Increase Indent

- In this tutorial, you will learn how to use the Increase Indent to move a section of information toward the center of your paper.
- The Increase Indent uses the setting for tabs to process. As an example, if you are set with a 5 space tab, the Increase Indent will move your line toward the center five spaces for each click. If it is set for 2 spaces, then it will move the line toward the center two spaces for each click. Word 2010 defaults to a 5 space tab.

Locating the Increase Indent Button

To locate the INCREASE INDENT button click on the home tab of the ribbon. The INCREASE INDENT button is found under the Paragraph section.
Using the Increase Indent Button

**Step 1:** Determine what section you want to indent further to the center of the paper. In this example, you want to indent the first line of the entry below beginning with “One of the...”

**Step 2:** Click in front of the paragraph so your cursor is in front of the word “One”.

**Step 3:** Click the **INCREASE INDENT** button the number of times you want until your indent reaches your desired mark. In this case, you have clicked the button two times, moving the selection toward the center 10 spaces.

**Shortcut Tip!** Instead of using the **INCREASE INDENT** button, you can click CNTL+M to move the selection one tab increment for each click.

Finish: After following the above steps, you have moved your selection toward the center of the paper using Increase Indent.