

## 05 Indents + Tabs

### *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**.

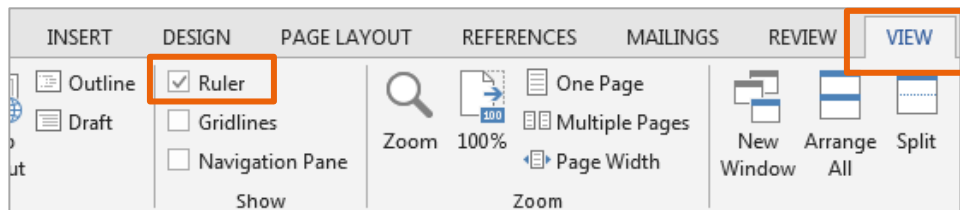
Play the video by clicking the link below:



### Exercise 05a

*Using the sample as a guide, follow the directions below to complete the exercise.*

- Open a file on your computer:  
**Word 05a Template INDENTS + TABS**
- Save the file in your Documents Folder:  
**File > Save As > Documents**
- Name your file by typing in the *File Name* box:  
**Word 05a YourFirstNameLastInitial INDENTS + TABS**  
Save as type: Word Document
- Before starting this exercise, check to see if your rulers are showing.  
Click on the **View Tab**. Check the box to show the **Ruler**.

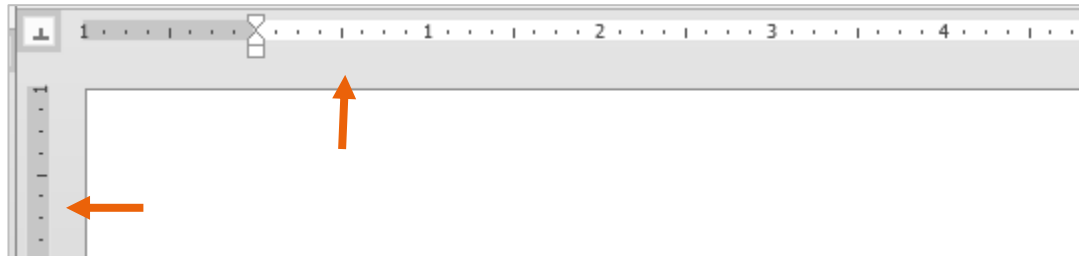


The **Ruler** is located at the top and to the left of your document. It makes it easier to adjust your document with precision. **Your ruler should always be active when working in word documents.**

**Read the following information** to get familiar with the Indent Marker tools:

**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 for the first line, which is known as a hanging indent.





**Indent Markers:**

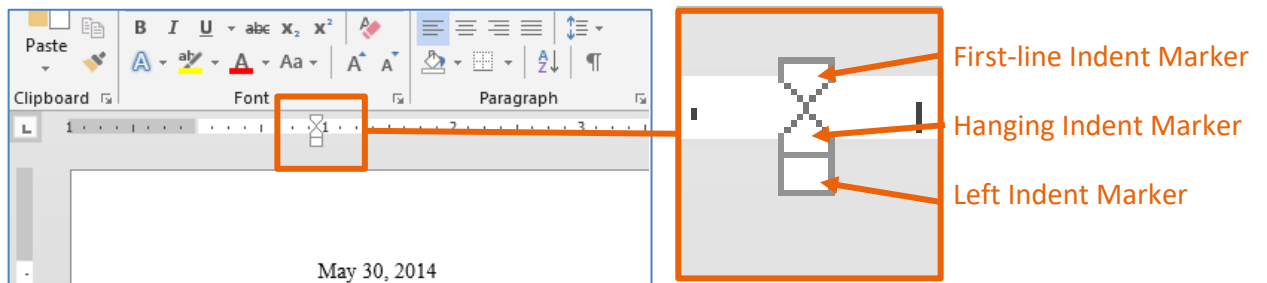
Word provides **indent markers** that allow you to indent paragraphs to the location you desire. For the indent markers to work, text must be selected.

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)



**Page 1 (Letter)**

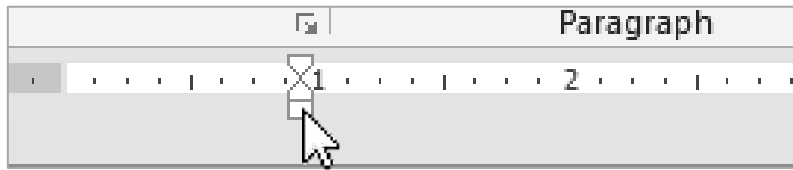
- Select the lines of text **January 12, 2016** all the way down to **Dear Mr. Joyner**

January 12, 2016  
415 Bishop Street  
Saskatoon, SK S7L 1X1  
  
Mr. Nathaniel Joyner, CEO  
Vesta Insurance Group  
2155 Airport Drive  
Saskatoon, SK 60601  
  
Dear Mr. Joyner:

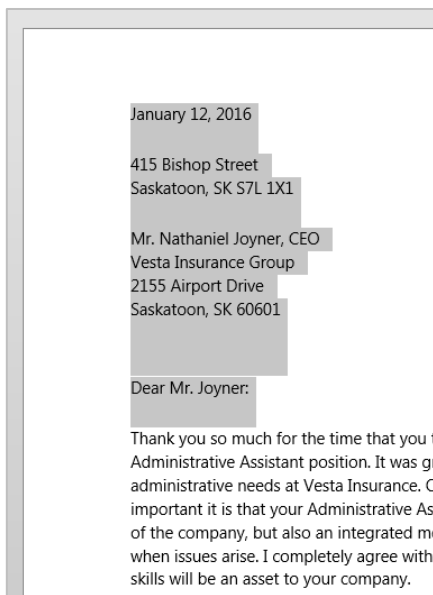
Thank you so much for the time that you took yesterday to interview me for the Administrative Assistant position. It was great to meet you and learn about your administrative needs at Vesta Insurance. On my tour of your building, it is important that your Administrative Assistant not only be the

- Click your mouse on the **bottom rectangle** part of the **Indent Marker** then hold and drag the Indent marker to the left.

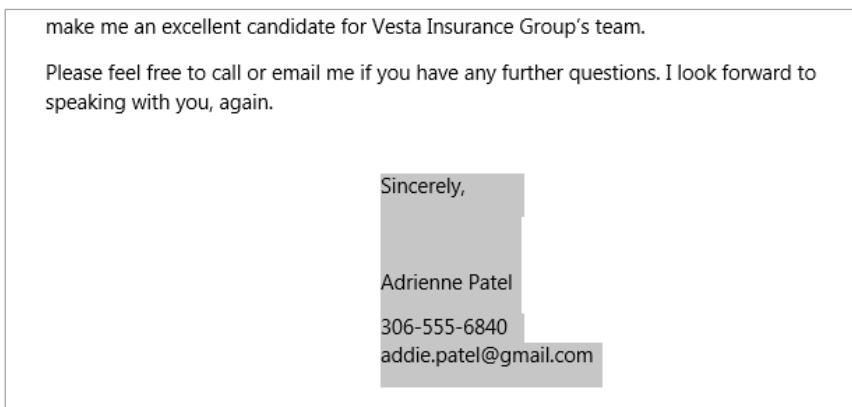
Move the **Indent Marker** to line up the text with the paragraphs on the left side of the page. A live preview of the moving text will appear in the document.



- Release** the mouse.  
The paragraphs will line up with the text on the left side of the page.



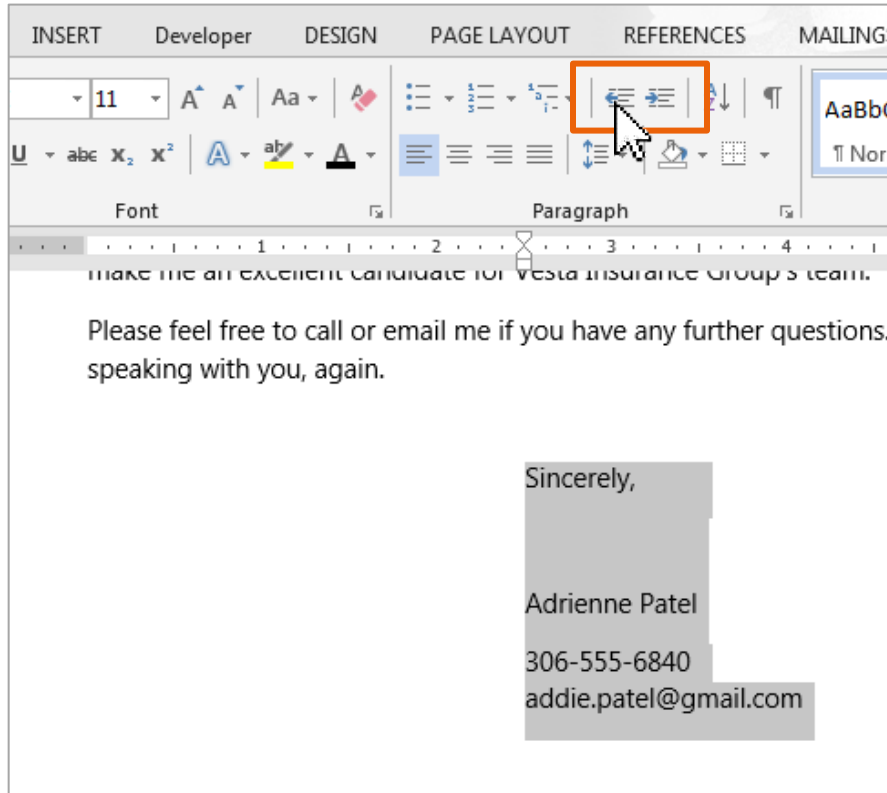
- Select the text **Sincerely** down to **addie.patel@gmail.com**



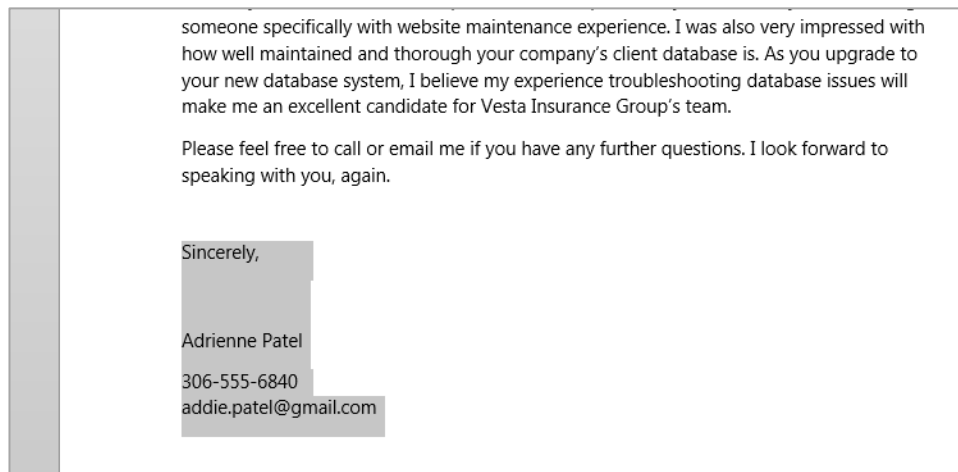
**This time, you will indent using the Indent Commands:**

The indent commands Increase or Decrease the indent by increments of ½ inch.

Click on the **Decrease Indent** command until the text lines up with the paragraphs on the left side of the page.

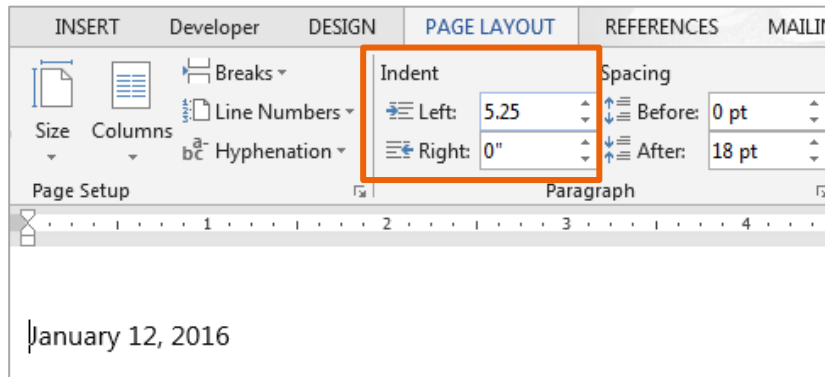


The text is line up on the left side of the page.

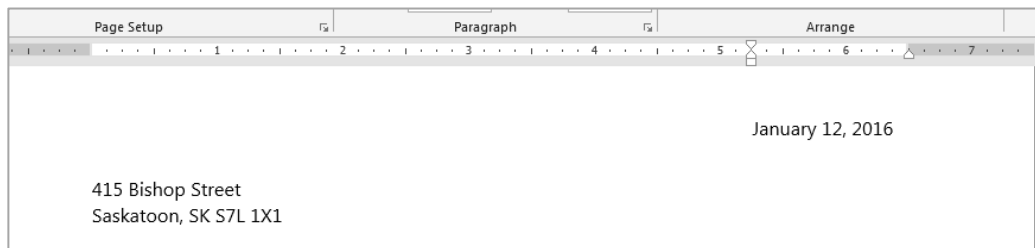


You can also **customize indent amounts** by entering desired values in the boxes under indent.

- Place** your cursor in front of the date: *January 12, 2016*  
Click the **Page Layout** Tab. **Enter 5.25** in the Indent Left box. Press **Enter**.



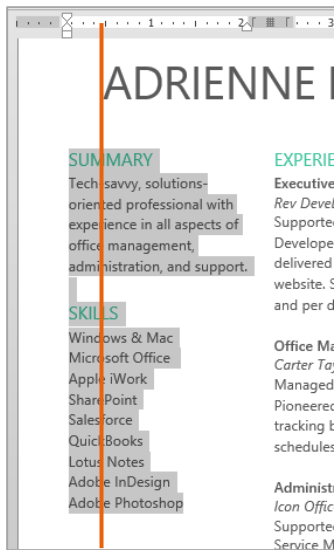
The date will be indented.



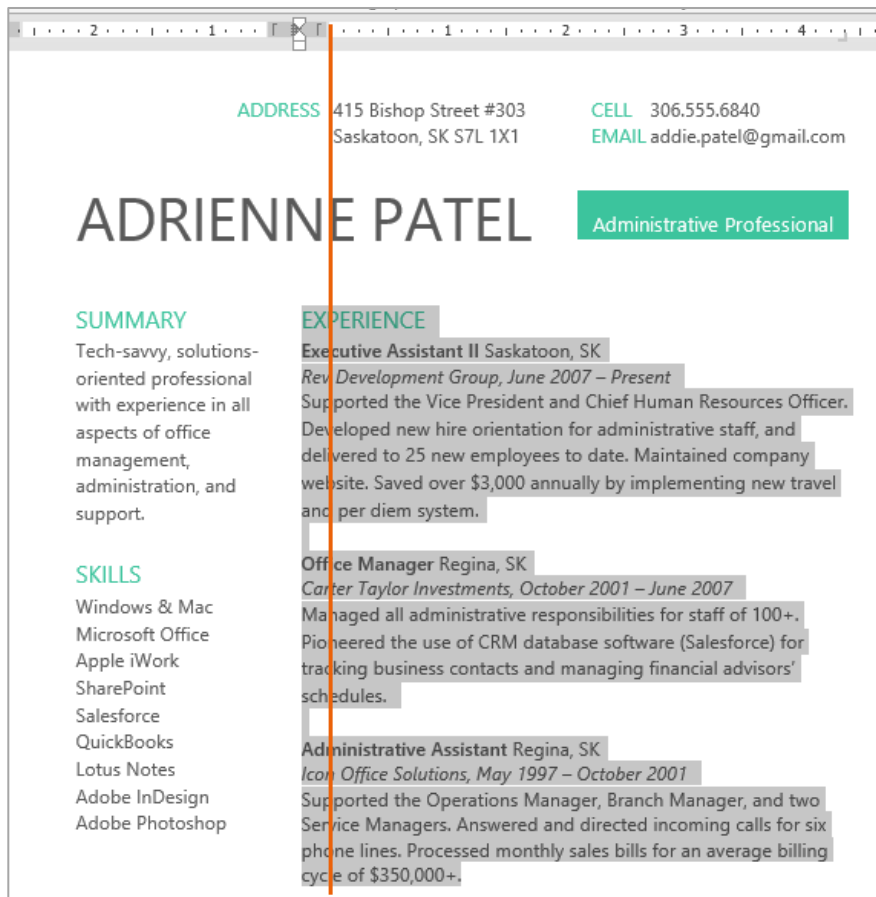
- Scroll down to Page 2 of the document**

Use the **indent marker** to make the following changes to the resume.  
You may use any of the three ways you practiced on page 1

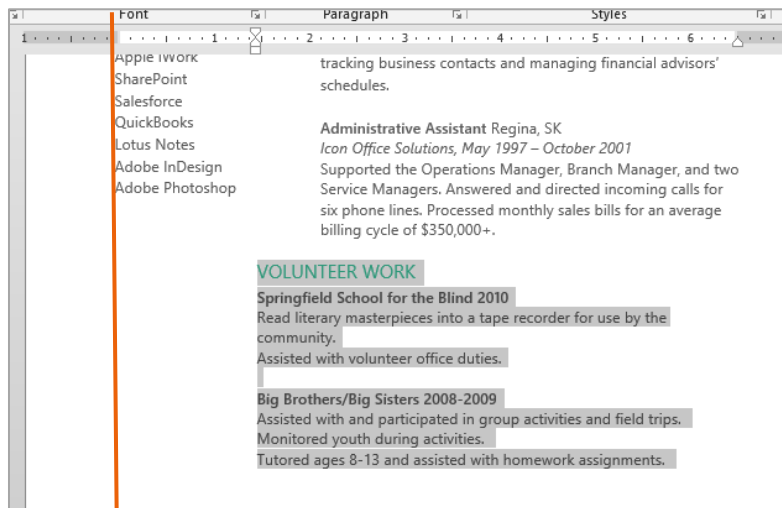
- **Select** the entire *SUMMARY* and *SKILLS* section and **line it up** with the word **ADRIENNE** located in the large font at the top of the page.



- Select the entire **EXPERIENCE** section and line it up with **415 Bishop Street** in the address line.



- Select the entire **VOLUNTEER WORK** section and line it up with the **SUMMARY and SKILLS** Section.



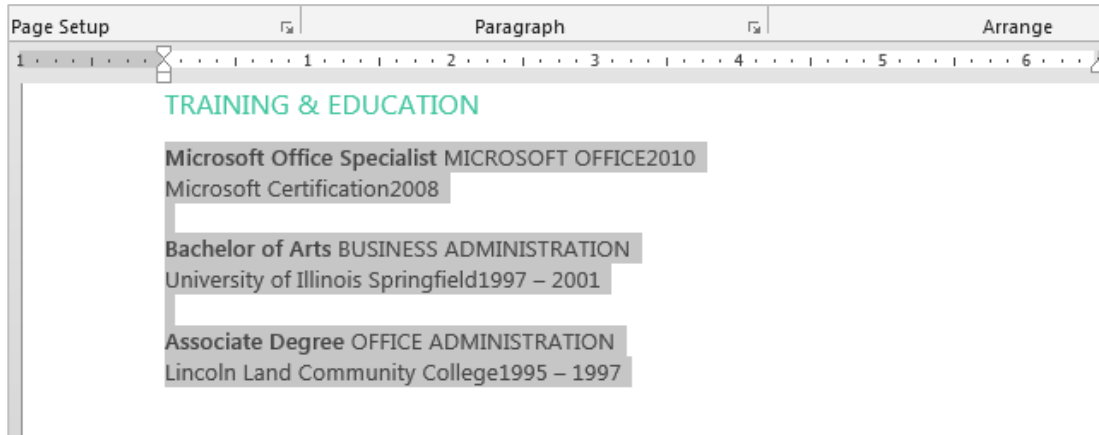
- **Scroll down to Page 3 of the document**

**Next, you will move text by setting up Tabs**

Using **Tabs** give you more control over the placement of text. 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.

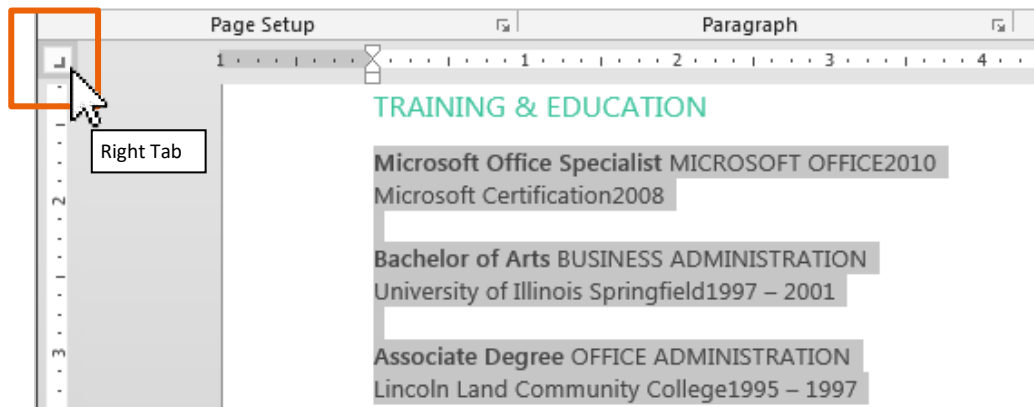
First step in setting tabs is to select the paragraph or paragraphs you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** you type below it.

- **Select the *TRAINING & EDUCATION* section.**

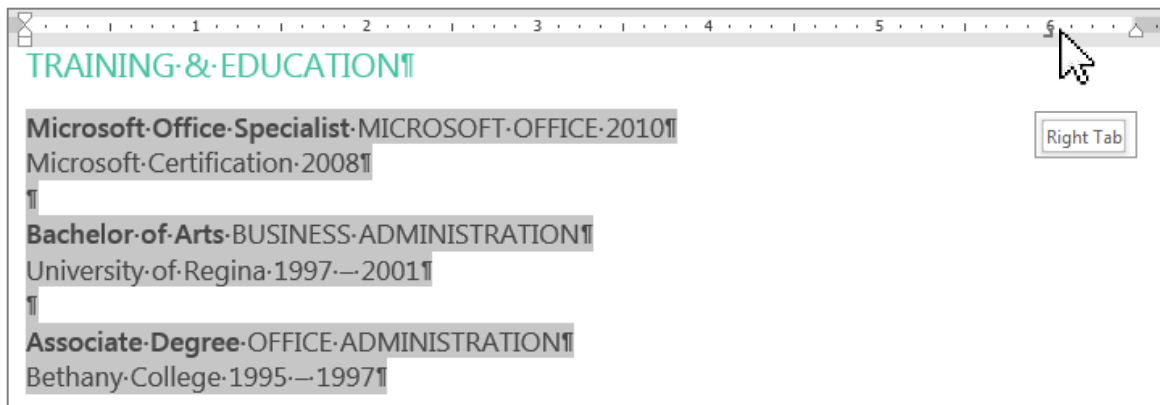


The **tab selector** is located above the **vertical ruler** on the left. Hover the mouse over the tab selector to see the name of the active **tab stop**.

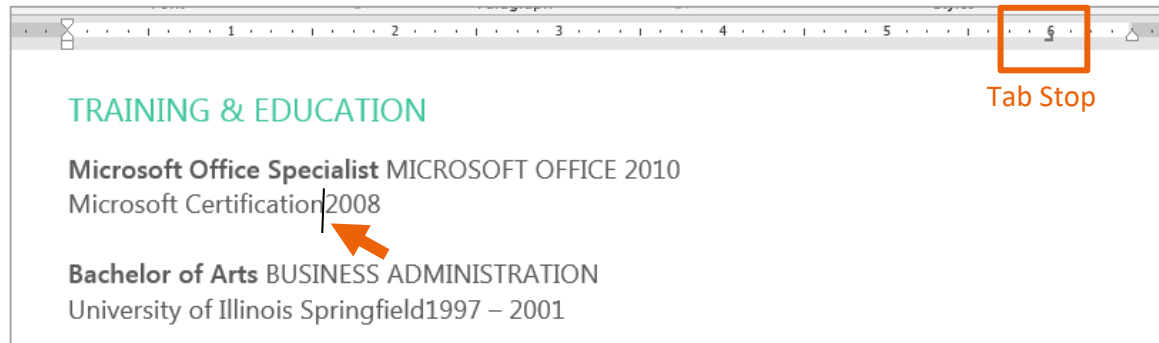
- **Click the **tab selector** until the tab stop **Right Tab** appears.**



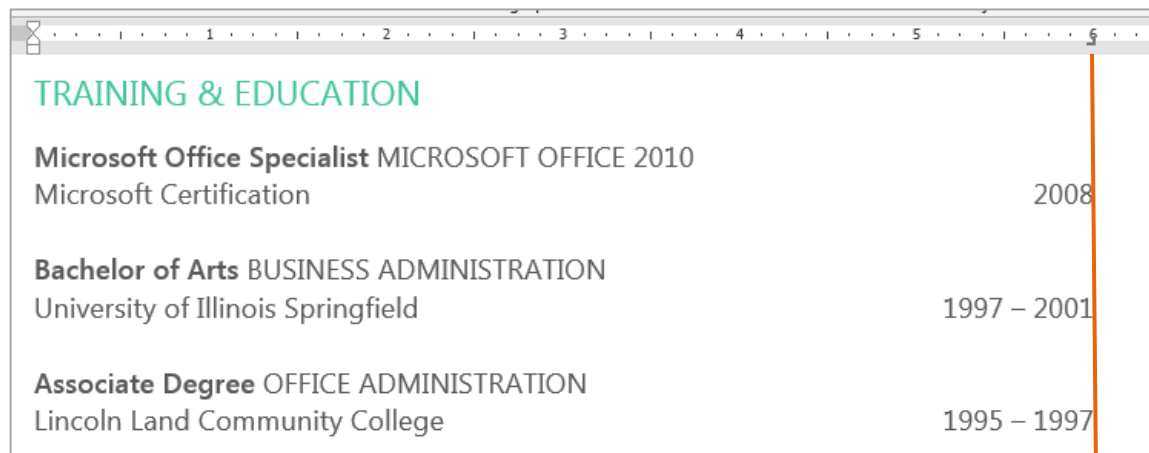
- Set the **location on the horizontal ruler** where you want your text to appear by clicking once on the **bottom edge** of the ruler at the **6 inch** mark



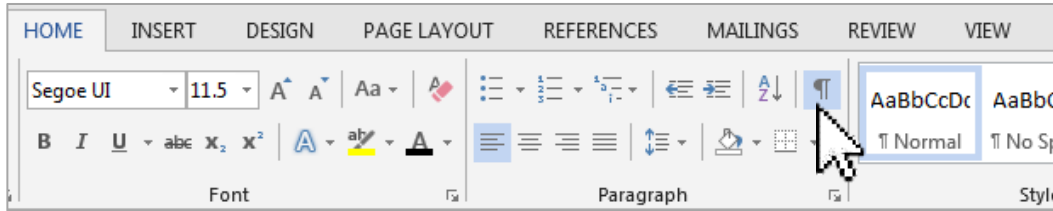
- Place the **insertion point** (cursor) in front of the date **2008** then press the **Tab key only ONCE**. The **text will move** to the **tab stop** you set on the ruler.



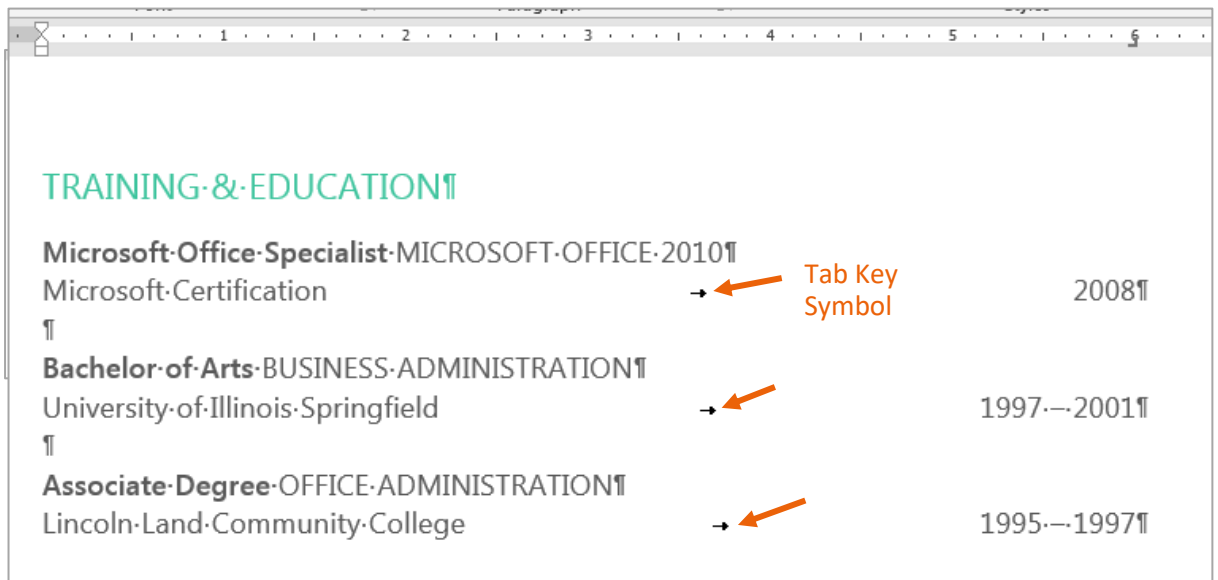
- **Place your cursor** in front of **1997-2001** and **press the tab key once**.
- **Place your cursor** in front of **1995- 1997** and **press the tab key once**. All the dates will line up to the right side of the document.



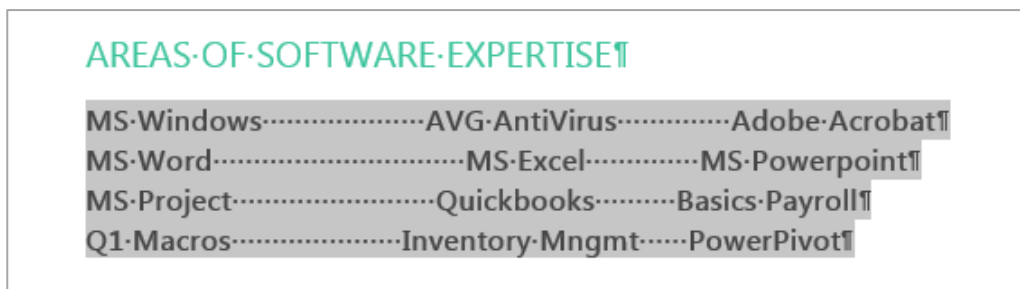
- On the **Home** Tab, click the **Show Formatting** symbols command. Pressing this command shows you the type of formatting you have in your document.



In the example below, each arrow represents **one tab stop**.  
(one press of the tab key on the keyboard).



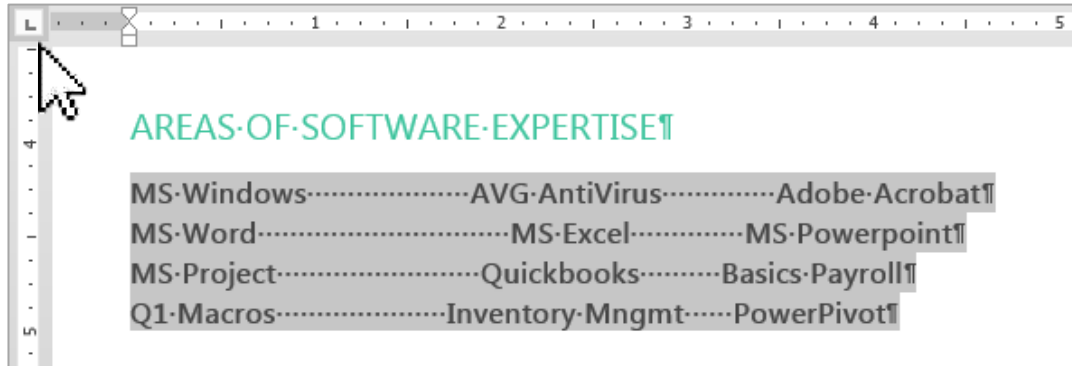
- **Select** the text in the AREAS OF SOFTWARE EXPERTISE section.



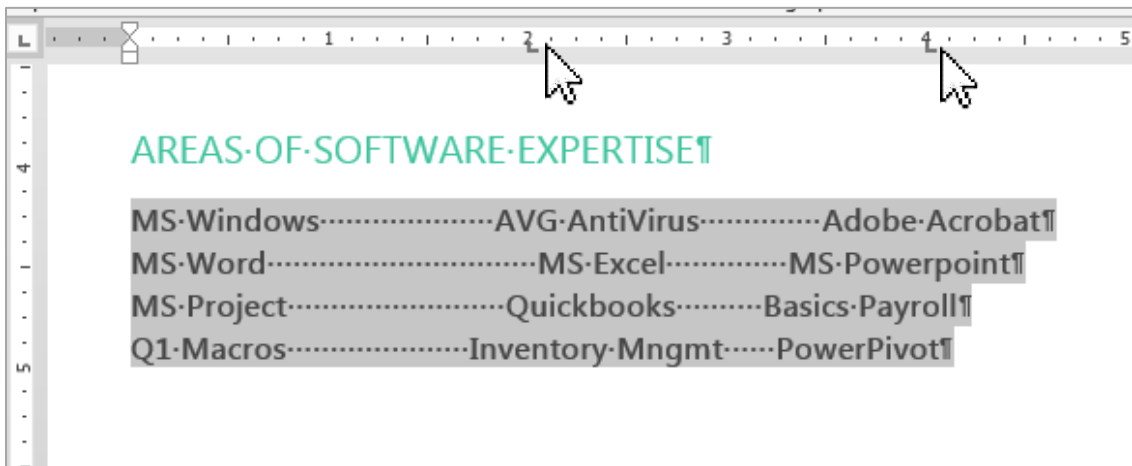
The **series of dots** between the columns are space bar spaces.  
Each dot represents one **space bar space**.

We **never** want to use a series of space bar spaces to add large areas of space between words or sentences. It can mess up your document and take a lot of time to line things up.

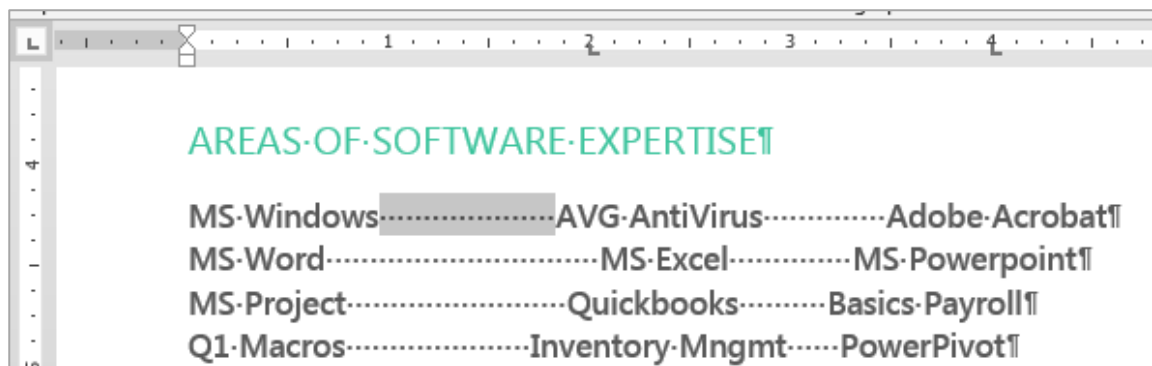
- Click the **tab selector** until tab stop **Left Tab** appears.



- Click on the **bottom of edge of the ruler** on the **2”** measurement and click again on **4”** to set two tabs.



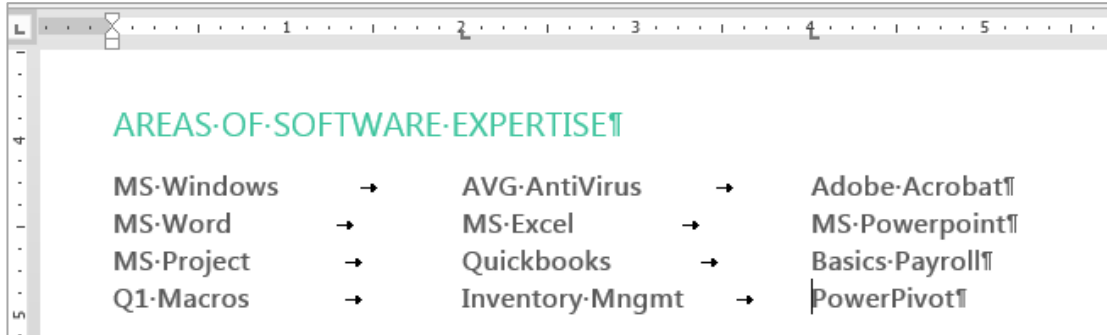
- Select the **space bar spaces** between MS Windows and AVG AntiVirus.



- Press the **tab key** on your keyboard **once**.  
The spacebar spaces will be replaced with **one tab**.  
AVG AntiVirus will line up with the first tab stop on the ruler.

- Continue selecting the groups of spacebar spaces between the columns and replace each group with **one press of the tab key**.

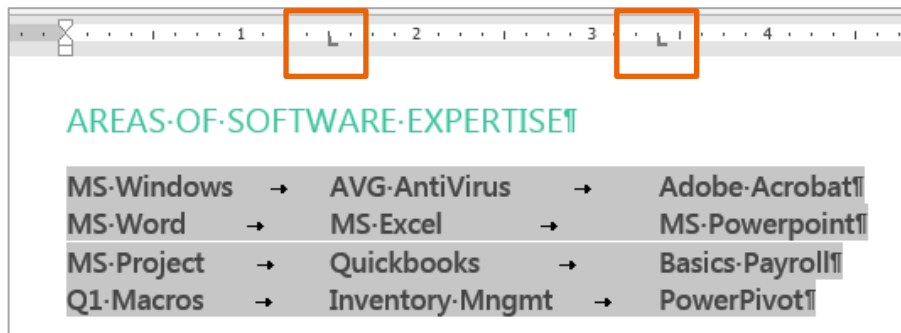
The text will line up as follows:



- You can adjust the tabs at any time. **Select the text**. Click on a tab stop on the ruler and slide the tab stop along the bottom of the ruler

**IMPORTANT: Keep the cursor on the bottom edge of the ruler or you may delete the tab..**

- Move the **tab stops** to 1 ½" and 3 ½".



\* TIP: To **turn off** Show Formatting symbols, click the command in the **Home Tab**.

\* TIP: To **remove** a tab stop, click, hold, and drag it off of the ruler.

- **Email your assignment to your instructor.**