Indentation: First line

- In this tutorial, you will learn how to use the first line indentation feature in Microsoft Word 2010.
- The first line indentation feature is used to create an indentation, such as to signify a new paragraph.

Example of first line indentation:

```
Introduction
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. A broad search
```

How to add a first line indent

**Step 1:** Place the cursor at the beginning of the line you want indent

To add a first line indent, place the CURSOR (also known as the I-Bar because it looks like an I when hovering across the document) where the indent is going to be. To place the cursor, simply hover over the space and click. A flashing line should appear. See the example below.

```
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. A broad search of online
```

**Step 2:** You can add the indent by hitting the TAB button on the computer’s keyboard.

Shortcut Tip! Hold “CTRL” + “TAB” to add a first line indent.
Using Microsoft Word’s Ruler Feature

The ruler appears at the top of the screen and looks like the image above. The ruler can be used to create an indent as well.

**Step 1:** Ensure the **CURSOR IS FLASHING** in the location where the indent is needed.

**Step 2:** Make sure you only grab the **TOP PART** of the slider (the downward facing triangle). This will ensure that the first line is indented rather than the whole paragraph.

**Step 3:** After the cursor is aligned, **CLICK and HOLD** the mouse button. **DRAG** the slider on the ruler. The slider looks like this. **RELEASE** the mouse button when it is aligned.

**Finish:** After following the above steps, you should have a first line indent in your paper, as shown below.

The continued influx of international students poses unique opportunities as well as challenges in online learning environments. Research continues to explore factors that can