

Microsoft Word - Indents



Indents.

Paragraphs can be indented in relation to the left and right margins.

Indented text is text that starts further in on the page than the other text.

Preview of indented text.

Outlook also a many other useful features:

- I** **Calendar:** Electronic diary, keep track of our schedules, appointments and meetings.
- n** **Contacts:** Electronic Rolodex, a collection of clients, friends etc. Contacts store a
- d** wealth of information about the people that we need to liaison with.
- e** Details held within Contacts may contain:
- n** *Telephone numbers, addresses, email address, hobbies, birthdays, websites etc.*
- t** **Tasks:** A ToDo list:
- e**
- d**

Lists of jobs to be auctioned, can be organised into category order, updated to display the percentage completed along with various other tracking features.

It is possible to use the default tab stops on the ruler bar but it is also to specify the exact indent positions if necessary.

From the ribbon **Home** tab → **Paragraph** section, you will find the default indent tab stop buttons.

Increase Indent.



Decrease Indent

