

Activity – Using Alignment

Open the document Poem1

**Highlight the verse of poetry.
Choose the Centre Text option from the Toolbar
What happens to your text?**

**Highlight the verse of poetry.
Choose the Right Align option from the Toolbar
What happens to your text?**

**Highlight the verse of poetry.
Choose the Align option from the Toolbar
What happens to your text?**

**Highlight the verse of poetry.
Choose the Centre Text option from the Toolbar**

**Save your document As
Poem2**