Left/Right Indent for Paragraph Formatting

- In this tutorial you will learn how to adjust the indentation from the left and right side using the indent buttons and the ruler for paragraph formatting.
- The indent buttons are located in the top toolbar and automatically adjust the indents.
- The ruler is located at the top of the document and allows you to use a slider to manually adjust the indent.

Locating the Indent Button

To locate the **INDENT** button, click the **HOME** tab of the ribbon. The **INDENT** buttons are in the center of the toolbar (see below).

Using the Indent Buttons

**Step 1:** Determine where you would like to indent your paper. When you use the indent button it will indent the entire paragraph. **Extra tip!** You can place the cursor anywhere in the paragraph— it does not have to be at the beginning!

**Step 2:** With the cursor flashing in the paragraph, click the **INDENT** button.

**Shortcut Tip!** Instead of using the mouse or trackpad you can also click **CTRL + M** on your keyboard to make a left indent.

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If you wish to remove an indent, click the **REMOVE INDENT** button.

**Shortcut Tip!** Instead of using the mouse or trackpad, you can also click **CTRL + Shift + M** to remove the indent from the entire paragraph.

**Finish:** After following the above steps, your paragraph should now be indented as shown below.

plays a critical role in the overall learning experience.

Online course instructors must adapt course facilitation methods in light of cultural differences" (p. 182). While this particular suggestion is certainly noteworthy and

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**Using the Ruler**

**Step 1:** Locate the Ruler at the top of your document.

**Step 2:** Determine where you want the indent to go and click anywhere in the paragraph. For **LEFT INDENTS** you want to use the sliders on the left side. For **RIGHT INDENTS** you want to use the slider on the right side.
Understanding the Ruler! The **LEFT SLIDER** of the ruler has 3 different components. The **TOP** downward facing triangle will adjust the indentation of the FIRST LINE of the paragraph selected (remember you can have the cursor anywhere in the paragraph. The **BOTTOM TRIANGLE** will **not adjust the first line**, but all subsequent lines in the selected paragraph. The **RECTANGLE** at the bottom will adjust all the lines in the paragraph- it will move both the **TOP** and **BOTTOM TRIANGLES** together. The **RIGHT SLIDER** has only one component and will adjust the indentation of the entire paragraph.

**Step 3:** Determine the type of indent you want (first line, hanging indent, entire paragraph indent). Select the appropriate **SLIDER COMPONENT**, **CLICK** and **DRAG** the slider to where you the indent to begin. When you have the paragraph indented at your desired location (typical indents are at the .5 line) **RELEASE** the slider.

Finish: After you have completed these steps you should have applied an indent to your paper.

as an overall degree of technical competency (Bawane & Spector, 2009).

A critical aspect of an instructor's role in an online course is building a learning community among students. Anderson (2008) notes "experienced online learning teachers must make time at the commencement of the learning interactions to