

Tutorial: Centering Text Vertically

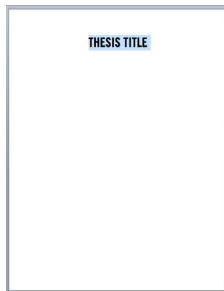
Microsoft Word 2010 on Windows 7

Centering Text Vertically

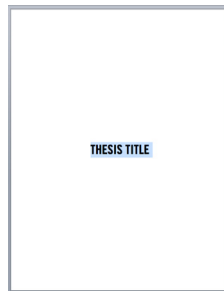
Windows 7

Microsoft Word 2010

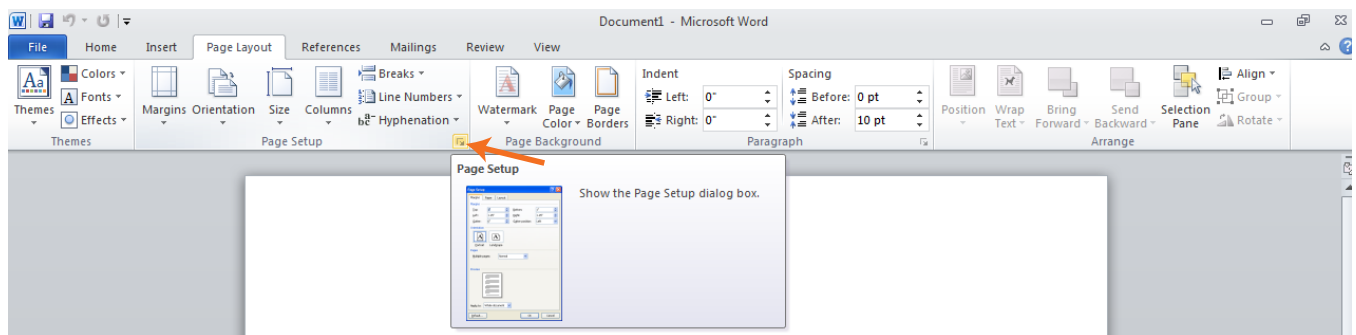
BEFORE:



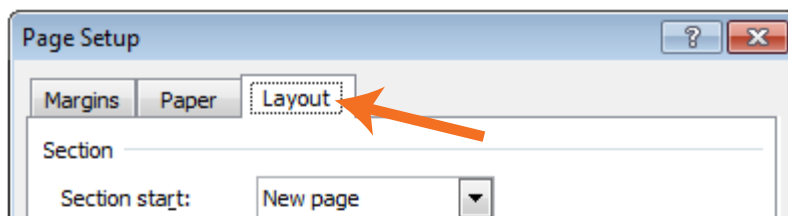
AFTER:



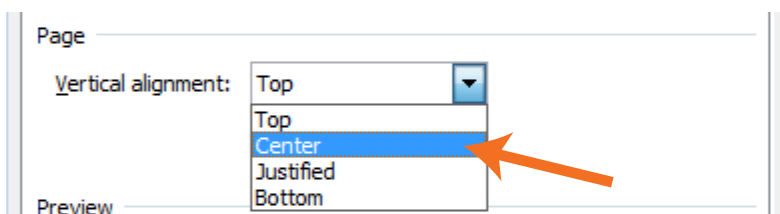
- 1 Select the text you want to center between the top and bottom margins.
- 2 On the **Page Layout** tab, click the **Page Setup** Dialog Box Launcher.



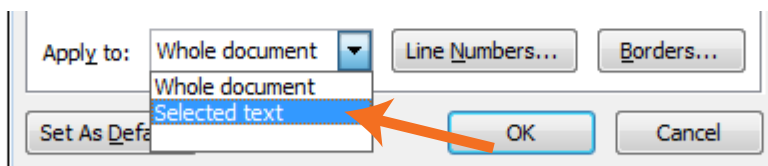
- 3 Select the **Layout** tab.



- 4 In the **Vertical alignment** box, click **Center**



- 5 In the **Apply to** box, click **Selected text**, and then click **OK**.



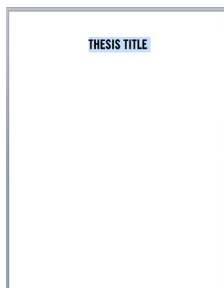
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Microsoft Word 2011 on Mac OSX

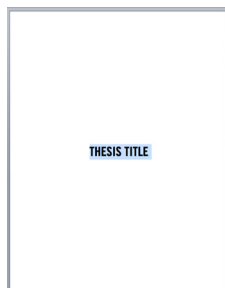
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Mac OSX
Microsoft Word 2011

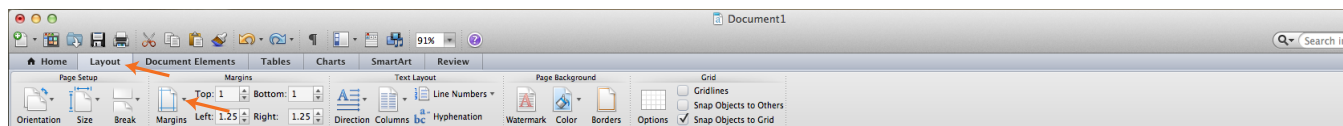
BEFORE:



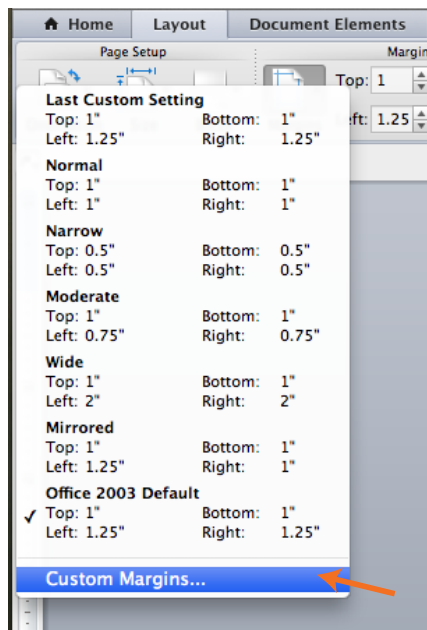
AFTER:



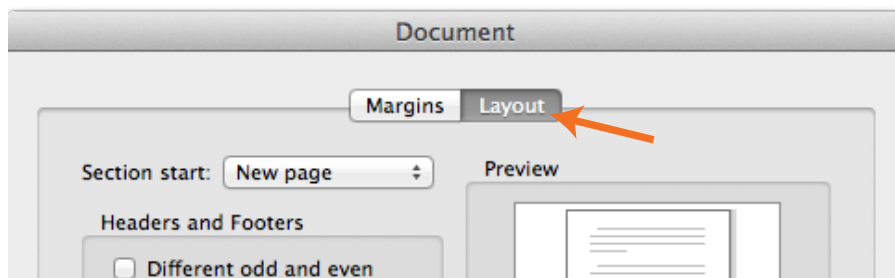
- 1 Select the text you want to center between the top and bottom margins.
- 2 On the **Layout** tab, click the **Margins** Dialog Box Launcher.



- 3 Select the **Custom Margins** Dialog Box Launcher.



- 4 Select the **Layout** tab.



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- 5 In the **Vertical alignment** box, click **Center**



- 6 In the **Apply to** box, click **Selected text**, and then click **OK**.

