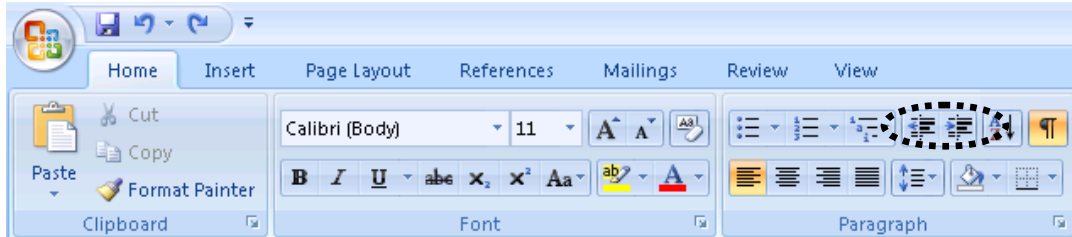


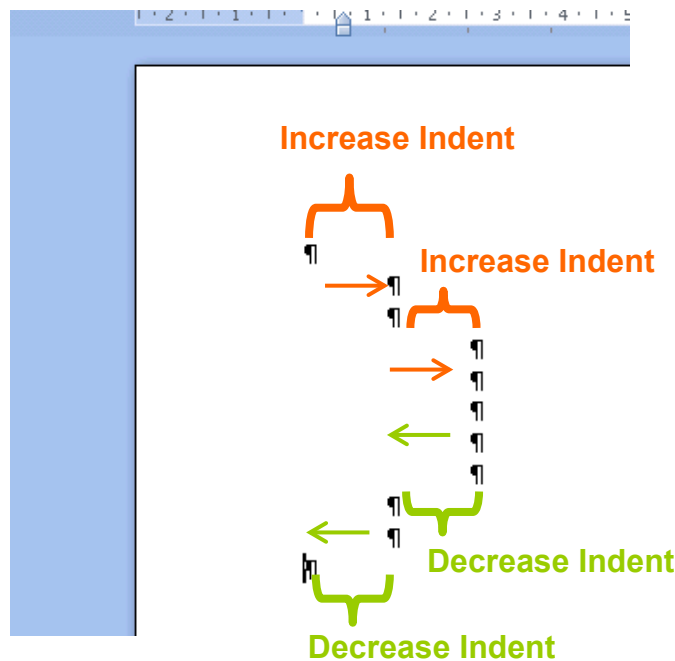
# Formatting indents

## Microsoft Word 2007

“Increase/Decrease Indent” is a useful tool for setting the paragraph position. This tool is sometimes better to use than the “Tab” key.




The **Increase Indent** button indents the paragraph by one tab each time you click the button. To decrease the indent, click the **Decrease Indent** button.



1. Highlight the area that you want to indent

**Time Limits:** There are normally no time limits unless there is high demand for the computers. At such times restrictions may be placed on computer use. Users may be asked to make computers available within 10 minutes if their activities are not course-related.

2. Click on the Increase Indent button 

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