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**.

Microsoft Word 2010 Tutorial
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.
In the **Vertical alignment** box, click **Center**.

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