

MICROSOFT WORD

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Indents and Tabs

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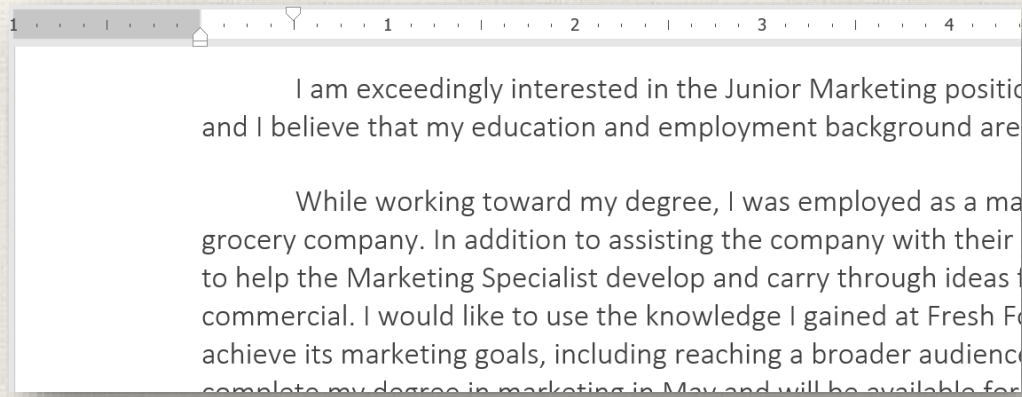
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Introduction

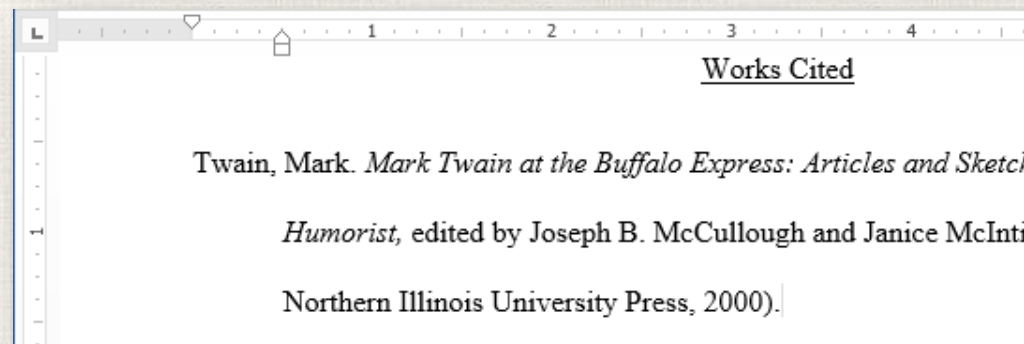
- ▶ Indenting text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**.

Indenting text

- In many types of documents, you may want to indent only the first line of each paragraph. This helps to **visually separate** paragraphs from one another.



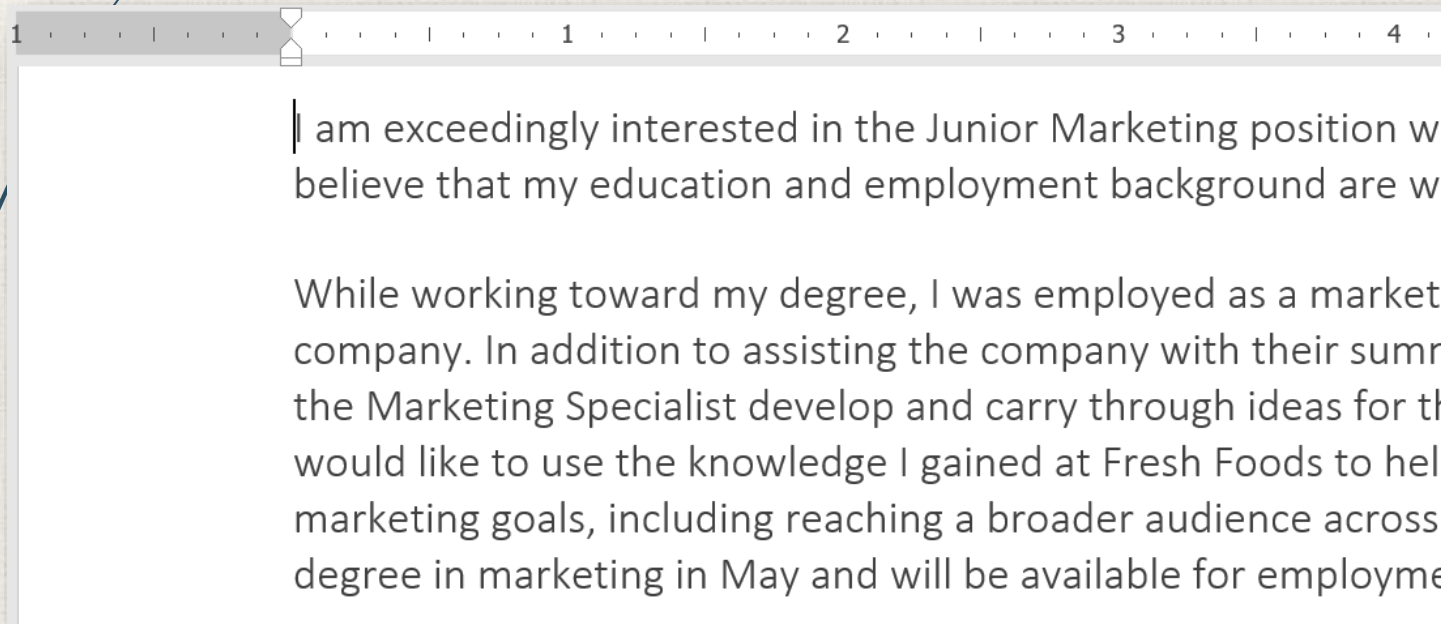
- It's also possible to indent every line **except for the first line**, which is known as a **hanging indent**.



Indent using Tab key

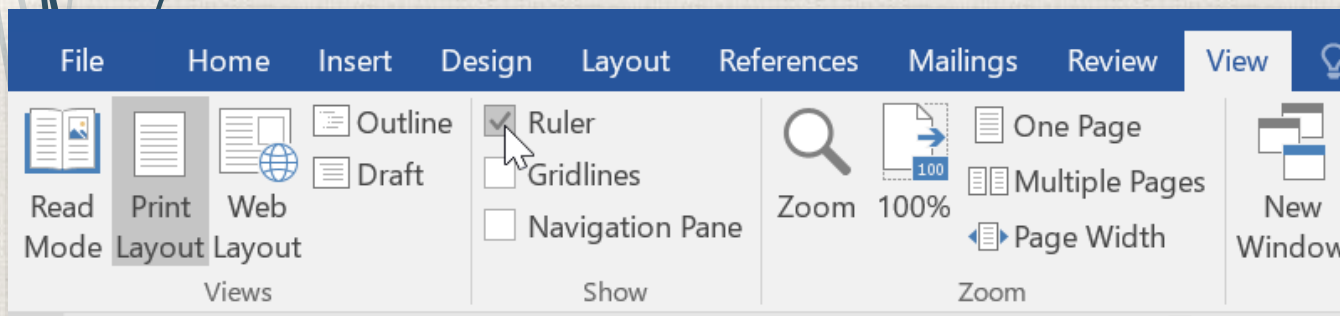
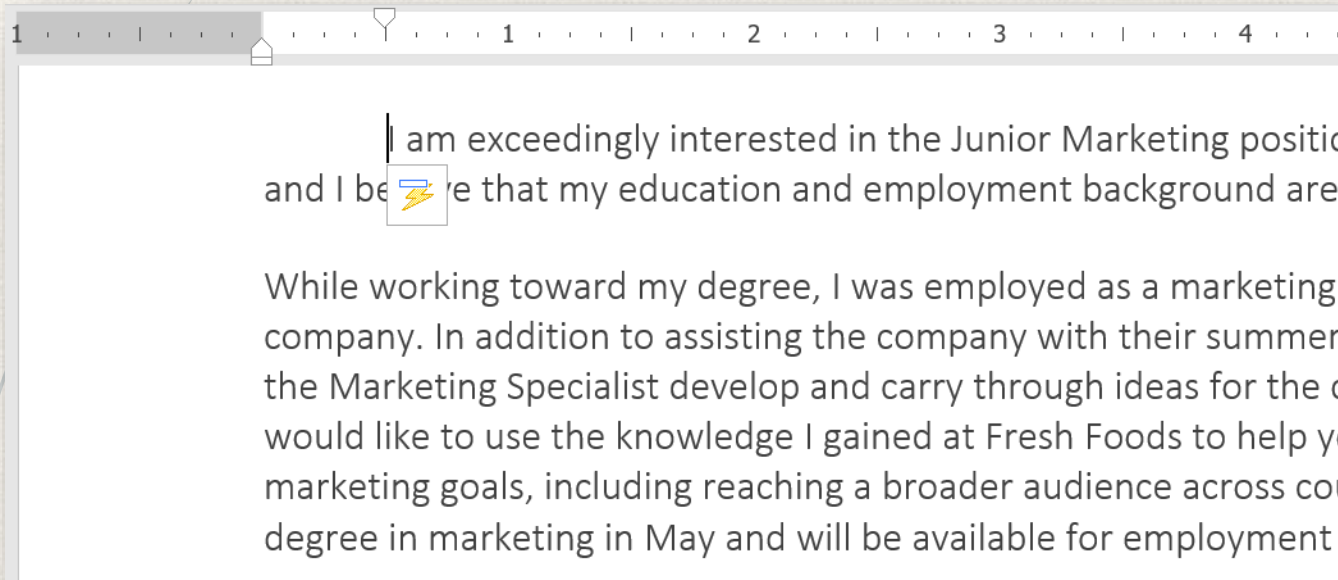
A quick way to indent is to use the **Tab** key. This will create a first-line indent of **1/2 inch**.

1. Place the insertion point **at the very beginning** of the paragraph you want to indent.
2. Press the **Tab** key. On the Ruler, you should see the **first-line indent marker** move to the right by **1/2 inch**.



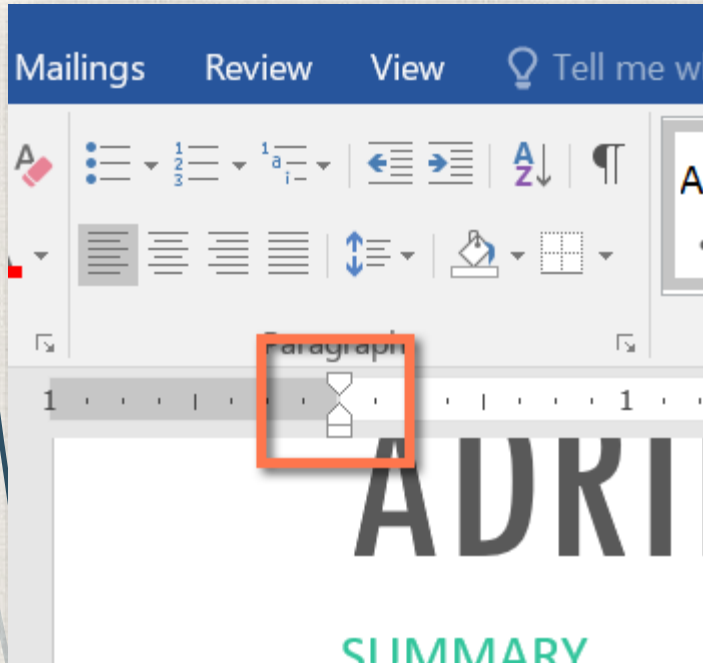
Indent using Tab key




3. The first line of the paragraph will be indented.



If you can't see the Ruler, select the **View** tab, then click the check box next to the **Ruler**.

Indent markers



- In some cases, you may want to have more control over indents. Word provides **indent markers** that allow you to indent paragraphs to the location you want.
- The indent markers are located to the left of the horizontal ruler, and they provide several indenting options:
 - ❖ **First-line indent marker**  adjusts the first-line indent
 - ❖ **Hanging indent marker**  adjusts the hanging indent
 - ❖ **Left indent marker**  moves both the first-line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)

Indent with indent markers

1. Place the **insertion point** anywhere in the paragraph you want to indent, or select one or more paragraphs.

The screenshot shows a document editor interface with a ruler at the top. The document content is as follows:

EXPERIENCE

Executive Assistant II CHICAGO, IL
Rev Development Group, June 2007 – Present
Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over \$3,000 annually by implementing new travel and per diem system.

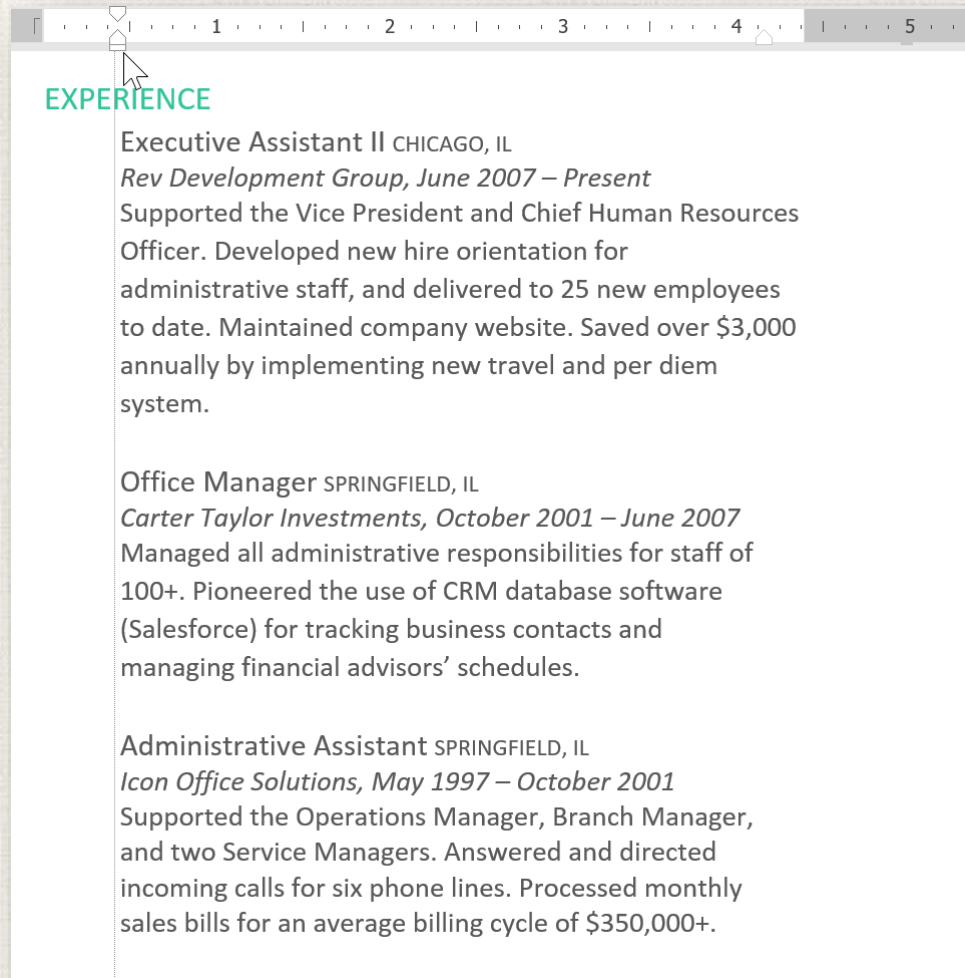
Office Manager SPRINGFIELD, IL
Carter Taylor Investments, October 2001 – June 2007
Managed all administrative responsibilities for staff of 100+. Pioneered the use of CRM database software (Salesforce) for tracking business contacts and managing financial advisors' schedules.

Administrative Assistant SPRINGFIELD, IL
Icon Office Solutions, May 1997 –
Supported the Operations Manager and two Service Managers. Answered a for six phone lines. Processed monthly sales bills for an average billing cycle of \$350,000+.

A floating toolbar is visible over the bottom of the text, containing the following elements from left to right: a font dropdown menu showing 'Calibri (Body)', a font size dropdown, a bold (B) button, an italic (I) button, an underline (U) button, a text color dropdown menu showing 'A', a background color dropdown menu showing a red swatch, a bulleted list icon, a numbered list icon, and a 'Styles' button.

Indent with indent markers

2. Click and drag the desired **indent marker**. In our example, we'll click and drag the left indent marker.



Indent with indent markers

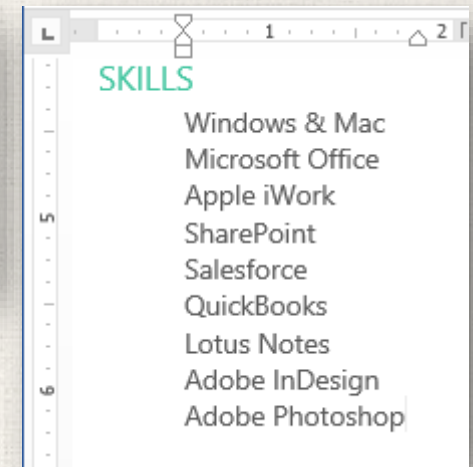
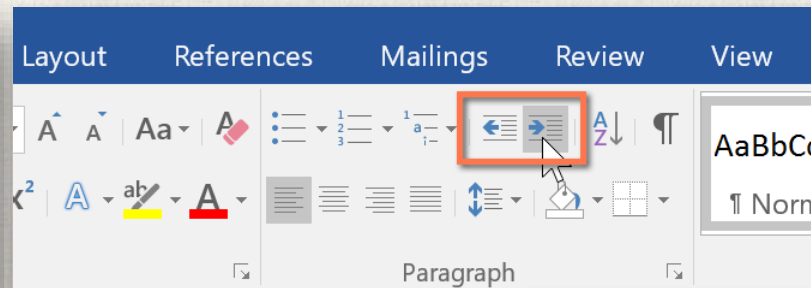
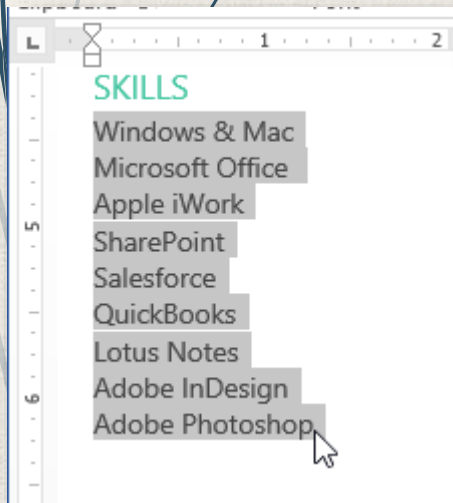
3. Release the mouse. The paragraphs will be indented.



Indent using indent commands

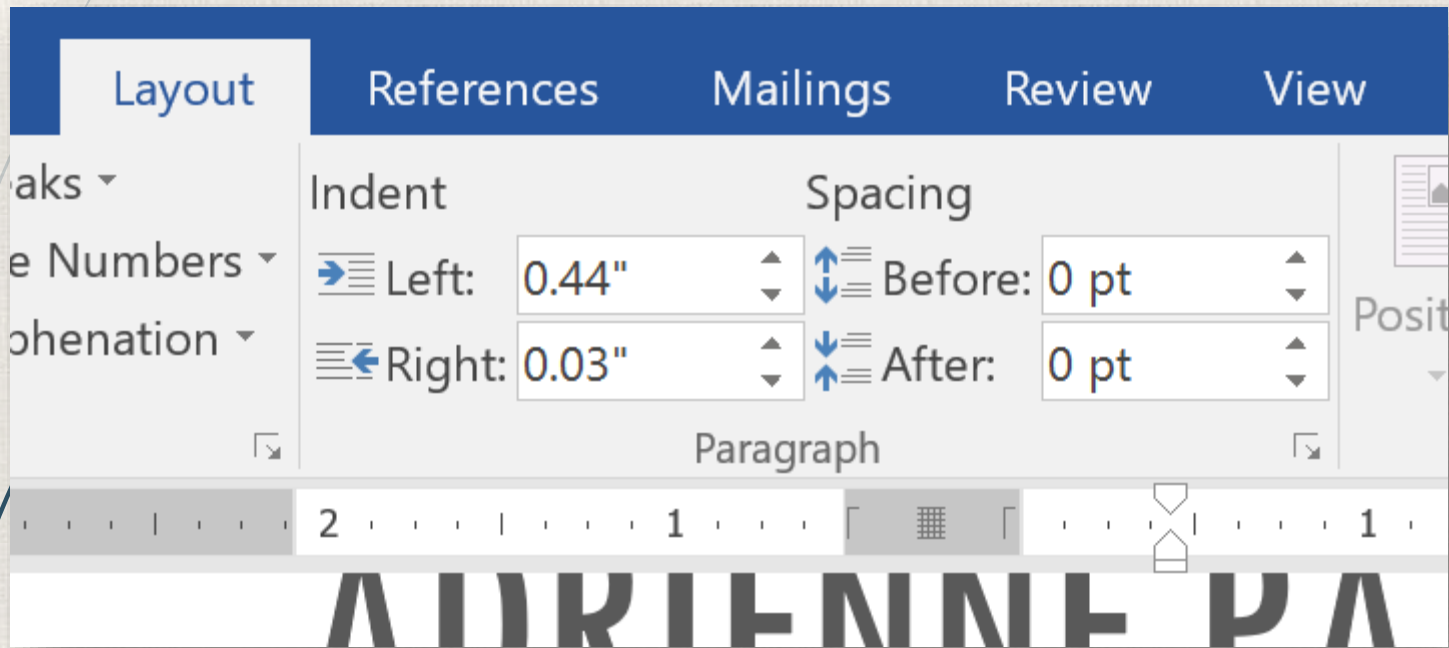
If you want to indent multiple lines of text or all lines of a paragraph, you can use the **Indent commands**. The Indent commands will adjust the indent by **1/2-inch increments**.

1. Select the text you want to indent.
2. On the **Home** tab, click the **Increase Indent** or **Decrease Indent** command.
3. The text will indent.



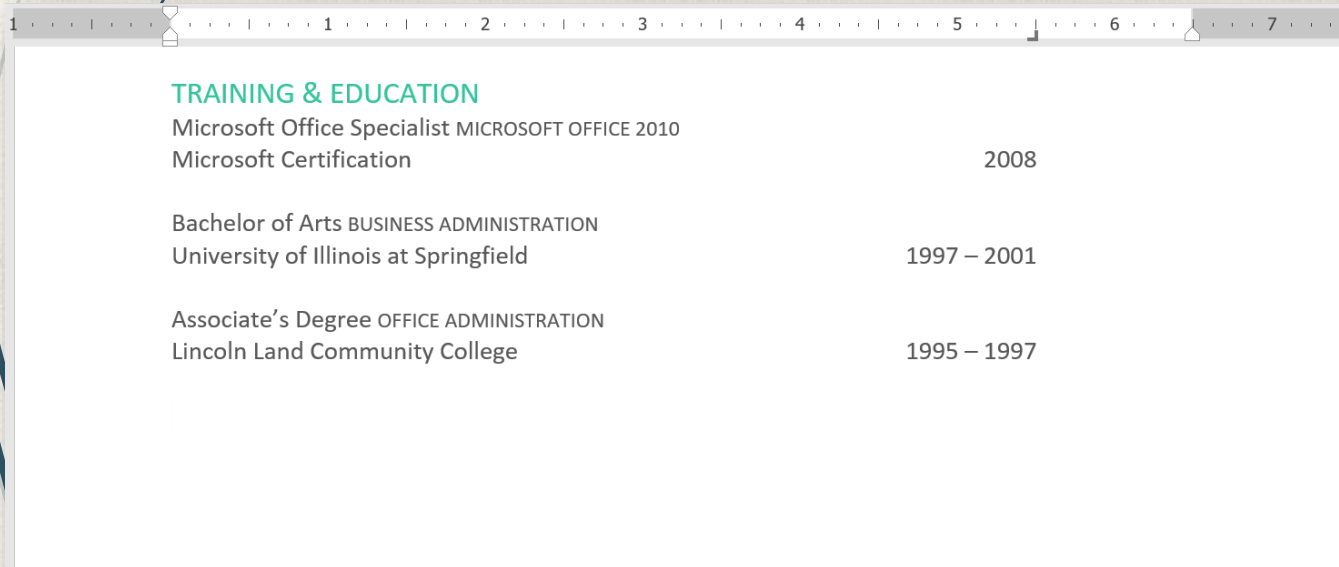
Indent using indent commands

- To customize the indent amounts, select the **Layout** tab near the desired values in the boxes under **Indent**.



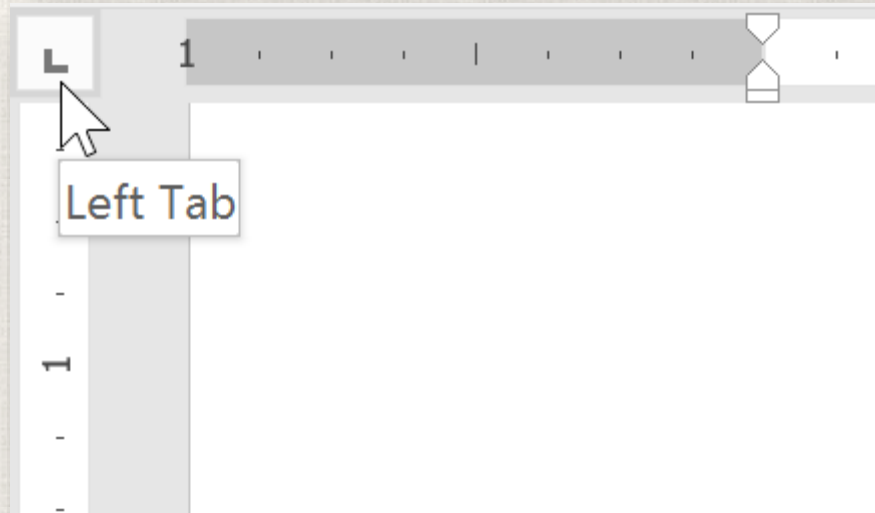
Tabs

- Using **tabs** gives you more control over the placement of text. By default, every time you press the Tab key, the insertion point will move **1/2 inch** to the right. Adding **tab stops** to the **Ruler** allows you to change the size of the tabs, and Word even allows you to apply more than one tab stop to a single line. For example, on a resume you could **left-align** the beginning of a line and **right-align** the end of the line by adding a **Right Tab**, as shown in the image below.










The tab selector

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



Types of tab stops

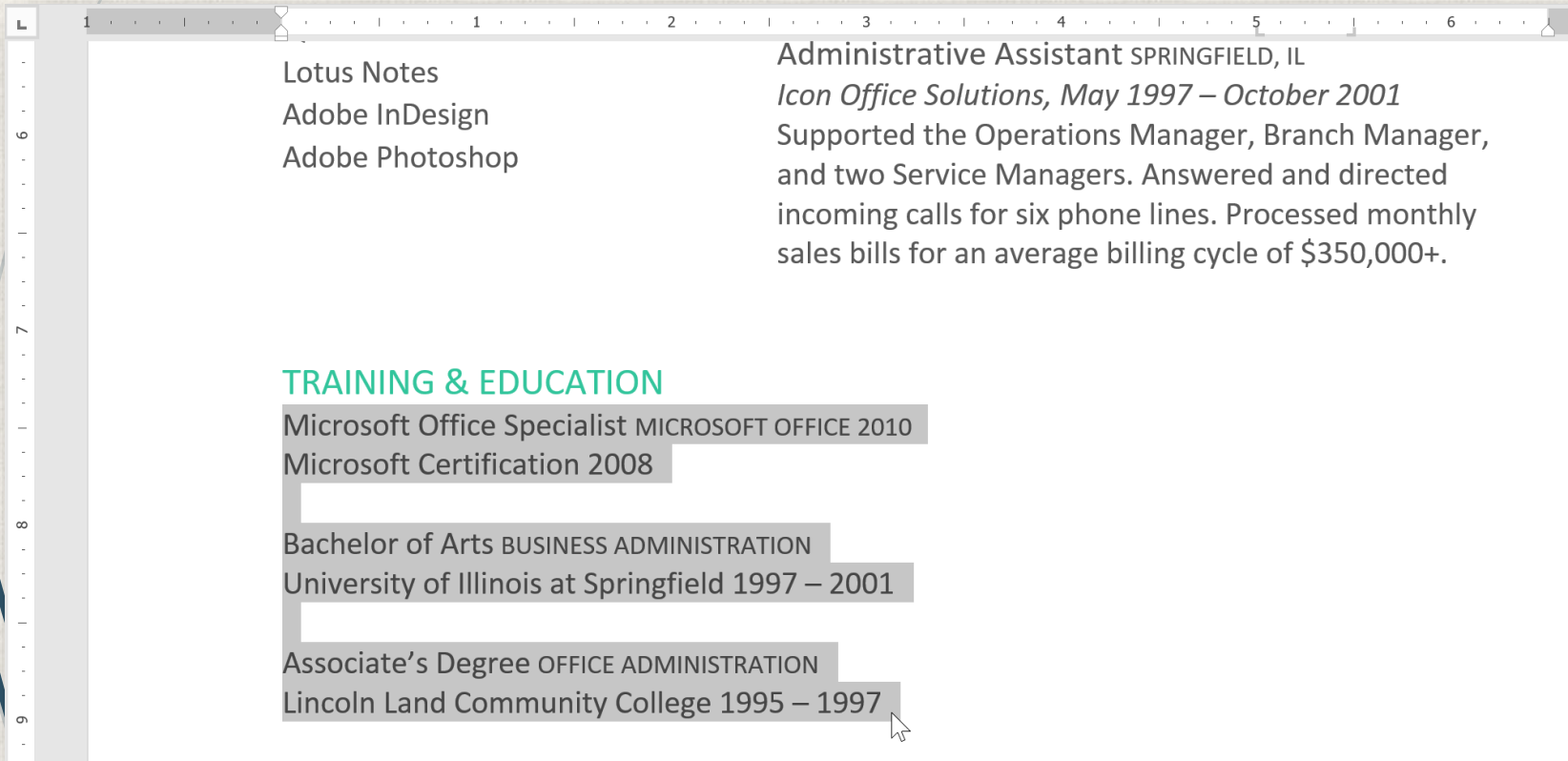
- The **tab selector** is located above the **vertical ruler** on the left. Hover the mouse over the tab selector to see the name of the active **tab stop**.

- **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.

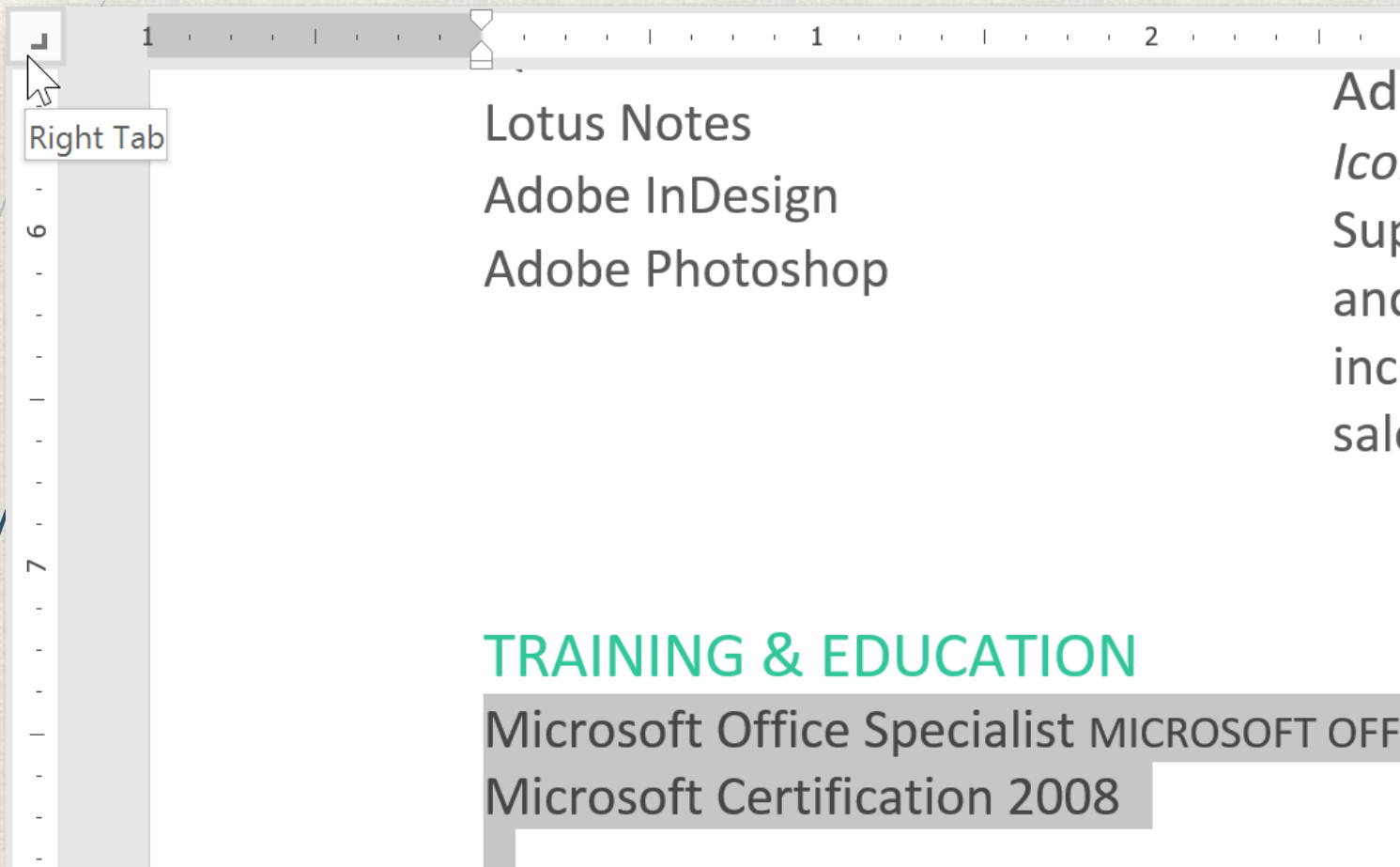
Adding tab stops

1. Select the paragraph or paragraphs 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** you type below it.



Adding tab stops

2. Click the **tab selector** until the tab stop you want to use appears. In our example, we'll select **Right Tab**.



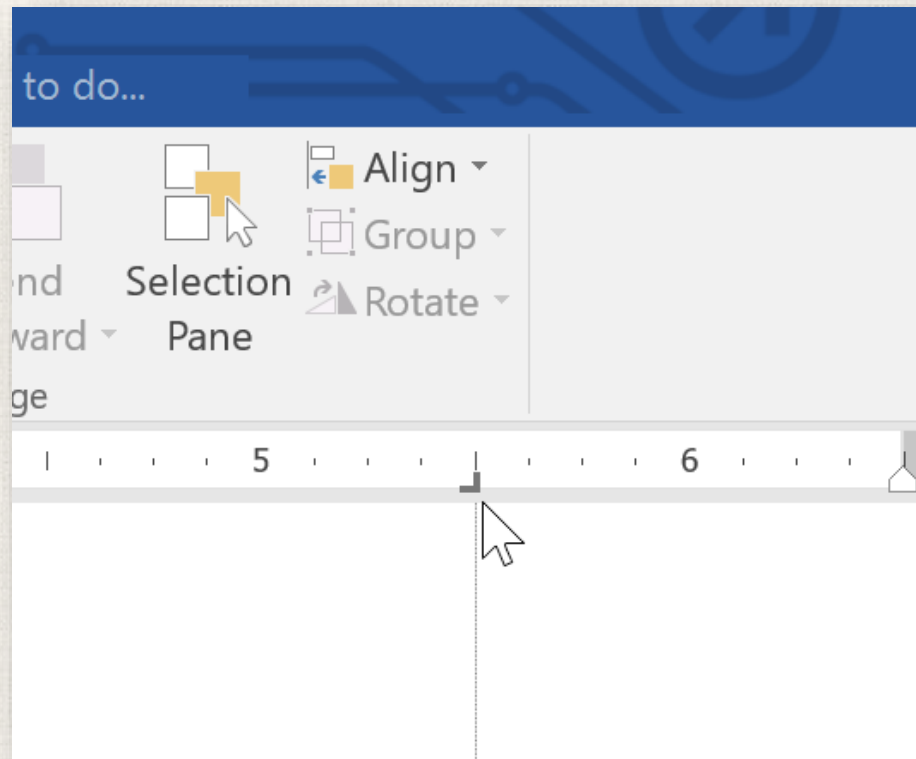
Adding tab stops

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.
4. Place the **insertion point** in front of the **text** you want to tab, then press the **Tab** key. The text will jump to the next tab stop. In our example, we will move each date range to the tab stop we created.



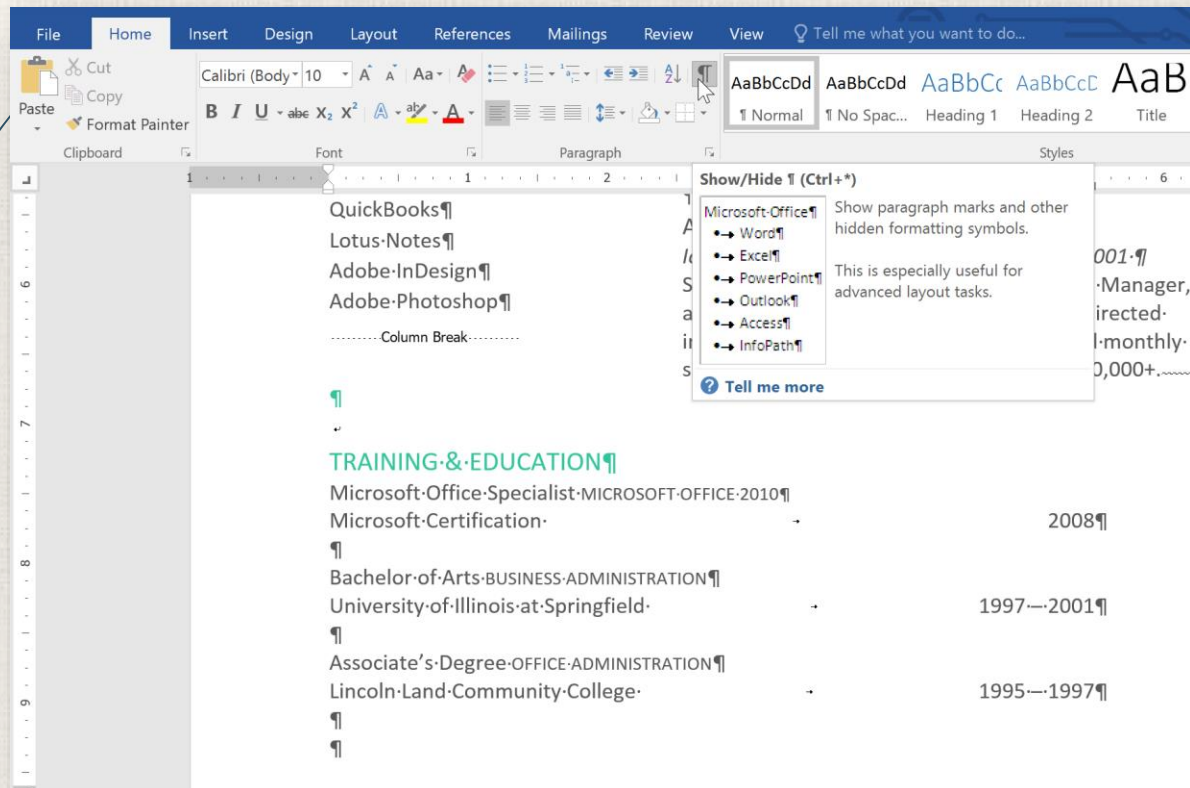
Removing tab stops

- It's a good idea to remove any tab stops you aren't using so they don't get in the way. To remove a tab stop, first select all of the text that uses the tab stop. Then click and drag it off of the Ruler.



Removing tab stops

Word can also display hidden formatting symbols such as spaces (··), paragraph marks (¶), and tabs (→) to help you see the formatting in your document. To show hidden formatting symbols, select the **Home** tab, then click the **Show/Hide** command.



Practice (Part 1)

- ▶ Open our **practice document**.
- ▶ Use the **Tab key** to indent the beginning of each paragraph in the body of the cover letter. These start with **I am exceedingly interested, While working toward, and Enclosed is a copy.**

Solution

April 13, 2016

Ms. Ella Jackson
Human Resources Manager
1234 Modern Street Drive
Trenton, NJ 08601

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Adrienne Patel

Practice (Part 2)

- Scroll to **page 2**.
- Select all of the text below **Training & Education** on page 2.
- Place a **right tab** at the 6" (15.25 cm) mark.
- Insert your cursor before each date range, then press the **Tab key**. These dates include **2008**, **1997-2001**, and **1995-1997**.
- Select each job description under the **Experience** section and move the **Left Indent** to the 0.25" (50 mm) mark.

ADDRESS 415 Bishop Street #303
Chicago, IL 60608

CELL 312.555.6840
EMAIL addie.patel@gmail.com

ADRIENNE PATEL

Administrative Professional

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

SKILLS

Windows & Mac
Microsoft Office
Apple iWork
SharePoint
Salesforce
QuickBooks
Lotus Notes
Adobe InDesign
Adobe Photoshop

EXPERIENCE

Executive Assistant II CHICAGO, IL

Rev Development Group, June 2007 – Present

Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date.

Maintained company website. Saved over \$3,000 annually by implementing new travel and per diem system.

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Administrative Assistant SPRINGFIELD, IL

Icon Office Solutions, May 1997 – October 2001

Supported the Operations Manager, Branch Manager, and two Service Managers. Answered and directed incoming calls for six phone lines. Processed monthly sales bills for an average billing cycle of \$350,000+.

TRAINING & EDUCATION

Microsoft Office Specialist MICROSOFT OFFICE 2010
Microsoft Certification

2008

Bachelor of Arts BUSINESS ADMINISTRATION
University of Illinois at Springfield

1997 – 2001

Associate's Degree OFFICE ADMINISTRATION
Lincoln Land Community College

1995 – 1997

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, semi-transparent reflection of the same text.

THE END

THE END