The easiest way to align text horizontally is to use the buttons in the Paragraph group on the Home tab of the Ribbon.

You can also use shortcut key combinations to align text horizontally.

For example, press Ctrl+E to center text, or Ctrl+J to justify it.

Most text is left-aligned, but right align is used to position text flush right, and center align may be used to center headings or titles.

You can justify text to create a document that looks neat and clean. When text is justified, Word automatically adjusts the spacing between words so that both the left and right margins are even. This can result in uneven gaps.