



SELF-LEARNING PACKAGE IN

ICT 7

Quarter 2 | Week 1

Indents and Tabs

Learning Competency:

Use tab selector and horizontal ruler to set tabs and indents.

MARICAR R. PORNEL, Oton NHS
ZALDY M. TONDO, Division Science Coordinator
WRITERS

GOVERNMENT PROPERTY
NOT FOR SALE



Ready to Launch!

Indenting text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**.



Aim at the Target!

At the end of this module you are expected to:

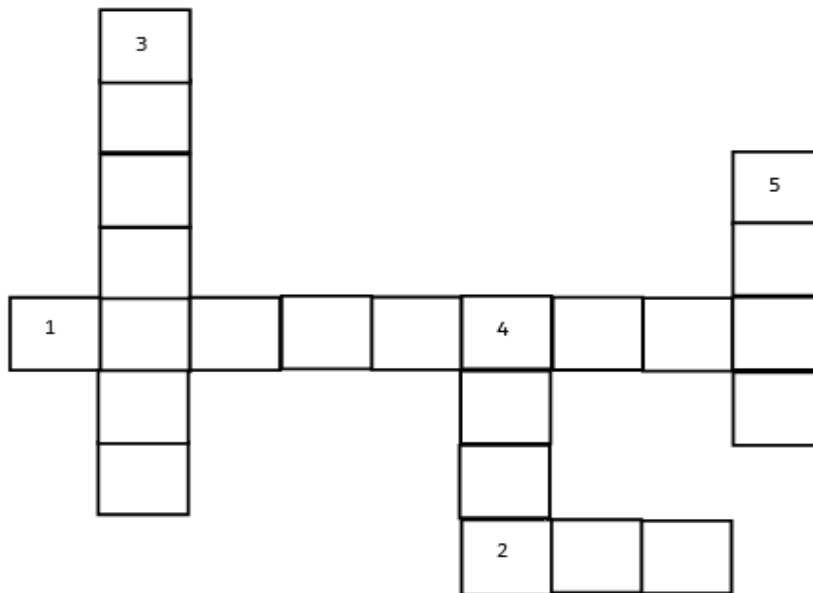
1. Use tab selector and horizontal ruler to set tabs and indents.



Try This!

Gear Up! Let's see if you have ideas regarding this topic.

Direction. Solve the crosswords using the list of words and the clues.



TAB
FIRST LINE
LEFT
VIEW
HANGING

ACROSS

1. Inserts the indent marker on the Ruler and indents the first line of text in a paragraph.
2. A key to create a first line indent.

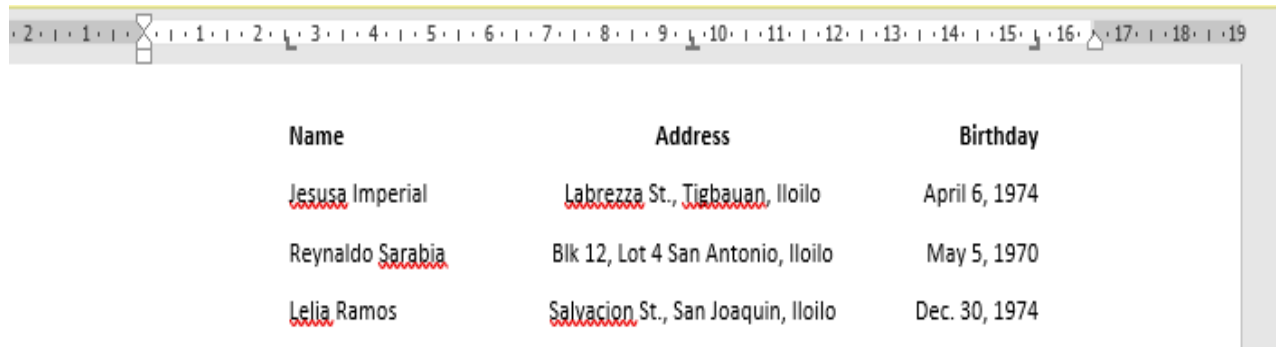
DOWN

3. Indents all text except for the first line.
4. indents all the lines in a paragraph text except for the first line.
5. A tab command use to activate the Ruler.



Keep This in Mind!

A **tab stop** in Microsoft Word is a horizontal position which is set for placing and aligning text on a page. There are at least five kinds of **tab stops** in general usage in **word** processing or in Microsoft **Word** namely, left tab, center tab, right tab, decimal tab, and bar tab. Figure 1 below is an example of a tab stops.



Name	Address	Birthday
Jesusa Imperial	Labrezza St., Tigbauan, Iloilo	April 6, 1974
Reynaldo Sarabia	Blk 12, Lot 4 San Antonio, Iloilo	May 5, 1970
Lelia Ramos	Salvacion St., San Joaquin, Iloilo	Dec. 30, 1974

Figure 1: Tab stop example

Analysis.

Answer the question below base on figure 1.

1. Describe what is the content of the document all about?
2. What have you observe on the way texts appeared or displayed?
3. Can the text display or appearance be changed using Microsoft Word? Explain.

Abstraction and Generalization

Indenting text

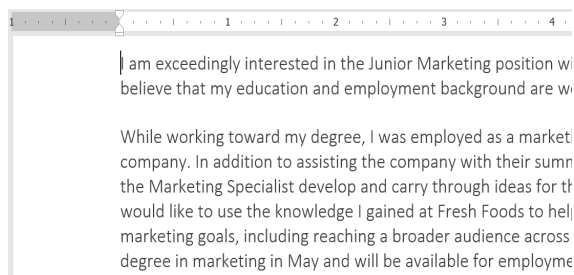
In many types of documents, you may want to indent only the first line of each paragraph. This helps to **visually separate** paragraphs from one another. It's also possible to indent every line **except for the first line**, which is known as a **hanging indent**.

To indent using the Tab key

A quick way to indent is to use the **Tab** key. This will create a first-line indent of **1/2 inch**.

1. Place the insertion point **at the very beginning** of the paragraph you want to indent.

2. Press the **Tab** key. On the Ruler, you should see the **first-line indent marker** move to the right by **1/2 inch**.

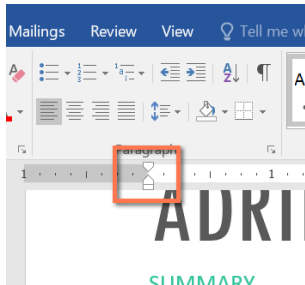


- The first line of the paragraph will be indented.

Note: If you can't see the Ruler, select the **View** tab, then click the

Indent markers


In some cases, you may want to have more control over indents. Word provides **indent markers** that allow you to indent paragraphs to the location you want.




To indent using the indent markers

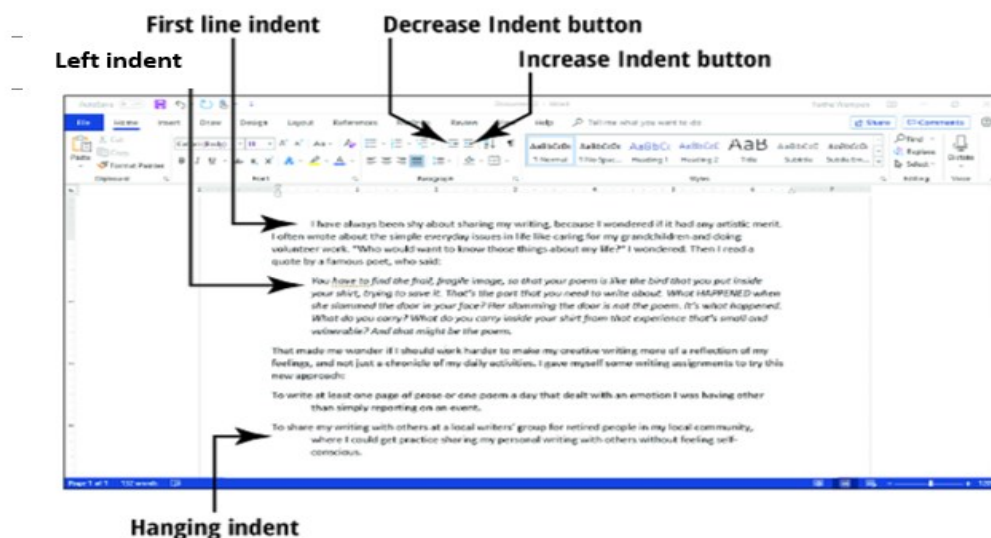
Place the **insertion point** anywhere in the paragraph you want to indent, or select one or more paragraphs.

The indent markers are located to the left of the horizontal ruler, and they provide several indenting options:

First-line indent marker  adjusts the first-line indent

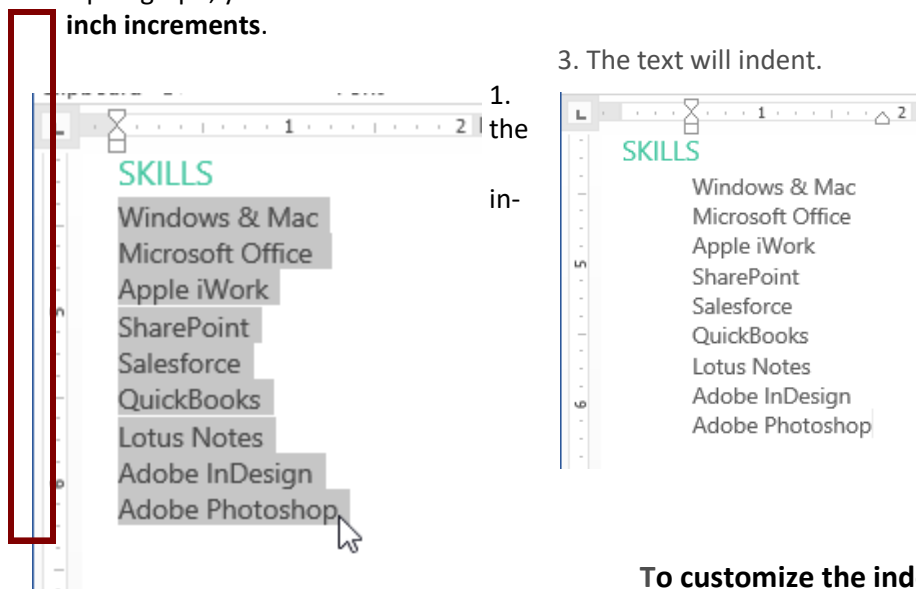
Hanging indent marker  adjusts the hanging indent

Left indent marker  moves **both** the first-line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)

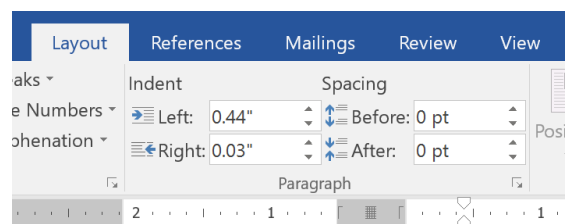


To indent using the Indent commands

If you want to indent multiple lines of text or all lines of a paragraph, you can use the **Indent** commands. The Indent commands will adjust the indent by **1/2-inch increments**.

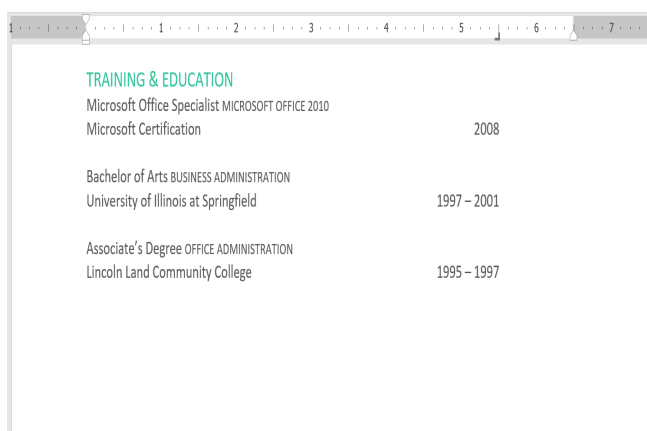


To customize the indent amounts, select the **Layout** tab near the desired values in the boxes under **Indent**.



Tabs

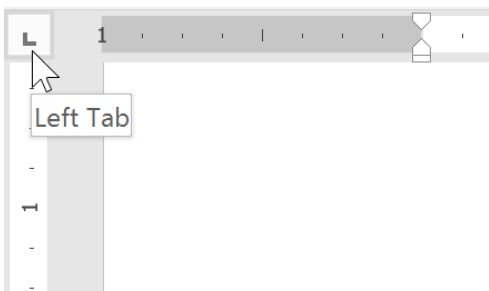
Using **tabs** gives you more control over the placement of text. By default, every time you press the Tab key, the insertion point will move **1/2 inch** to the right. Adding **tab stops** to the **Ruler** allows you to change the size of the tabs, and Word even allows you to apply more than one tab stop to a single line. For example, on a resume you could **left-align** the beginning of a line and **right-align** the end of the line by adding a **Right Tab**, as shown in the image below.










Pressing the Tab key can either add a **tab** or create a **first-line indent**, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first-line indent; otherwise, it will create a tab.

The tab selector

The **tab selector** is located above the **vertical ruler** on the left. Hover the mouse over the tab selector to see the name of the active **tab stop**.



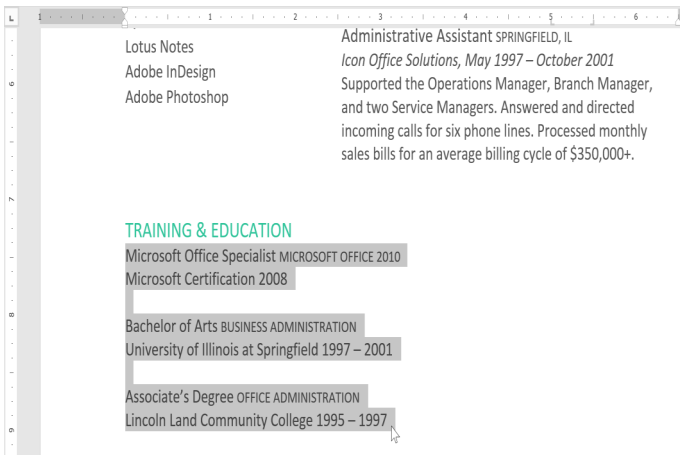
Types of tab stops:

- Left Tab**  left-aligns the text at the tab stop.
- Center Tab**  centers the text around the tab stop.
- Right Tab**  right-aligns the text at the tab stop.
- Decimal Tab**  aligns decimal numbers using the decimal point.
- Bar Tab**  draws a vertical line on the document.
- First Line Indent**  inserts the indent marker on the Ruler and indents the first line of text in a paragraph.
- Hanging Indent**  inserts the hanging indent marker and indents all lines other than the first line.

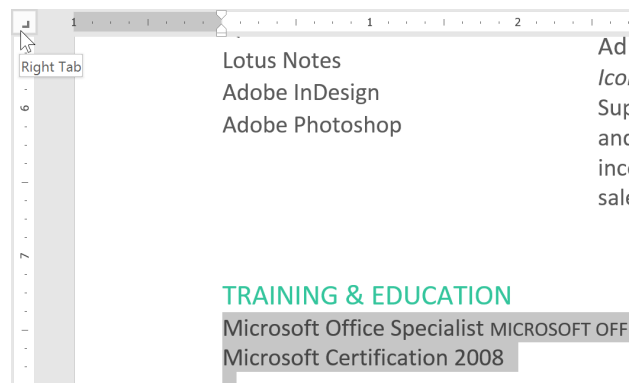
Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

To add tab stops

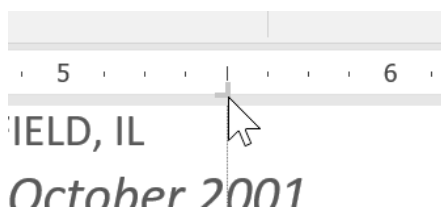
1. Select the paragraph or paragraphs you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** you type below it.



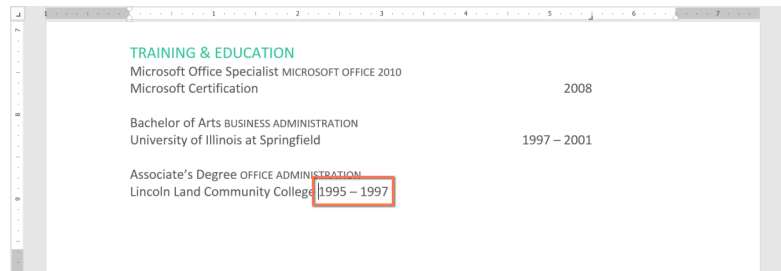
2. Click the **tab selector** until the tab stop you want to use appears. In our example, we'll select **Right**.



3. Click the **location on the horizontal ruler** where you want your text to appear (it helps to click on the **bottom edge** of the Ruler). You can add as many tab stops as you want.

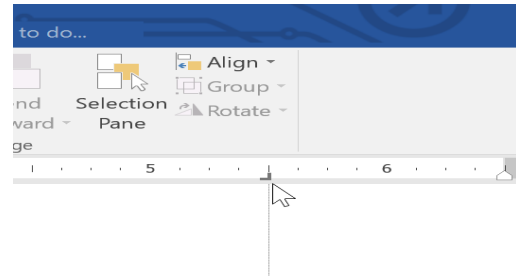


- Place the **insertion point** in front of the **text** you want to tab, then press the **Tab** key. The text will jump to the next tab stop. In our example, we will move each date range to the tab stop we created.



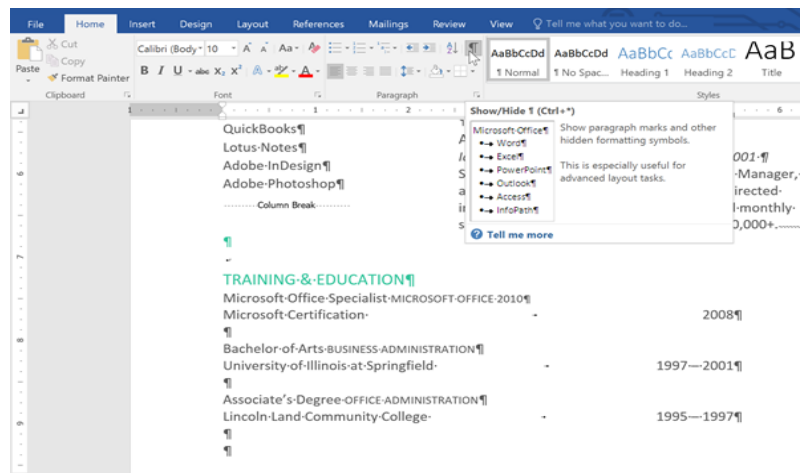
Removing tab stops

It's a good idea to remove any tab stops you aren't using so they don't get in the way. To remove a tab stop, first select all of the text that uses the tab stop. Then click and drag it off of the Ruler.



Word can also display hidden formatting symbols such as spaces (), paragraph marks (**¶**), and tabs (**→**) to help you see the formatting in your document.

To show hidden formatting symbols, select the **Home** tab, then click the **Show/Hide** command.



Application.

Direction. Perform the task given below:

- Open the practice document.
- Use the Tab key to indent the beginning of each paragraph in the body of the cover letter. These start with **I am Exceedingly interested, While working toward, and Enclosed is a copy.**
- Scroll to page 2.
- Select all of the text below **Training Education** on page 2.
- Place **right tab** at the 14 cm mark in the ruler.
- Insert your cursor before each date range, then press the **Tab** key. These dates include **2008, 1907-2001,** and **1995-1997.**
- Select each job description under the **Experience** section and move the **Left Indent** to 1 cm mark in the ruler.
- Save the document as Task6_***(where *** is your last name).



Reflect

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____



Reinforcement & Enrichment

Direction: Answer the question below:

1. Enumerate 10 things that you learned during the COVID-19 Pandemic .

Task to do: a. Open a new document and use bullets as you encode your answer.

B. Apply the **first line indent**, **right indent** and **hanging indent** in any of the list.

C. Save the document as PT6_*** (where *** is your family name)



Assess Your Learning

Multiple Choice. Chose the best answer. Select the letter of your choice.

1. Which tab is use to activate the ruler?
a. insert b. review c. view d. references
2. The hanging indent marker moves all of the lines except
a. the last line b. the date line c. the second line d. the first line
3. The left indent will move
a. The first line b. the name line c. the last line d. all of the lines in a paragraph
4. The first-line indent marker move to the right by _____ inch?
a. 1 inch b. 1/4 inch c. 1/2 inch d. 1 and 1/2 inch
5. When you want to line up things in Word exactly, you should use
A. tabs b. indents c. spaces
6. This type tab stops draws a vertical line on the document.
a. Right tab b. decimal tab c. left tab d. Bar tab
7. Tabs are represented in Word by
A. stars b. bullet c. dots d. arrow
8. It is also possible to indent every line except for the first line, which is known as a _____
a. first -line indent marker b. Left indent marker c. hanging indent marker
9. The first step to indent using the indent markers is to:
a. Click and drag the desired indent marker.
b. Place the insertion point anywhere in the paragraph you want to indent
c. Release the mouse and see that the paragraphs are indented.
10. To indent using the Indent commands, we use
a. tab stop b. ruler c. View tabs d. increase and decrease indent



References & Photo Credits

<https://edu.gcfglobal.org/en/word2016/getting-started-with-word/1/>

<https://quizizz.com/admin/quiz/5b96b65be0eda100190222ce>

<https://www.dummies.com/software/microsoft-office/how-to-align-and-indent-paragraphs-in-word-2019/>