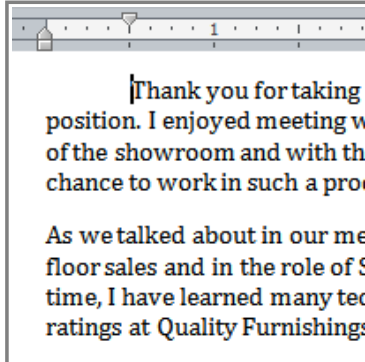





Introduction

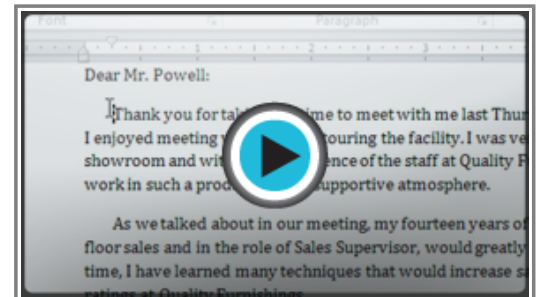


There are several ways in Word that you can indent text; however, it's important to use these tools appropriately in order to **indent correctly** each time. This helps the editing process go smoothly, thus saving you time.

In this lesson, you will learn how to use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**, and how to use the **Increase** and **Decrease Indent** commands.

Indents and Tabs

 Watch the video to learn about using indents and tabs.



Watch the video (3:59). [Need help?](#)

Indenting Text

In many types of documents, you may wish to indent only the **first line** of each paragraph. This helps to **visually separate** paragraphs from one another. It's also possible to indent every line **except the first line**, which is known as a **hanging indent**.

Dear Mr. Powell:

Thank you for taking the time to meet with me last Thursday afternoon. I enjoyed meeting with you and touring the facility. I was impressed by the showroom and with the competence of the staff at Quality Furnishings. It was a great chance to work in such a productive and supportive atmosphere.

As we talked about in our meeting, my fourteen years of experience in floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would increase customer satisfaction ratings at Quality Furnishings.

In addition, I wanted to let you know that I have recently received a Superior Sales Training program at the National Business Institute. The program are sure to bolster sales. I look forward to having this program at Quality Furnishings.

First Line Indent

Dear Mr. Powell:

Thank you for taking the time to meet with me last Thursday afternoon. I enjoyed meeting with you and touring the facility. I was impressed by the showroom and with the competence of the staff at Quality Furnishings. It was a great chance to work in such a productive and supportive atmosphere.

As we talked about in our meeting, my fourteen years of sales experience in floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would increase customer satisfaction ratings at Quality Furnishings.

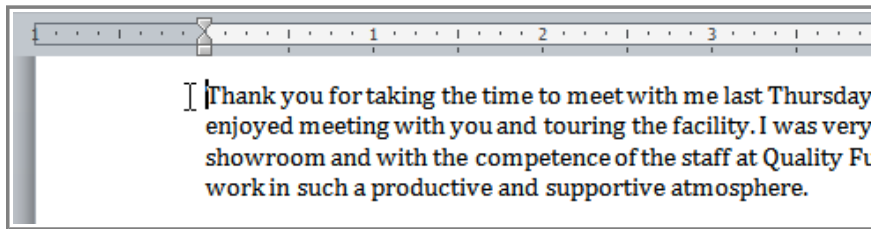
In addition, I wanted to let you know that I have recently received a Superior Sales Training program at the National Business Institute. The program are sure to bolster sales. I look forward to having this program at Quality Furnishings.

Hanging Indent

To Indent Using the Tab Key:

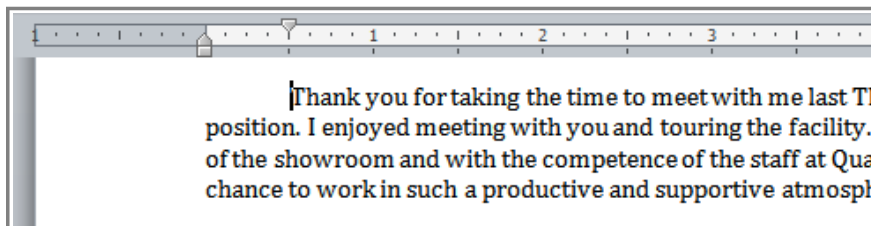
A quick way to indent is to use the **Tab** key. This will create a first line indent of 1/2 inch.

1. Place the insertion point **at the very beginning** of the paragraph you wish to indent.



Placing the insertion point

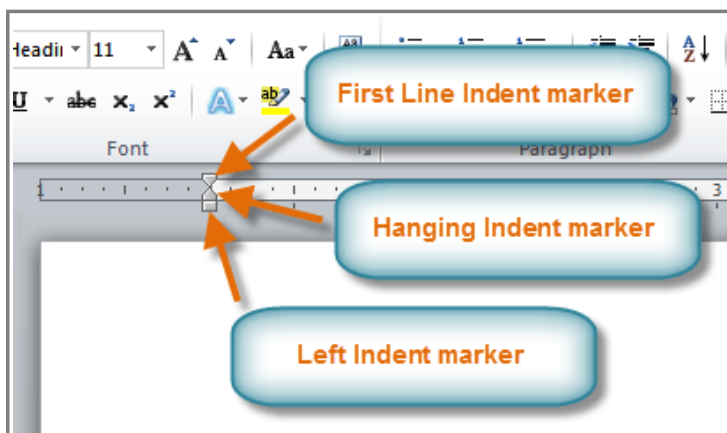
2. Press the **Tab** key. You should see the **First Line Indent marker** move to the right by 1/2 inch.



Pressing the Tab key

To Create or Adjust a First Line Indent or Hanging Indent:

1. Place the **insertion point** anywhere in the paragraph you wish to indent, or select one or more paragraphs.
2. To adjust the first line indent, drag the **First Line Indent marker** on the ruler.
3. To adjust the hanging indent, drag the **Hanging Indent marker**.
4. To move both markers at the same time, drag the **Left Indent marker**. This will indent all of the lines in the paragraph.

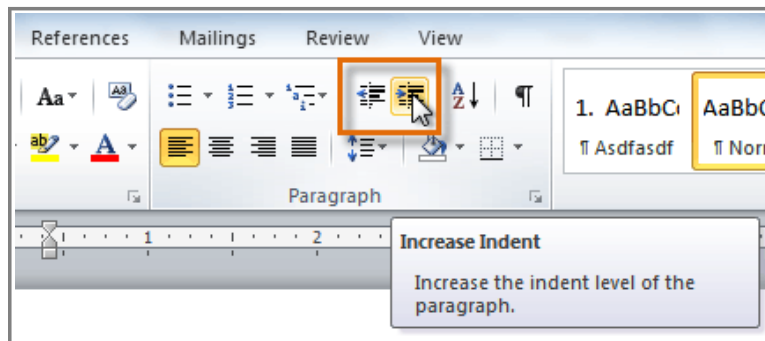


The three indent markers

To Use the Indent Commands:

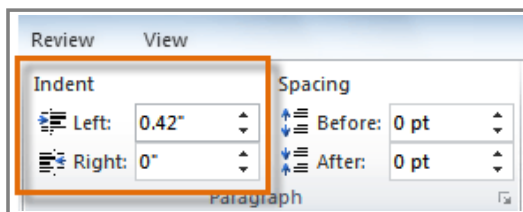
If you want to indent all of the lines in a paragraph, you can use the **Indent commands** on the Home tab.

1. Select the text you wish to indent.
2. Make sure you are on the **Home** tab.
3. Click the **Increase Indent** command to **increase** the indent by increments of **1/4 inch**.



Increasing the indent

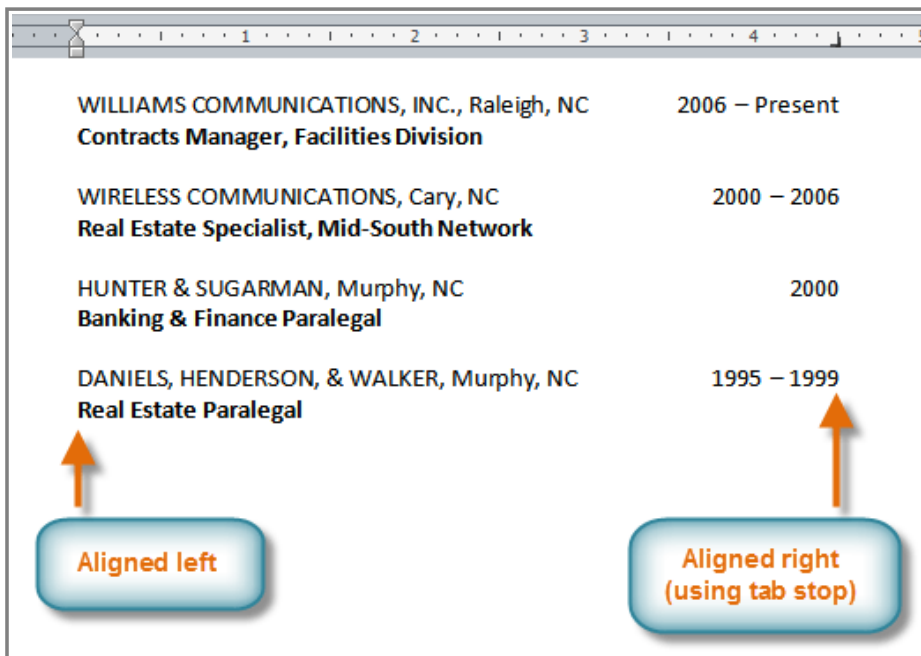
4. Click the **Decrease Indent** command to **decrease** the indent by increments of **1/2 inch**.
- If you would prefer to type in your indent amounts, you can use the **Indent fields** on the **Page Layout** tab.



Typing an indent amount

Tabs

Using **tabs** is often the best way to control exactly where text is placed. By default, every time you press the tab key, the insertion point will move **1/2 inch** to the right. By adding **tab stops** to the **Ruler**, you can change the size of the tabs, and you can even have more than one type of alignment in a single line. For example, you could **Left Align** the beginning of the line and **Right Align** the end of the line by simply adding a **Right Tab**.

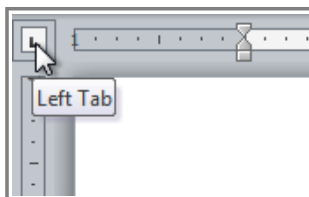


Using two types of alignment

Pressing the tab key can either add a **tab** or create a **first line indent** depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first line indent; otherwise, it will create a tab.







The Tab Selector


The **tab selector** is above the **vertical ruler** on the left. Hover over the tab selector to see the name of the type of **tab stop** that is active.



The tab selector

The types of tab stops include:

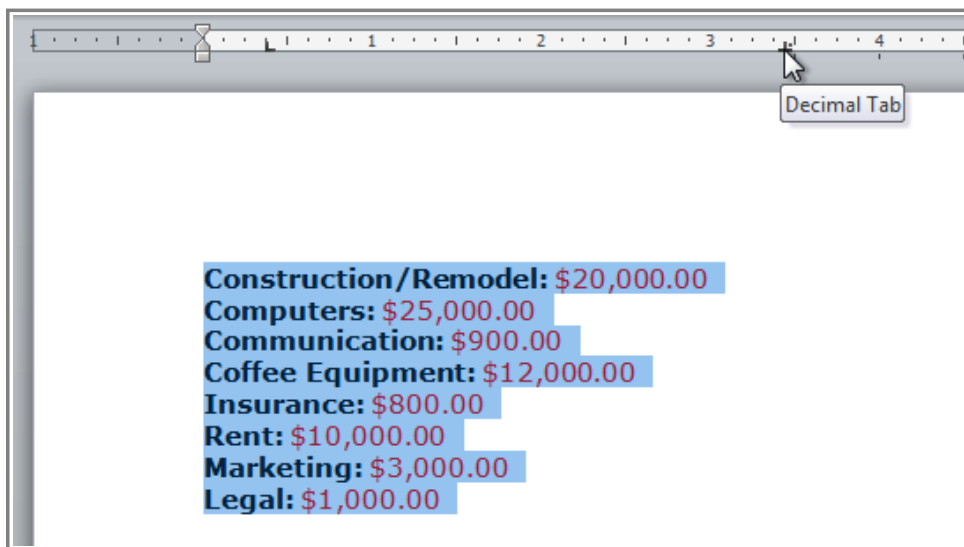
- **Left Tab** : Left-aligns the text at the tab stop.
- **Center Tab** : Centers the text around the tab stop.
- **Right Tab** : Right-aligns the text at the tab stop.
- **Decimal Tab** : Aligns decimal numbers using the decimal point.
- **Bar Tab** : Draws a vertical line on the document.
- **First Line Indent** : Inserts the indent marker on the ruler and indents the first line of text in a paragraph.

- **Hanging Indent** : Inserts the hanging indent marker and indents all lines other than the first line.

Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

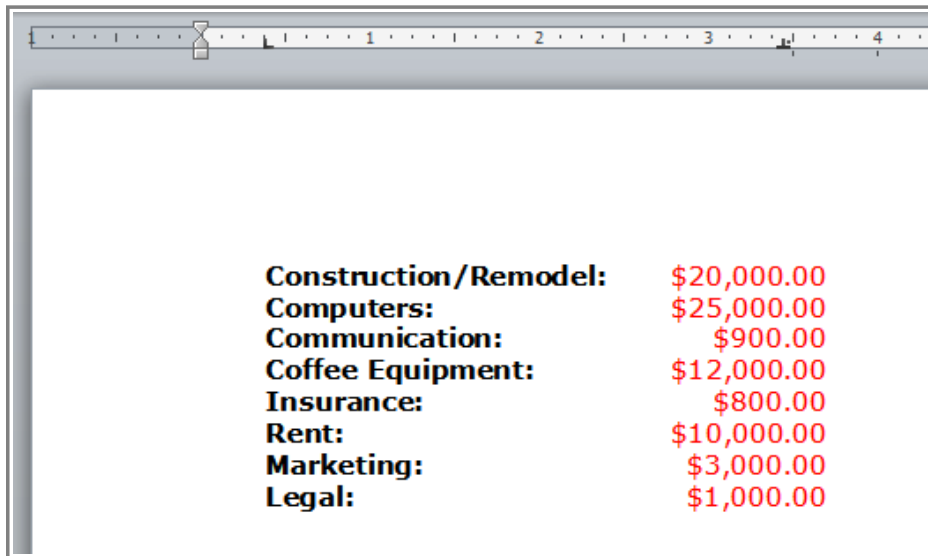
To Add Tab Stops:

1. Select the paragraph or paragraphs that you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** that you type below it.
2. Click the **tab selector** until the tab stop you wish to use appears.
3. Click the **location on the horizontal ruler** where you want your text to appear (it helps to click on the **bottom edge** of the ruler). You can add as many tab stops as you want.



Adding a Decimal tab stop

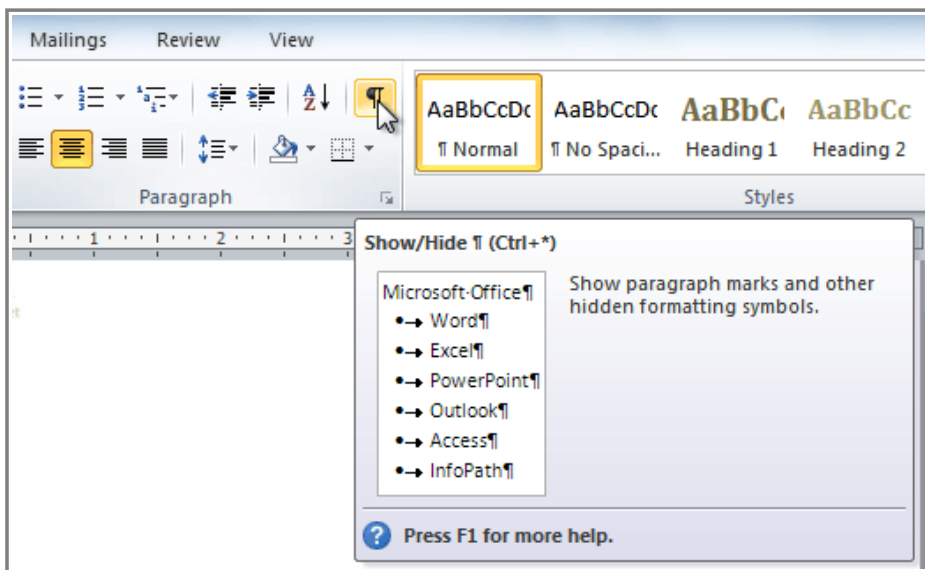
4. Place the **insertion point** where you want to add the tab, and press the **Tab** key. The text will jump to the next tab stop.



Using the Tab key to move the text to each tab stop

5. To remove a tab stop, just drag it off of the Ruler.

Click the **Show/Hide ¶** command on the Home tab (in the **Paragraph** group). This will allow you to see the nonprinting characters such as the spacebar, paragraph (¶), and Tab key markings.



The Show/Hide ¶ command

→ Construction/Remodel:	→	\$20,000.00	¶
→ Computers:	→	\$25,000.00	¶
→ Communication:	→	\$900.00	¶
→ Coffee-Equipment:	→	\$12,000.00	¶
→ Insurance:	→	\$800.00	¶
→ Rent:	→	\$10,000.00	¶
→ Marketing:	→	\$3,000.00	¶
→ Legal:	→	\$1,000.00	¶

← Tabs →

Tab markings

Challenge!



1. Open an **existing Word document**. If you want, you can use this [example](#).
2. Practice using the **Tab** key to indent the first line of a paragraph.
3. Select some text and use the **Increase** and **Decrease** Indent commands to see how they change the text.
4. Explore the **tab selector** and all the **tab stops**. Practice using each one.
5. If you're using the example, add **tab stops** and **tabs** in the **Work History** section so that all of the jobs line up with the most recent one.