**Left-align** this paragraph. Xxxxx xx xxxxxx xxx xxxxxxxx xxxx xxxxxxx xx xx xxxxxx xxxxx xxxxxxxxxxxx xx xxxxx xxx xxxxxx x xxx xxxxxxx xxx xxxxxxxxxx xxx xxxxxxxxxxxxxxx xx xxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxx xxxxx xxxxxxxx xx x xxxxx xx xxxxx xxxxx xxxxx xxxxxx xx xxxxxxxxxxxxxxxxxx xxxxx xxxx xxxxxx xxx xxxxxxx xx xxxxx xx xxxxxxxxxxx.

**Centre-align** this paragraph. Xxxxx xx xxxxxx xxx xxxxxxxx xxxx xxxxxxx xx xx xxxxxx xxxxx xxxxxxxxxxxx xx xxxxx xxx xxxxxx x xxx xxxxxxx xxx xxxxxxxxxx xxx xxxxxxxxxxxxxxx xx xxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxx xxxxx xxxxxxxx xx x xxxxx xx xxxxx xxxxx xxxxx xxxxxx xx xxxxxxxxxxxxxxxxxx xxxxx xxxx xxxxxx xxx xxxxxxx xx xxxxx xx xxxxxxxxxxx.

**Right-align** this paragraph. Xxxxx xx xxxxxx xxx xxxxxxxx xxxx xxxxxxx xx xx xxxxxx xxxxx xxxxxxxxxxxx xx xxxxx xxx xxxxxx x xxx xxxxxxx xxx xxxxxxxxxx xxx xxxxxxxxxxxxxxx xx xxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxx xxxxx xxxxxxxx xx x xxxxx xx xxxxx xxxxx xxxxx xxxxxx xx xxxxxxxxxxxxxxxxxx xxxxx xxxx xxxxxx xxx xxxxxxx xx xxxxx xx xxxxxxxxxxx.

**Justify** this paragraph. Xxxxx xx xxxxxx xxx xxxxxxxx xxxx xxxxxxx xx xx xxxxxx xxxxx xxxxxxxxxxxx xx xxxxx xxx xxxxxx x xxx xxxxxxx xxx xxxxxxxxxx xxx xxxxxxxxxxxxxxx xx xxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxx xxxxx xxxxxxxx xx x xxxxx xx xxxxx xxxxx xxxxx xxxxxx xx xxxxxxxxxxxxxxxxxx xxxxx xxxx xxxxxx xxx xxxxxxx xx xxxxx xx xxxxxxxxxxx.

**Random Text**

Change the **space ‘Before’** this paragraph to 12 pt. Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Change the **line spacing** of this paragraph to single (1.0). Themes and styles also help keep your document coordinated. Click Insert and then choose the elements you want from the different galleries. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

Change the **space ‘After’** this paragraph to 8 pt. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new view. You can collapse parts of the document and focus on the text you want.

Change the **line spacing** of this paragraph to double (2.0). Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that fits your document.

Change the **space between** this paragraph in BLACK and the next paragraph in RED, to 6 pt. Themes and styles also help keep your document coordinated. Click Insert and then choose the elements you want from the different galleries. When you click Design and choose a new Theme, the pictures and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the theme. Save time with buttons that show up where you need them.

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Change the **space ‘After’** each of the lines (paragraphs) in GREEN below to 2 pt.  
*Tip:*  Select ALL 5 lines (paragraphs) before changing the space – work smartly!

Hickory, dickory, dock,

The mouse ran up the clock.

The clock struck one,

The mouse ran down,

Hickory, dickory, dock.