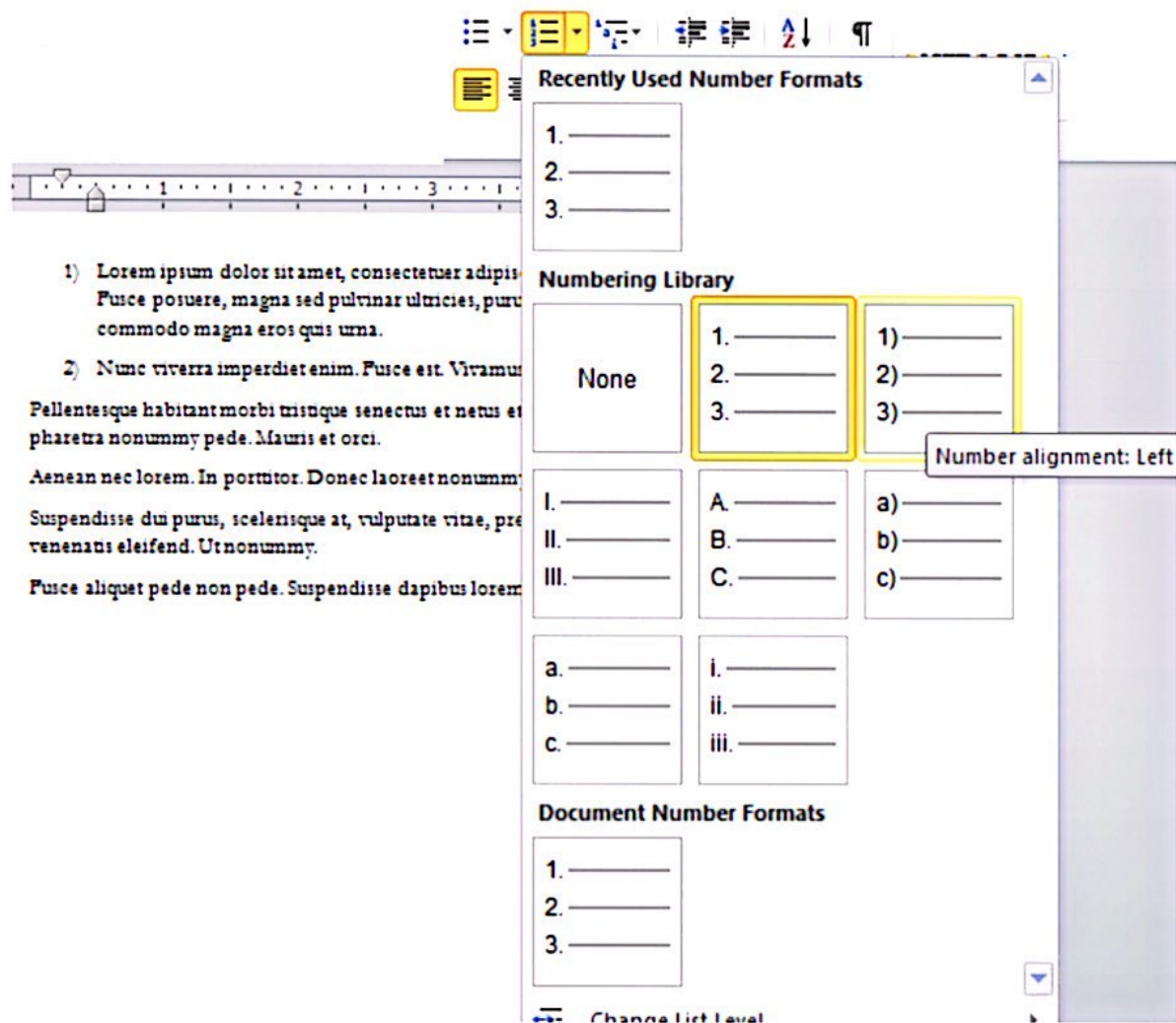


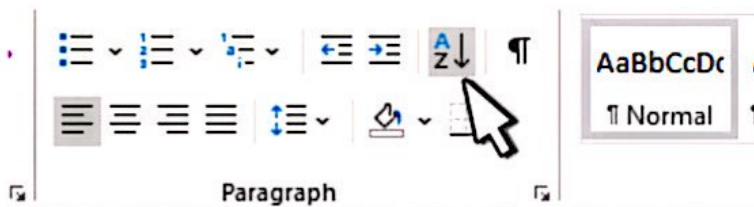
As with bullets, you can apply this to existing paragraphs.

As with bullets, the down-facing triangle will give you more choices.



Sort a list alphabetically

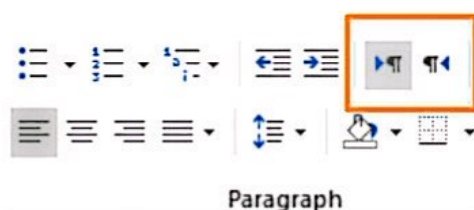
- 1- Select the list you want to sort.
- 2- Go to Home > Sort.



3- Choose Ascending (A to Z) or Descending (Z to A).

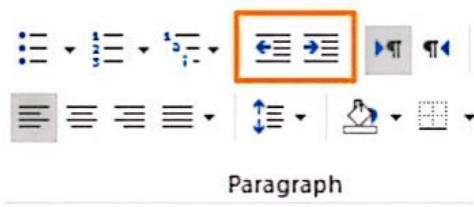
4- Select OK.

Left to right|| right to left direction



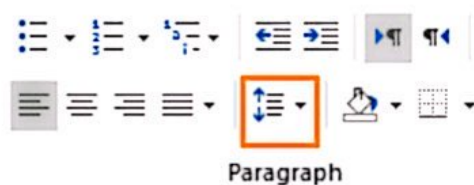
Indent

Move your paragraph closer to margin or farther away to margin

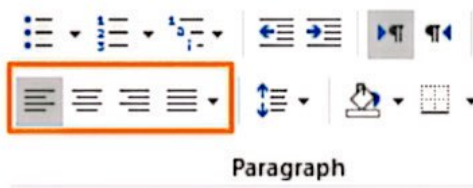


Line and paragraph spacing



Choose how much spacing appears between lines of your text




Text Alignment



Align the text left or right


1. Select the text that you want to align.
2. On the **Home** tab, in the **Paragraph** group, click **Align Left**  or **Align Right** .

Center the text horizontally between the side margins

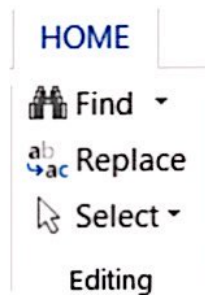
1. Select the text that you want to center.
2. On the **Home** tab, in the **Paragraph** group, click **Center** .

Justify text

When you justify text in Word, you give your text straight edges on both sides of the paragraph. Justifying extends each line of your text to the left and right margins. Justifying text might make the last line of text in a paragraph considerably shorter than the other lines.

1. Select the text you want to justify.
2. On the **Home** tab, in the **Paragraph** group, click **Justify** .

The Editing Group



Find: Find text in your document.

Replace: search for a text, you would like to change it, and replace it with something else.