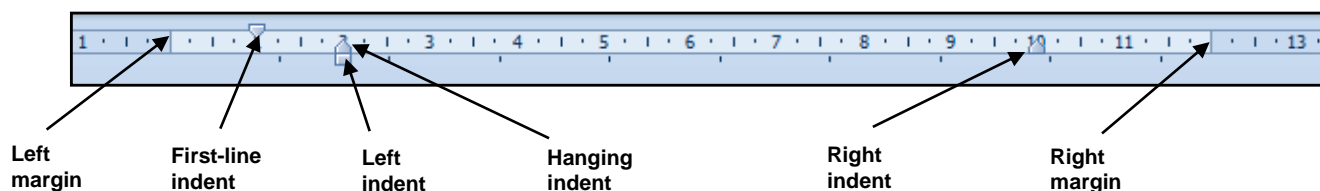


This worksheet looks at ways to control where lines of a paragraph start and finish. The tools used to set these points are:

- The left margin - this is where the paragraphs would usually start
- The right margin - this is where the paragraphs would usually end
- The first line indent - this is where the first line of the selected paragraph actually begins
- The hanging indent - this is where all lines in the paragraph other than the first begin
- The right indent - this is where all lines of the selected paragraph actually finish



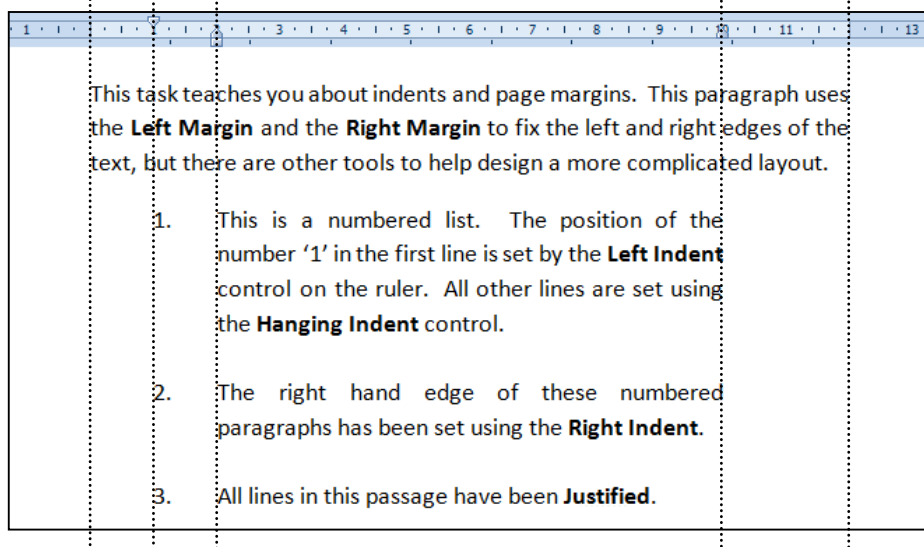
Task 1 – Indents and Margins

The picture above shows the various controls used to set the left and right edges of a paragraph.

- a. At what measurement would the first line of the selected paragraph begin?
- b. At what measurement would the other lines in the selected paragraph begin?
- c. At what measurement would the lines of the selected paragraph end?

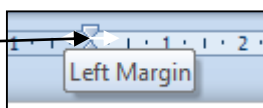
Task 2 – Using Indents and Page Margins

Your task is to reproduce the passage of text below



- a. Open a new page in Microsoft Word and type the page title 'Indents and Margins'.
- b. If the ruler isn't visible, click on the 'View' tab and check the 'Ruler' box.
- c. Slide the Left and Right Margin controls so that the portion of the page available is 12cm (or 5 inches) wide and roughly in the centre of the screen.

Position the mouse in between the indent controls so that the words 'Left Margin' appear. Drag and drop the control to the right.

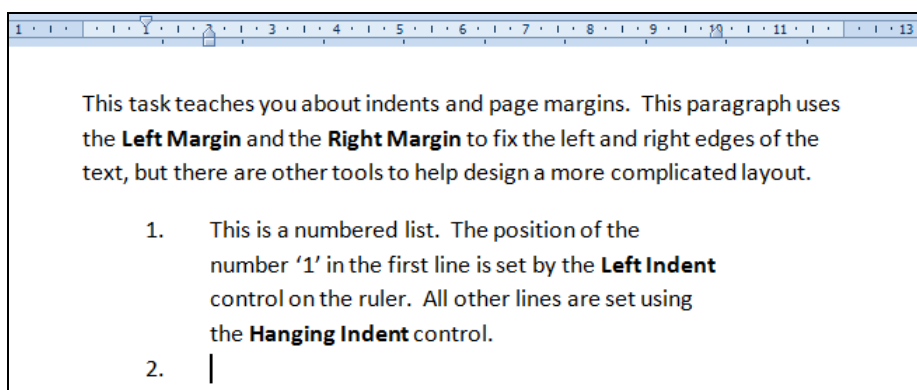


Note: Measurements can be set to cm by selecting 'File / Options / Advanced' then scrolling down to the 'Display' section.

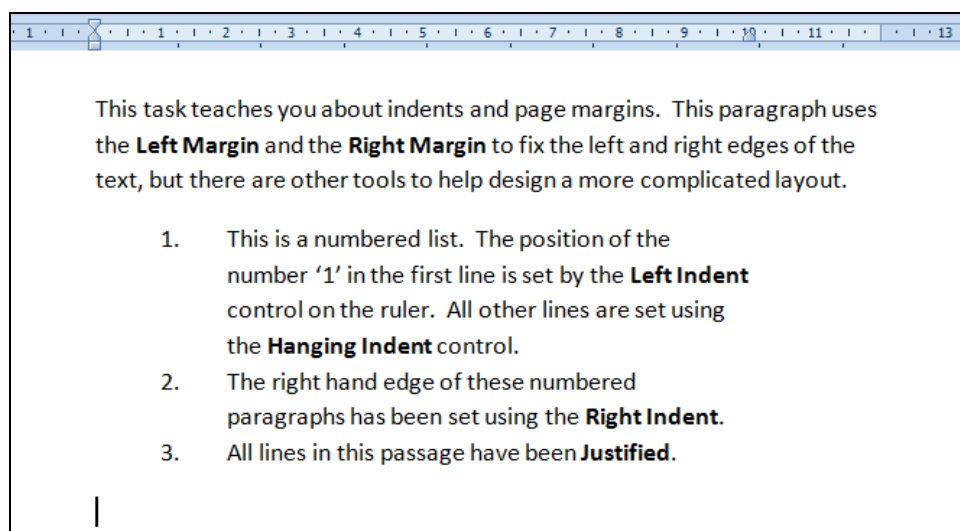
- d. Select Calibri size 11 font. Type the first paragraph of text, then press the 'Enter' key to start a new paragraph.
- e. Click on the 'Numbering' icon in the 'Paragraph' group of the 'Home' tab. A number '1' should appear indented.



- f. Slide the 'First Line Indent' control so that it sits at the 1cm (or 1/2 inch) mark. The number '1' should now appear under the 1cm marker.
- g. Slide the 'Hanging Indent' control so that it sits at the 2cm (or 1 inch) mark. Make sure that you slide the 'Hanging Indent' control rather than the 'Left Indent' (the 'Left Indent' control also moves the first line).
- h. Slide the 'Right Indent' control so that it sits at the 10cm (or 4 inch) mark. This will bring the right hand edge of the numbered list away from the right margin.
- i. Type the first paragraph in the numbered list, then press 'Enter'. A number '2' should now appear as shown:



- j. Type the second paragraph in the numbered list. There will not be a line space between the 2 paragraphs at this stage. Press 'Enter' so that a number '3' appears.
- k. Type the third paragraph in the numbered list then press the 'Enter' key twice to finish the numbered list. Your work should now look like this:



- l. Select the whole passage of text then click on the 'Justify' icon in the 'Paragraph' group.
- m. Create a line break by placing the cursor after the words 'Hanging Indent control'. Press 'Enter' so that a new number '2' appears. Press 'Backspace' to delete this number. Repeat this process to create a line break after the second paragraph in the numbered list (although you may have to delete an extra line space if Word has been 'clever' and added an extra one). You will learn how to use paragraph settings in the next task.
- n. Save the page as 'WS - Indents' and close Word.