Decrease Indent

In this tutorial, you will learn how to use the Decrease Indent to reverse the Increase Indent.

Locating the Decrease Indent Button

To locate the DECREASE INDENT button click on the home tab of the ribbon. The DECREASE INDENT button is found under the Paragraph section.

Using the Decrease Indent Button

Step 1: Determine what section you want move back toward the left side of the paper. In this example, you want to move 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”.

One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside.

Step 3: Click the DECREASE INDENT button the number of times you want until your indent is reduced to your desired mark. In this case, you have clicked the button one, moving the selection toward the left 5 spaces.

The continued influx of international students poses unique opportunities as well as challenges in online learning environments.

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