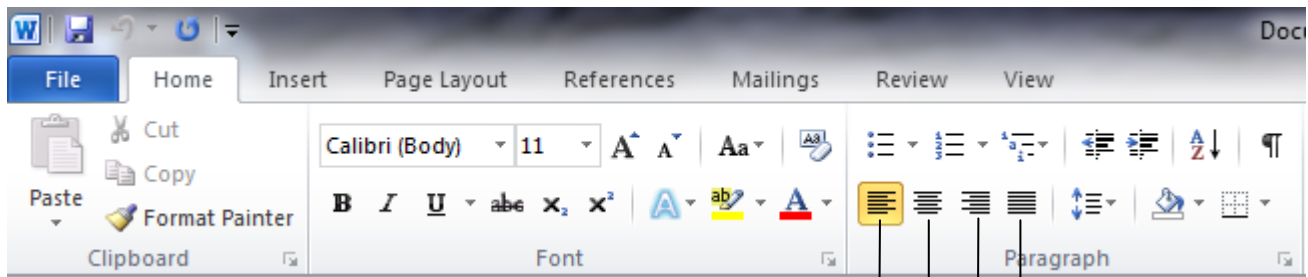


# Aligning text

## Microsoft Word



1. Highlight the text you would like to align

81A Linton Street  
Palmerston North  
Home Phone: 06 354 7366  
Work Phone: 06 356 9099, extn 8522  
N.Shimizu@massey.ac.nz

26<sup>th</sup> February 2005

Louise Wearing  
New Zealand Immigration Services  
PO Box 22 111  
Christchurch

Dear Ms Wearing

I am pleased to submit the residency application.

I believe that I am worthy to be a New Zealand resident because I have a number of the required values. I am of the right age, have been in New Zealand for almost 8 years, and I have qualified a Bachelor of Information Science degree from Massey University. My part-time employment experiences helped me to get a full-time job with Information Technology Services at Massey University.

Information Technology is necessary for the New Zealand economy, because we are part of the global economy. My IT degree is certainly useful, as I have a wide range of the

2. Click  for **Right Alignment**



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Using the **Right Alignment** is easier to layout your address on the right side on the business cover letter.

Yeah, and then I use the rest of the letter **Left Alignment**!

 **For Centre Alignment****Surprise Party**

Shhhh...It's a surprise!  
Join the Birthday Celebration

for


**Walker McCarty**

Friday, March 30th, 2007  
at the McCarty house

9885 Height Ave.  
Hancock Park

Please arrive by 6:00 p.m. sharp!  
(Walker arrives at 6:15)  
R.S.V.P. Summer (06) 222-1999

Don't let the cat out of the bag!



**Centre Alignment** is suitable for the party invitation card or your assignment cover sheet!

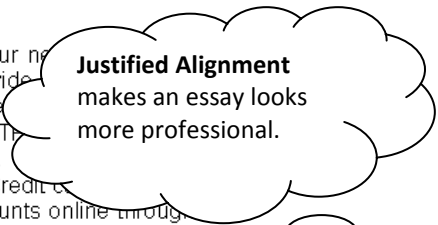
 **For Justified Alignment**

screen, then click "Shut down", and choose the "Log Off" option from the menu. If log-off is successful the computer will reboot and bring up the initial login box. This may take a few minutes.

Black and white printing: 7 cents is deducted from network accounts for each page printed. Note that GST is deducted at the point of adding credit to the network account e.g. a \$10 payment will add only \$8.89 to your budget. You must have a network account credit balance in order to print. When you print a document you will be asked to accept the charges before the document is printed. If you accept the charges, a message will pop up informing you of the printer your document has been sent to. If you encounter any problems with printing or if you don't get the above messages, you should report it to the Information Desk. Colour printing: A4 and A3 colour printing is available. Money is deducted from network accounts at the time of printing; 50 cents for A4 and 80 cents for A3.

Network accounts/computer budgets: In order to print, your network account must be in credit balance. Some paper coordinators provide a personal computer budget as part of their course. Money may be added to network accounts at the Lending Desk (Level 1), using cash or EFT. There is no minimum amount accepted in the Library. Registry Building also add money to network accounts. Credit cards (VISA, MasterCard) may be used to add money to network accounts online through MyMassey. \$5.00 is the minimum amount accepted for budget increases at the Cashiers and online, and refunds are accepted for all amounts over \$5.00. You can check your account balance through MyMassey (Click on Computer Lab Budget Info). Note that GST is deducted at the point of adding credit to the network account e.g. a \$10 payment will add only \$8.89 to your budget.

Time Limits: Computers are available on a first come, first served basis. They may not be reserved. However, Library staff may reserve groups of computers for training sessions. Any computers unattended for more than 15



**Justified Alignment** makes an essay look more professional.

