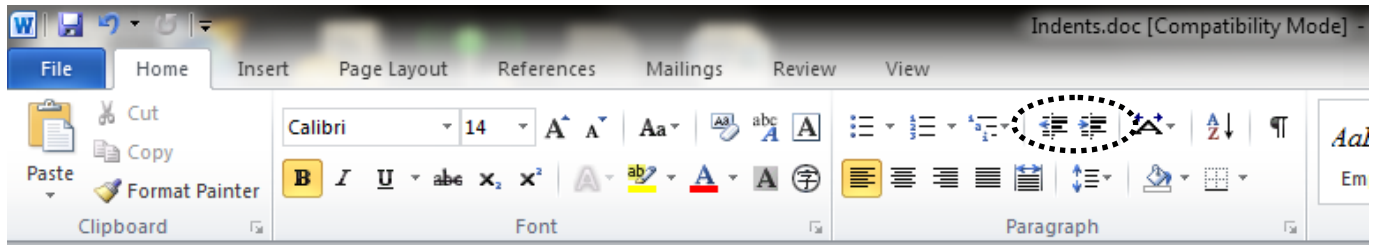![Massey University]

Formatting increase & decrease indent

Microsoft Word

"Increase/Decrease Indent" is a useful tool for margin to set the paragraph position. This tool is sometimes better to use than the "Tab" key. The icon is like a toggle switch. Clicking once turns it on and the second time turns it off.

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.
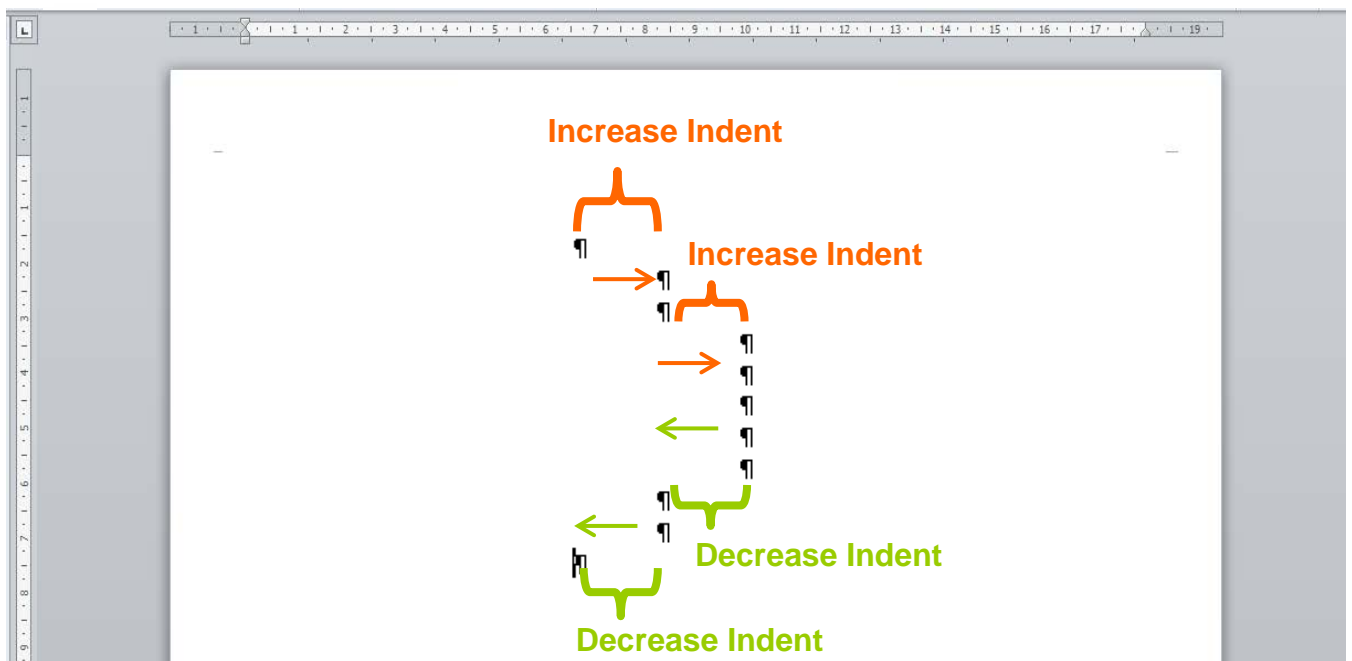
1. Highlight the area that you want to indent

> **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

> **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.