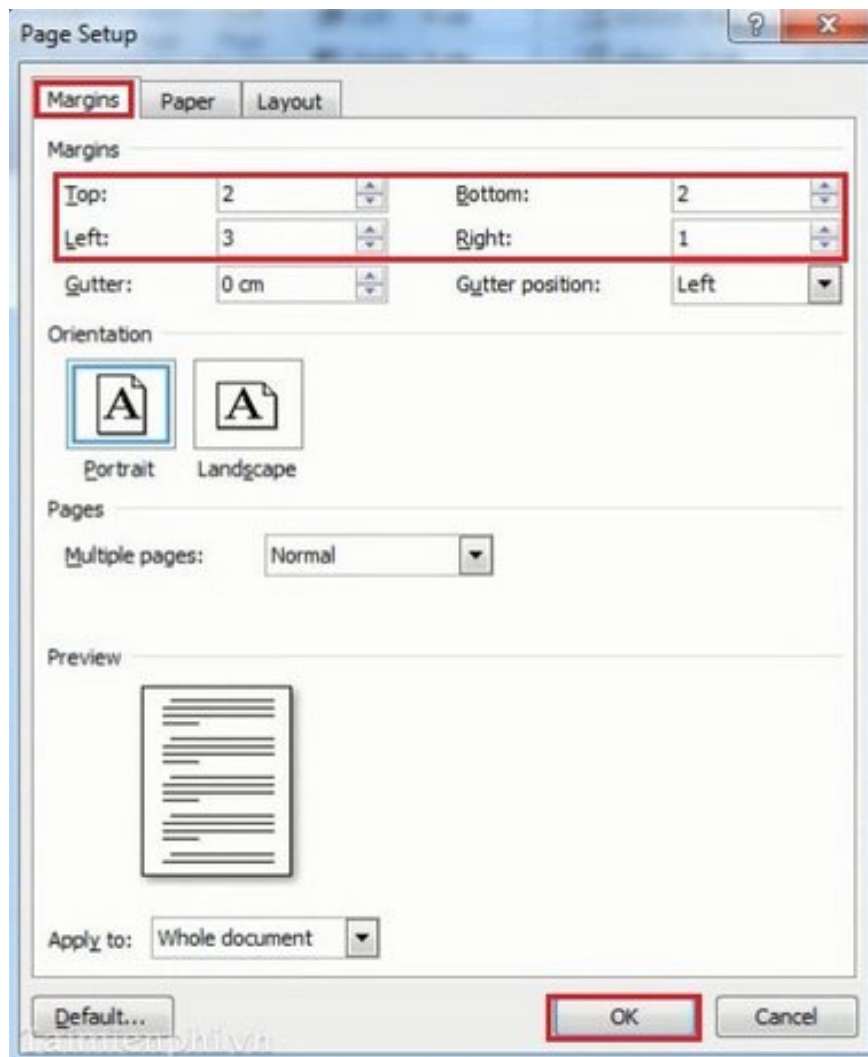
Step 2: Go to **Advance > Display**. In **Show measurements in units of**, select the unit of measurement as **Centimeters** :



Step 3: Go to **Page Layout > Margins > Custom Margins** :

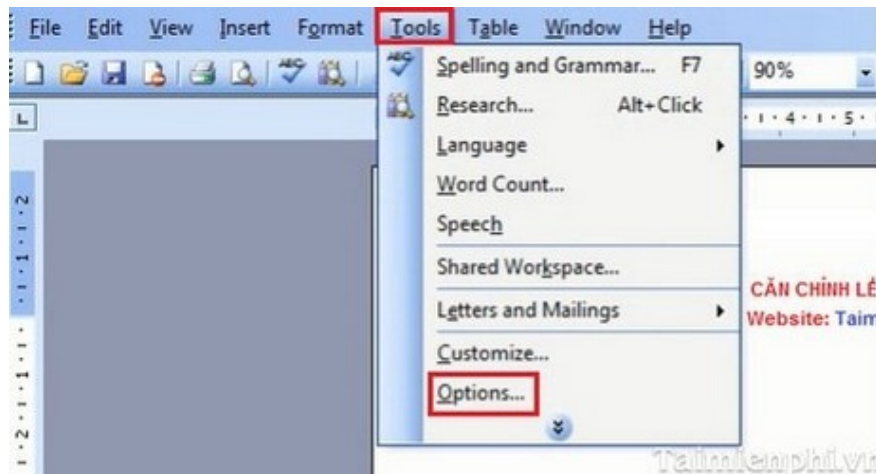


Step 4: Enter the parameters to align as you want in the corresponding boxes:

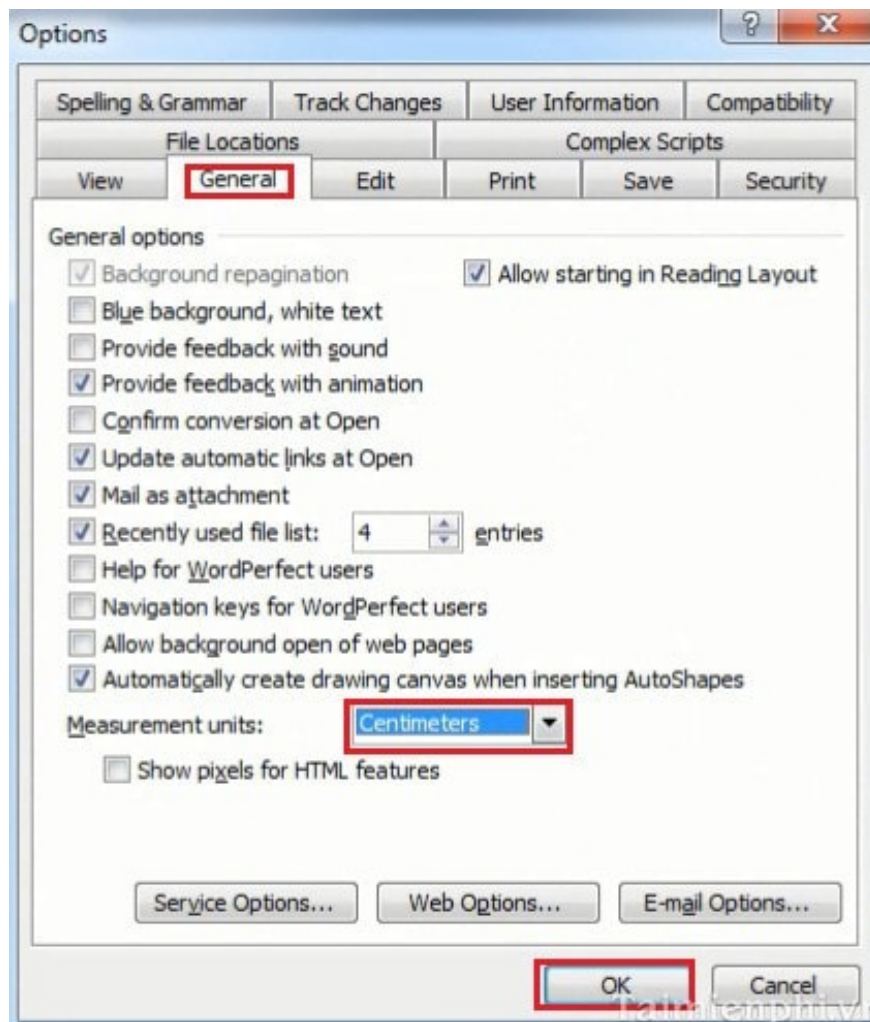


3. How to align margins in Word 2003

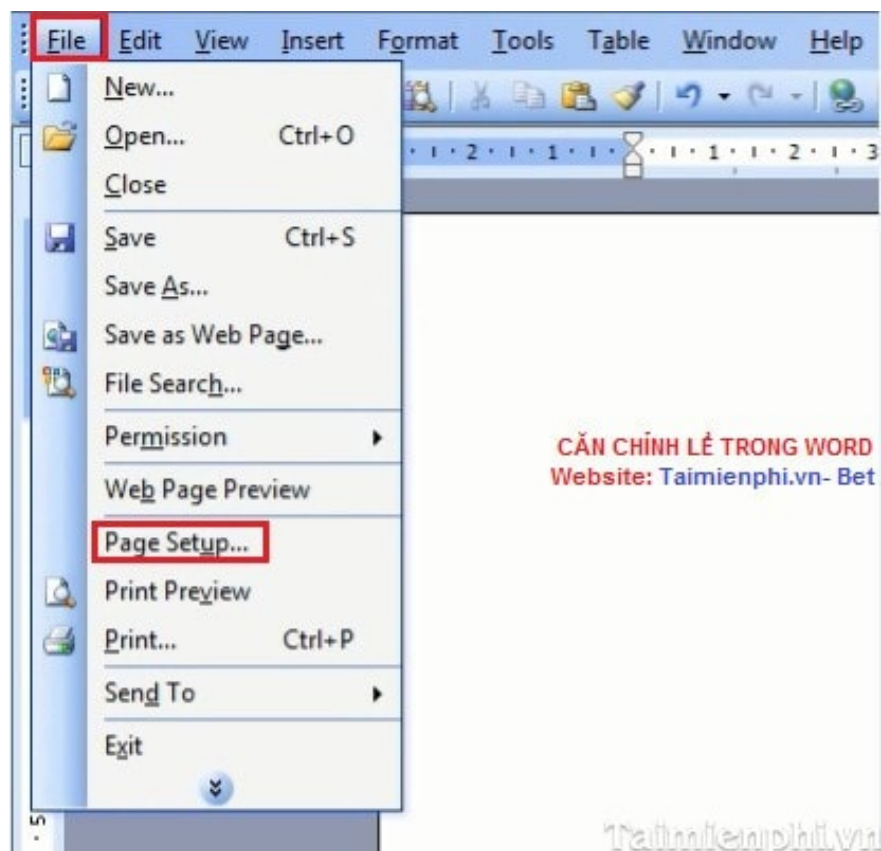
Step 1: You change the measurement unit in Word to **Centimeters** by going to **Tool > Options.** :



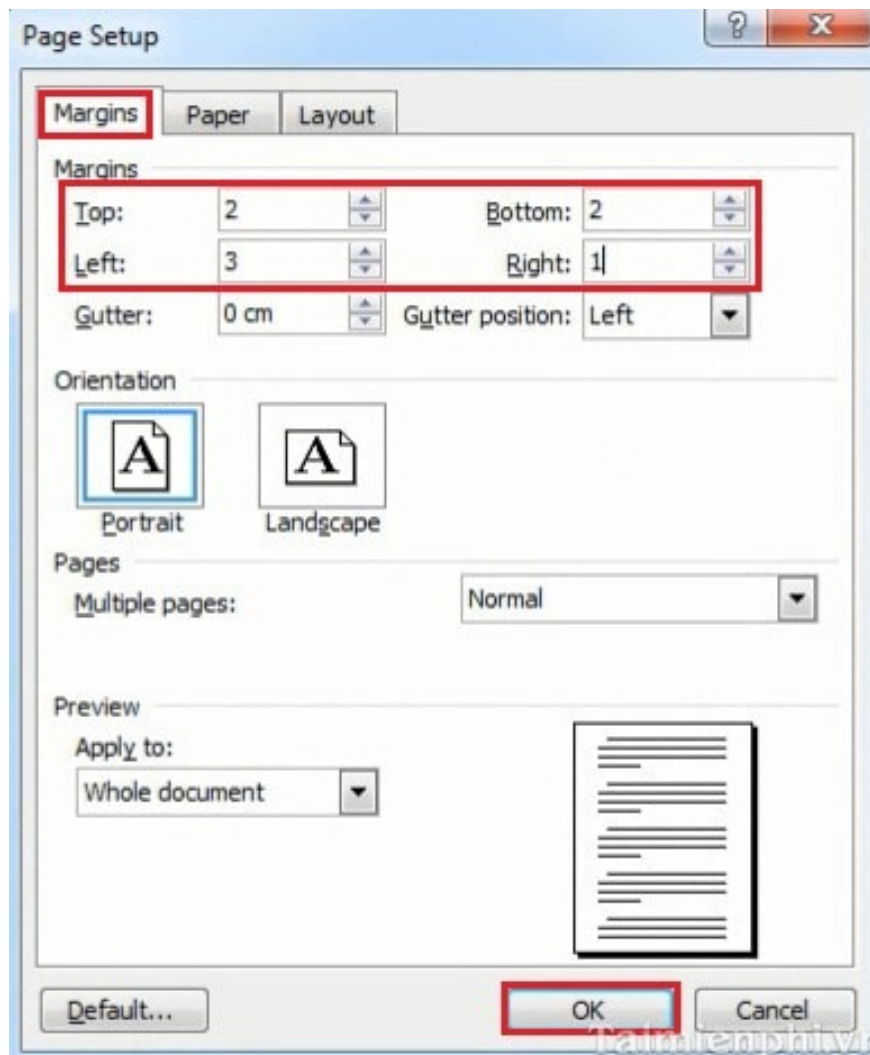
Step 2: Go to the **General tab** and select the **Centimeters** unit as shown:



Step 3: Go to **File > Page Setup** :



Step 4: Enter the parameters to align as you want in the corresponding boxes:



Margins in Word are a basic and important feature that users need to master, especially when drafting administrative documents or reports and essays. For Word versions 2019, 2016, 2013, the way to align margins does not have much difference, making it easy for you to apply to all versions without difficulty.

In addition, you can refer to how to **create a table of contents** to easily manage content and help readers find information quickly.

You finished reading the article "**How to align text in Word 2019, 2016, 2013**" 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.