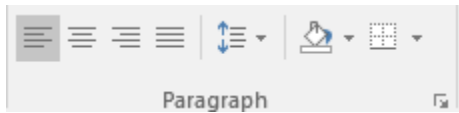


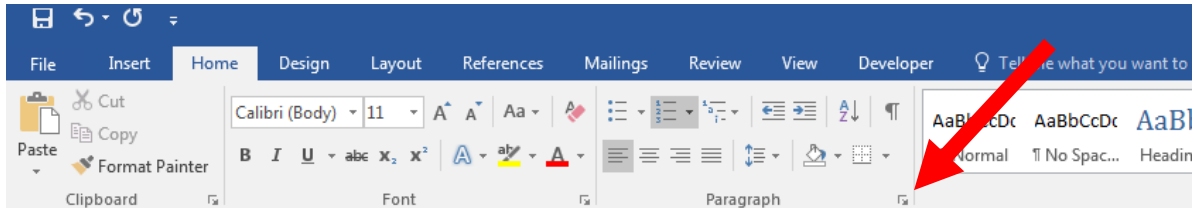
How to Right Align and Left Align text in the Same Line

This tutorial is to help both right align and left align text in the same line of a Microsoft Word document, especially helpful for resumes, CVs, and other job application materials. Follow the steps below to success:

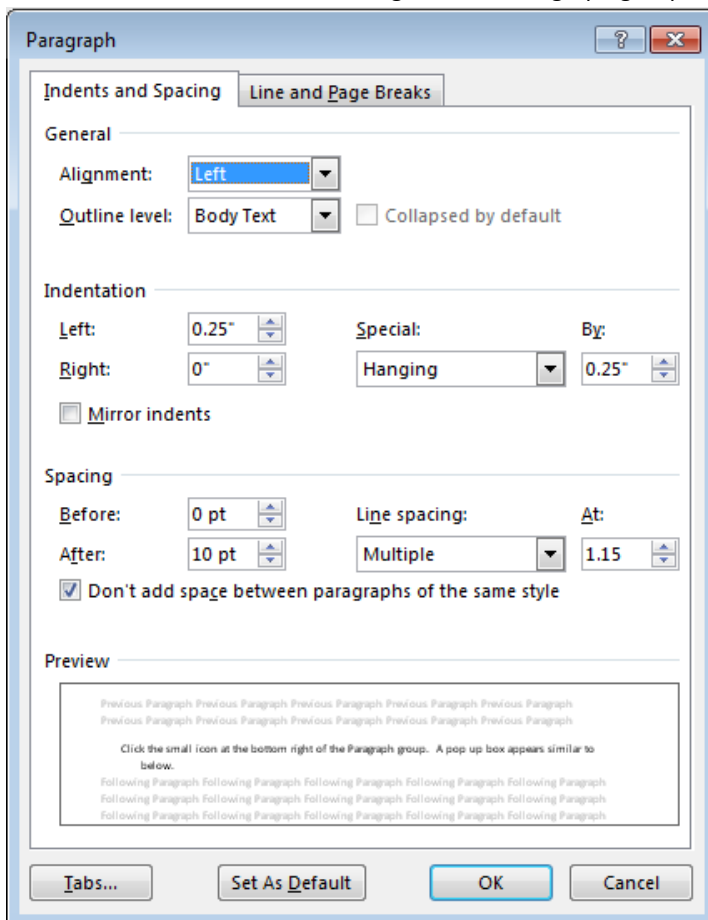
1. Ensure the text alignment is on the left align to start.



2. Display the 'Home' ribbon in Microsoft Word.

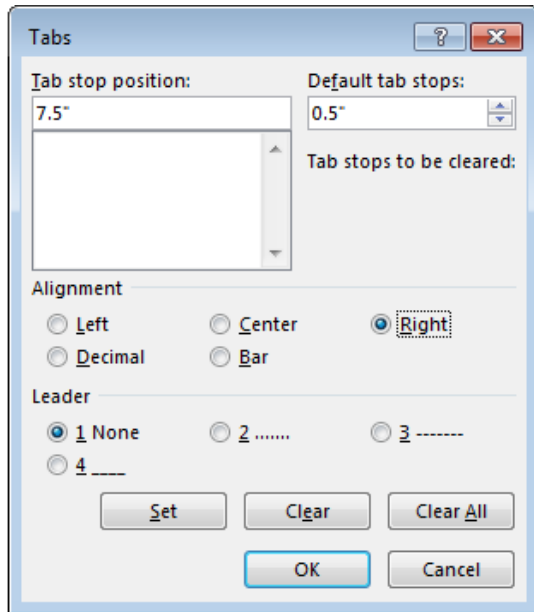


3. Click the small icon at the bottom right of the Paragraph group. A pop up box appears similar to below.



4. Select the 'Tabs...' button in the bottom left of the window.
5. Insert 7.5" in the 'Tab stop position:' text box if you are using .5" margins for your document. If you are utilizing a different margin measure type maximum length of the text space on the document as shown in your ruler. For example 1" margins

on the left and right of the page would result in a 6.5” entry in the tab box.



6. Click on 'Set' and then click 'Ok'
7. Type the text you'd like left aligned in the row and then use the 'Tab' button to navigate to the right align portion of the line.