

Presentation of beautiful Word documents - Presentation beautifully in Word

Currently the use of Microsoft Word to draft documents, papers, applications ... is a regular job of everyone. But to have a nice, proper text, many people still have difficulty editing.

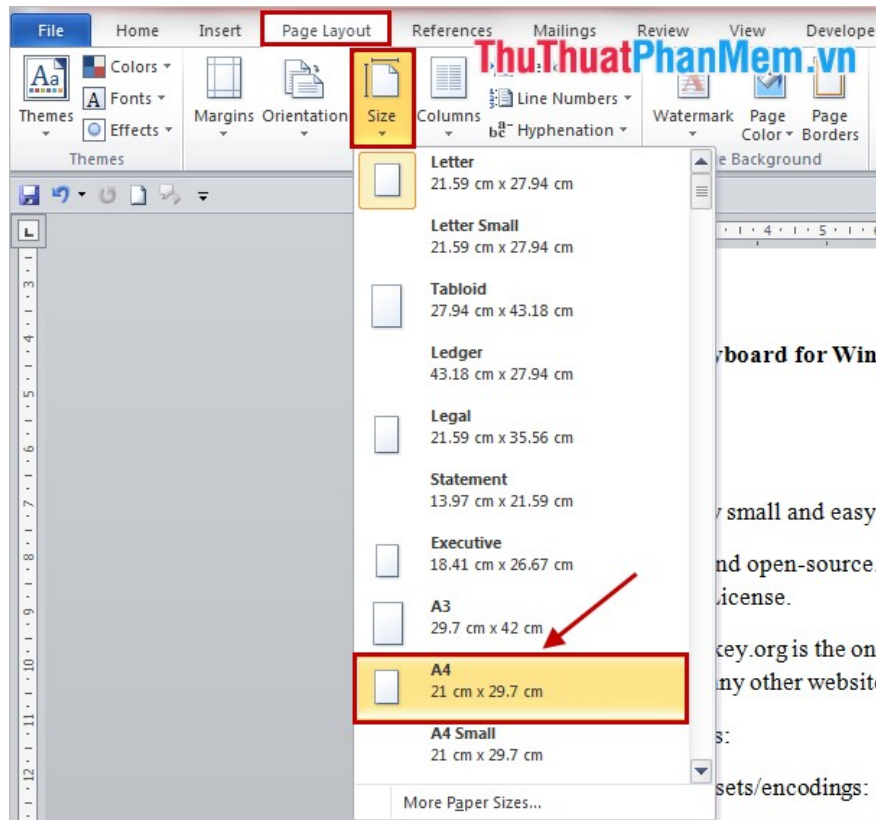
Currently the use of Microsoft Word to draft documents, papers, applications . is a regular job of everyone. But to have a nice, proper text, many people still have difficulty editing.

So how to present a text, single word . in Word beautiful, you follow the article below.

Normally, normal documents use A4 size paper, the top and bottom margins are 2.5 cm, left 3cm and right 2cm, common fonts such as Times New Roman (Unicode), .VnTime (TCVN) ., the average font size is about 13pt, the line spacing is 1.5 lines.

Select a paper size

Choose **Page Layout** -> **Size** -> **A4** .



Align text

Provisions on margin standards in documents (for 210mm x 297mm A4 size).

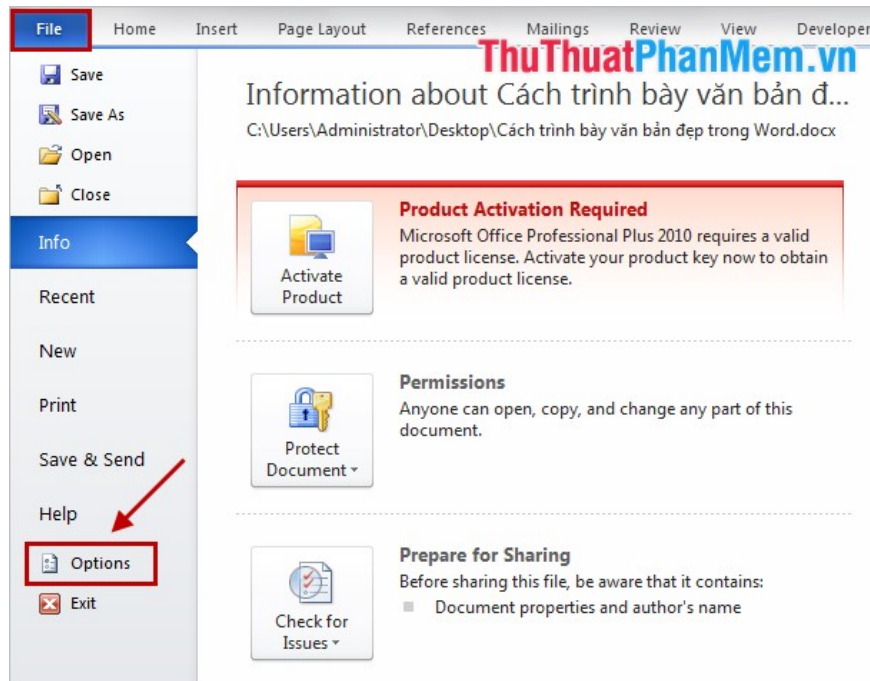
Top margin: 20 to 25 mm from the upper edge.

Bottom margin: from 20-25 mm below the bottom edge.

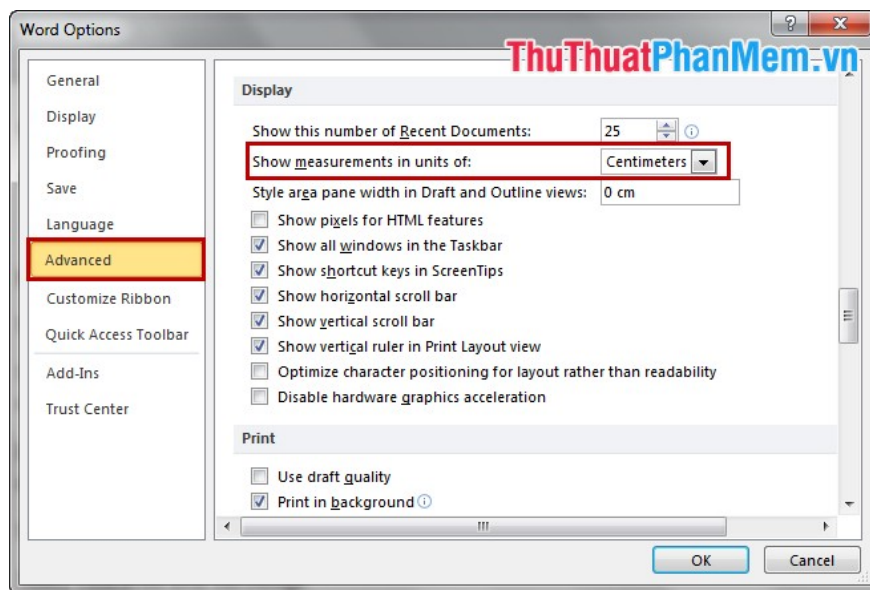
Left margin: 30 to 35 mm from the left edge.

Right margin: 15 to 20 mm from the right edge.

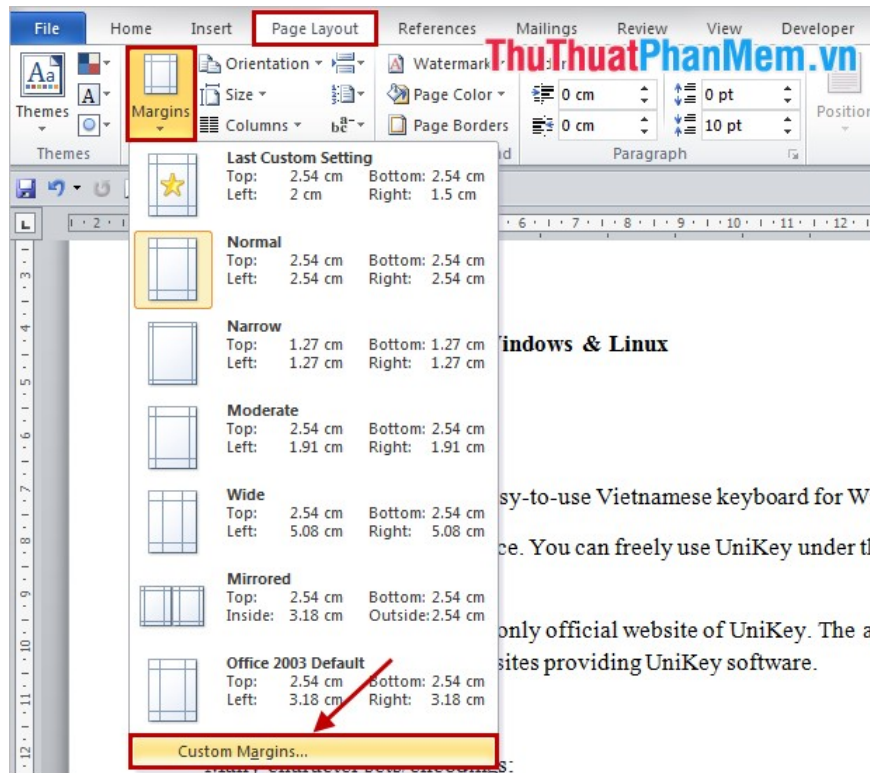
Step 1: First you need to change the unit in Word from inches to centimeters, select **File -> Options** .



In **Word Options**, select **Advanced** , in the **Display** section, select the **Centimeters** in *Show measurements in units of section* and click **OK** .



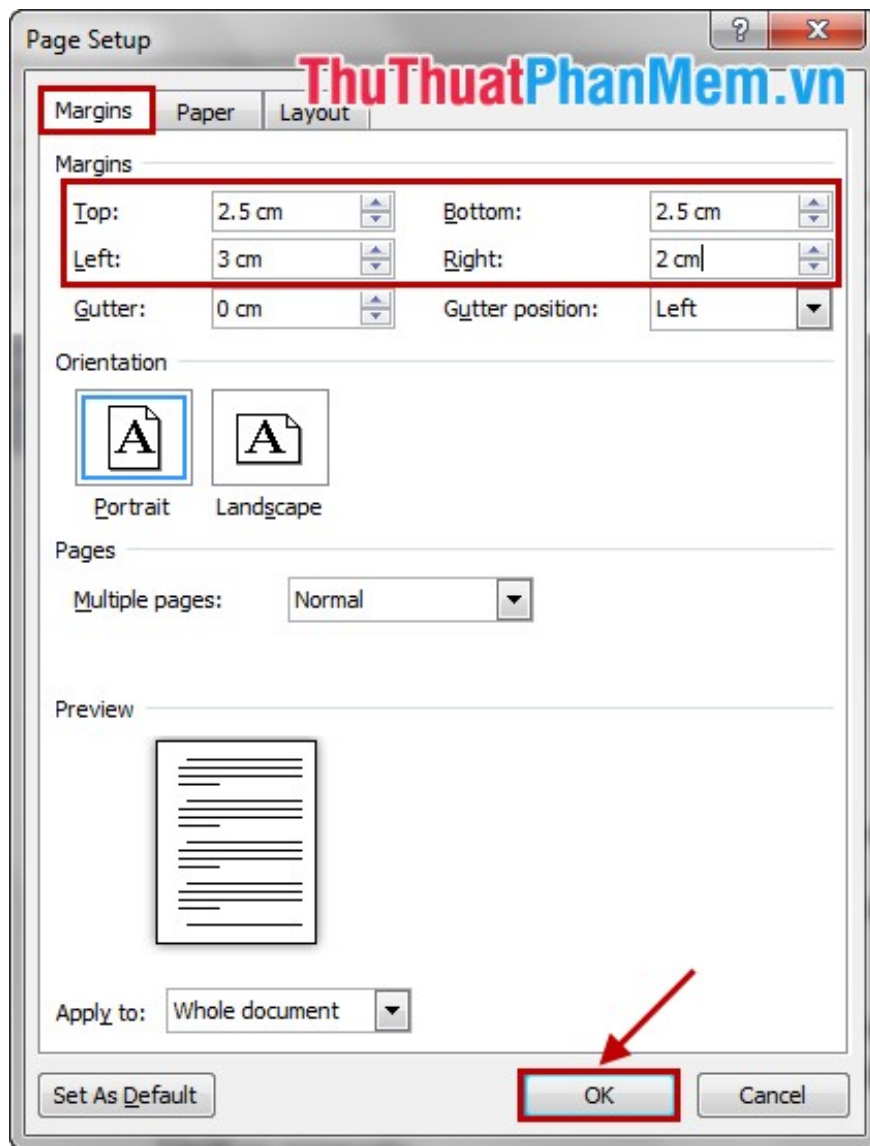
Step 2: Next, you select the **Page Layout** -> **Margins** -> **Custom Margins** tab to set the alignment parameters for the Word document.



In the **Page Setup** dialog box , at the **Margins** tab , enter the parameters in the **Margins** section :

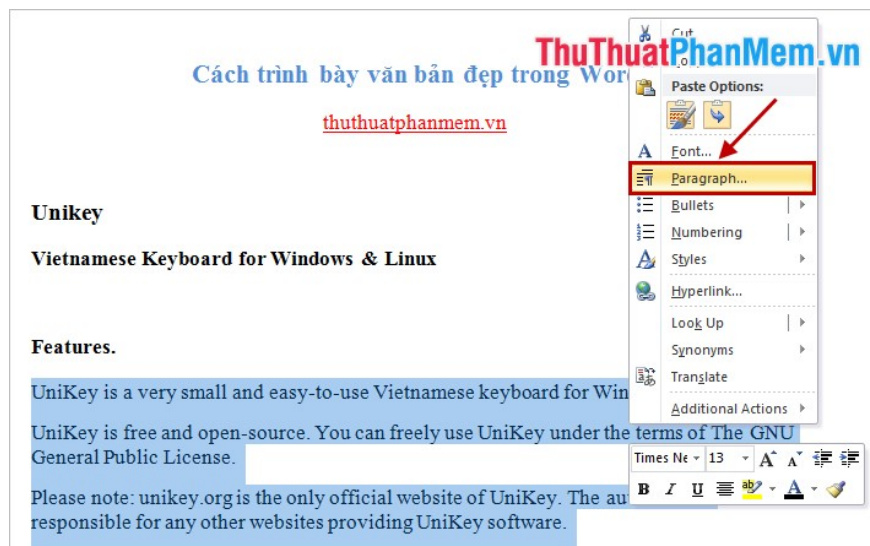
- **Top:** top alignment.
- **Bottom:** bottom alignment.
- **Left:** left alignment.
- **Right:** right alignment.

Then you click **OK** to finish.

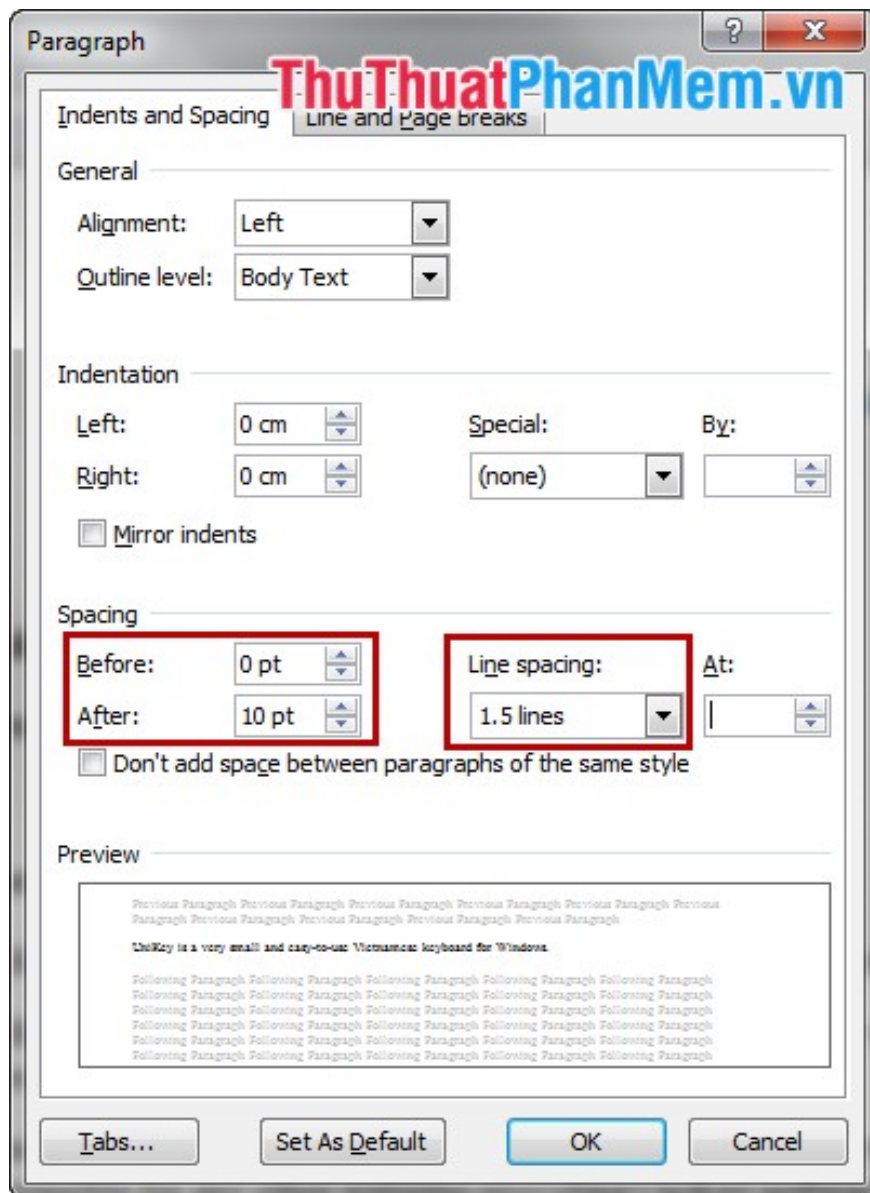


Indent lines for text

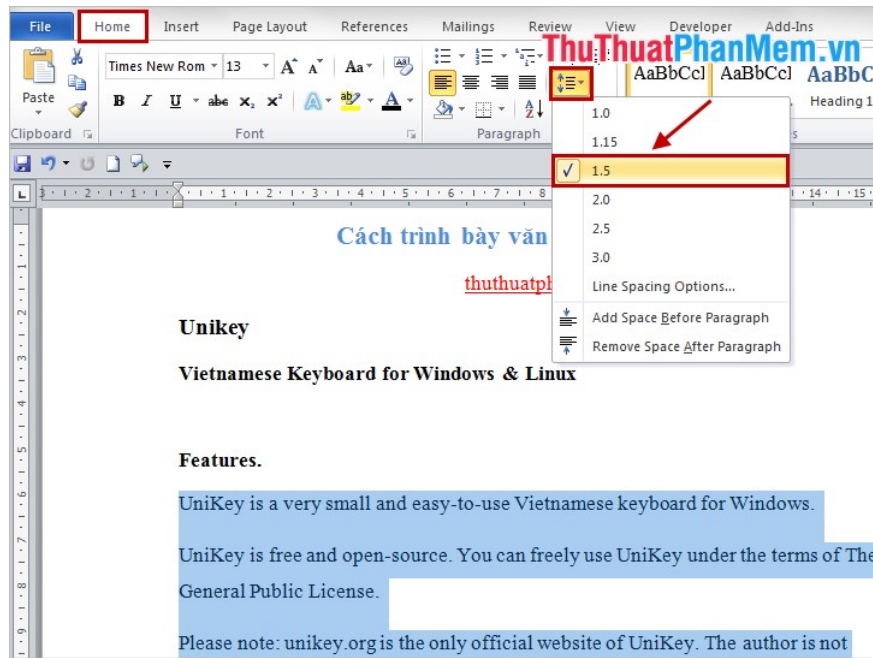
Step 1: You select (highlight) the text to be extended and right-click to select **Paragraph** .



Step 2: In the **Paragraph** dialog box, select the *Indents and Spacing* tab, you select the distance with the previous paragraph (Before), the space with the following paragraph (After) and the line **spacing** in the **Line spacing** section is usually 1.5 lines. After setup is complete you click **OK**.



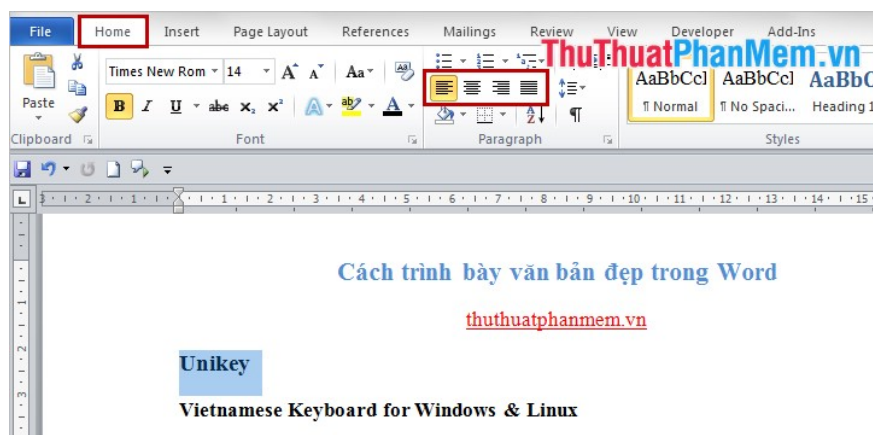
Or you can quickly adjust the line spacing by highlighting text that needs a line break. In the **Home** tab on the Ribbon, navigate to the **Paragraph** and select the **Line and Paragraph Spacing** icon . There appear spacing you choose 1.5.



Use Align to align

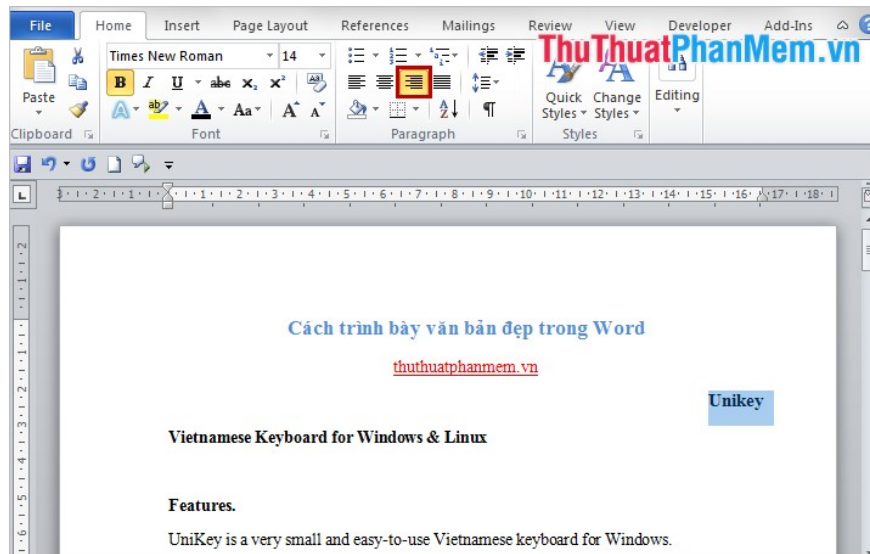
You select (highlight) the text should be adjusted to align, in card **Home** section **Paragraph** the mode you select Align to align. There are 4 options:

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

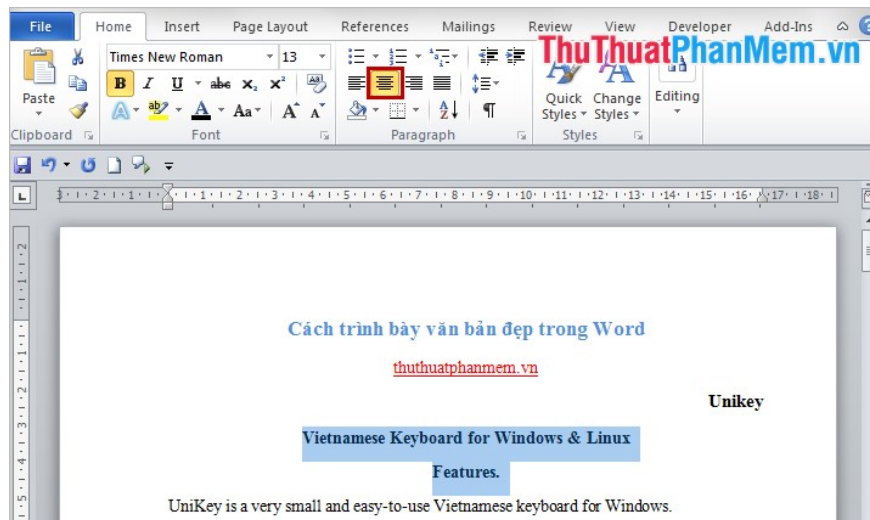


For example:

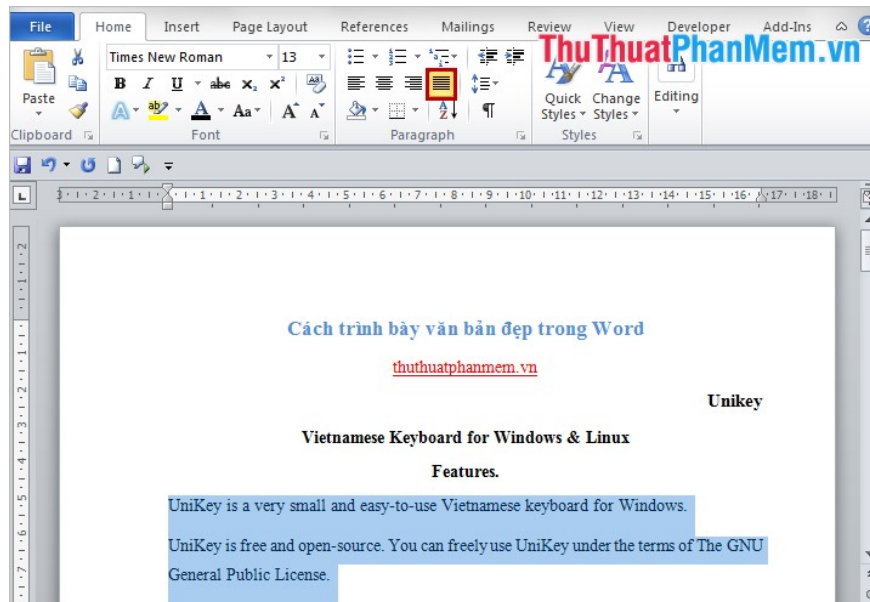
- You choose **Align Text Right** (right alignment) you will get:



- Select **Center** (center alignment):



- Select **Justify** (align both sides of the line) you are:



So with some of the actions presented in the article, you were able to present beautiful text and Word documents that fit the most basic standard of Word. Good luck!

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