

The Alphabet of Digital Literacy

Alignment. The alignment is text is where the text is aligned with the **R**ight, **L**eft, **C**enter **M**argins or **J**ustify. **H**ome Tab, **P**aragraph Group.

Breaks (Page or Section). Add a break at your current location to have your text pick up again at the next page, section or column. **P**age Layout Tab, **P**age Setup Group.

Chart. Make it easy to spot patterns and trends in your data. **I**nsert Tab. Chart