

8



SELF-LEARNING PACKAGE IN

ICT 8

Quarter 2 | Week 1

Indents and Line Spacing

Learning Competency:

Use indents and line spacing in a slide.

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WRITERS

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Ready to Launch!

Indents and **line spacing** are two important features you can use to change the way text appears on a slide. Indents can be used to create **multilevel lists** or to visually set paragraphs apart from one another. Line spacing can be adjusted to improve readability or to fit more lines on a slide.



Aim at the Target!

At the end of this module you are expected to:

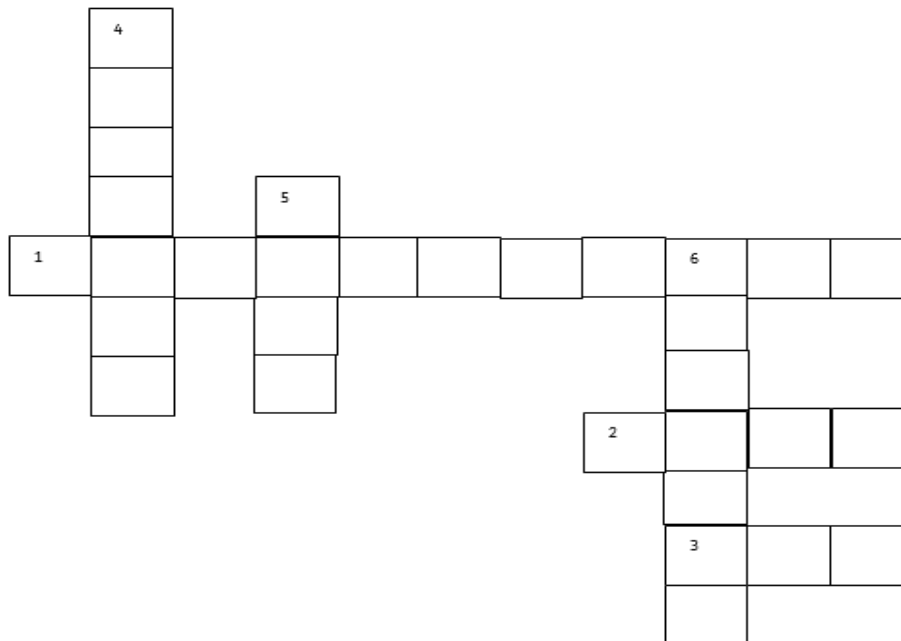
1. Use indents and line spacing in a slide.



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.



VIEW

TAB

LINE SPACING

LEFT

INDENT

HANGING

ACROSS

1. Allows you to adjust the amount of space between each line in a list or paragraph.
2. Indents all lines in a paragraph.
3. A key to create a first line indent.

DOWN

4. Adjusts every line of a paragraph except for the first line.
5. A tab command use to activate the Ruler.
6. Helps to format the layout of text so it appears more organized on your slide .



Keep This in Mind!

Indentation and line spacing are two important features you can use to change the way text appears on a slide. **Indentation** can be used to visually set paragraphs apart from one another or to create multilevel lists, while **line spacing** can be adjusted to improve readability or to fit more **lines** on the slide.

15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Good Habits

1. Eat a healthy diet.

Our brains need the right food to perform at their peak. Don't go to school or work on an empty stomach. Students need to train themselves early to eat a balanced and healthy diet.

2. Learn to exercise.

Developing a good exercise routine is a habit that will increase both the quantity and quality of your life.

3. Practice gratitude.

It is vitally important to learn gratitude. Practice thinking about the things you have to be thankful about.

4. Develop good study habits.

Studying effectively is a skill. People that live life to the fullest are lifelong learners. They never stop trying new things.

5. Never give up!

Perseverance is a habit. It is one that can be developed just like any other.

6. Manage money wisely.

Why don't they teach a good personal finance class in school? Students need to learn to earn, save, budget, track, and wisely spend money to be successful in life.

7. Respect the environment.

Every person needs to do their part to protect what we have. Develop habits now that will help you to be a good environmental citizen for a lifetime!

8. Live the Golden Rule.

"Do unto others..." is a guideline we should all follow. Respecting people of all races and beliefs is a hallmark of living life to the fullest.

9. Strive for excellence!

We need to develop the habit of giving every task our best effort. Excellence should be the standard we strive for in all we do.

Figure 1: Example of Indention and line spacing

Analysis.

Direction. Read the contents of figure 1 and answer the questions below.

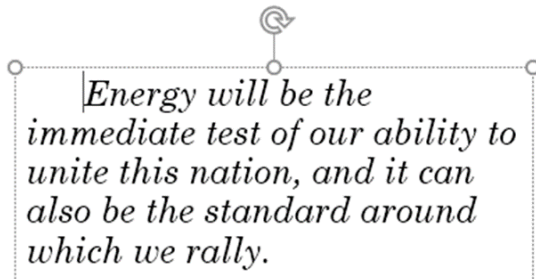
1. What have you learned from the contents of the figure?
2. What have you observe on the way texts appeared or displayed?
3. Can the text display or appearance be changed using PowerPoint? Explain.

Abstraction and Generalization

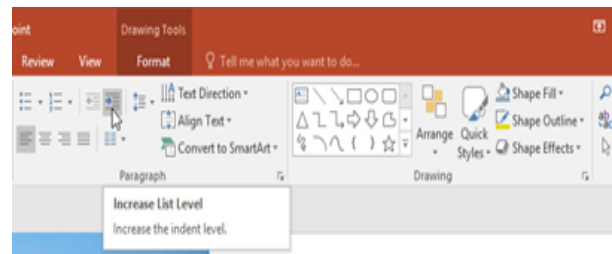
To indent text:

Indenting helps to format the layout of text so it appears more organized on your slide. The fastest way to indent is to use the **Tab** key. An alternative method is to use one of the **Indent** commands. With these commands, you can either **increase** or **decrease** the indent.

To indent using the Tab key: Place the insertion point **at the very beginning** of the line you want



To indent using the Indent commands: Place the insertion point at the very beginning of the line you want to indent. From the **Home** tab, select the **Increase List Level** command.



To decrease an indent, select the desired line, then press **Shift+Tab** or the **Decrease List Level** command.

Indenting lists and paragraphs

Indenting will give different results, depending on whether you are working with a list or paragraph.

- **Paragraph:** Indenting the first line of a paragraph using the **Tab** key creates a **first-line** indent. This helps to separate paragraphs from each other, as in the examples above.
- **List:** Indenting a line of a list creates a **multilevel** list. This means the indented line is a subtopic of the line above it. **Multilevel** lists are useful if you want to create an **outline** or **hierarchy**.

Featured Speakers

- Keynote: Tanisha Lowery-Crews (CEO, Alter Energy Solutions)
- Panel: Examining the Clean Power Plan
 - Colleen Norton (Chair, Harmon Energy Consortium)
 - Trevor Garza (Founder, Garza Biotech Group)
 - Hank Hathaway (COO, Alter Energy Solutions)
 - Dr. Rachel Fleming (Director, Packard University Biotechnology Program)
- Q&A: Tricia Nguyen (Director, Sanders Research Center)
- Workshop: Trevor Garza (Founder, Garza Biotech Group)

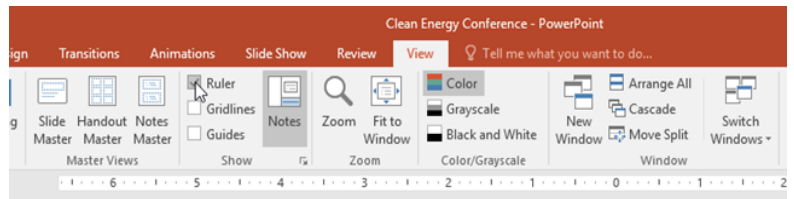
Once you've created a multilevel list, you may want to choose a **different bullet style** for different levels of the list to make them stand out even more.

Adjusting indents

Sometimes you may want to adjust the indents in your presentations. You can do this by moving the **indent markers** on the **Ruler**. By default, the Ruler is hidden, so you'll first need to show the Ruler.

To show the Ruler:

1. Select the **View** tab on the **Ribbon**.
2. In the **Show** group, check the box next to **Ruler**. The Ruler will appear.



Indent markers

Indent markers are located to the left of the horizontal ruler, and they provide several indentation options.

- **First-line indent marker:** This adjusts the **first line** of a paragraph.



- **Hanging indent marker:** This adjusts every line of a paragraph **except for the first line**.



- **Left indent marker:** This moves **both** the first-line indent and hanging indent markers at the same time, indenting all lines in a paragraph.



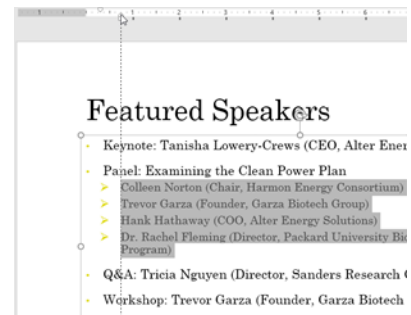
To indent using indent markers:

Customizing bullet spacing

When working with lists, PowerPoint allows you to adjust the space between **bullets** and **text** by using the **first-line indent marker** and **hanging indent marker**.

To change the bullet spacing:

- Select the lines you want to change, then go to the desired **indent marker**. In our example, we'll use the **hanging indent marker**.



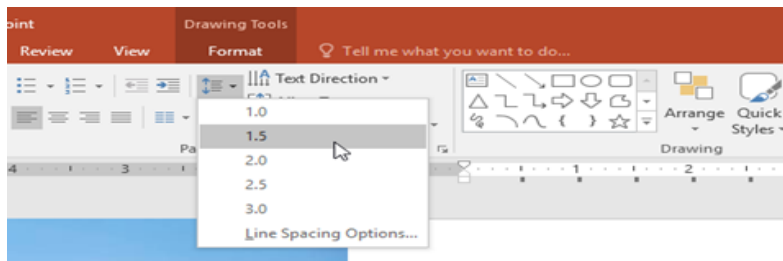
- Click and drag the indent marker as needed. When you're done, the bullet spacing will be adjusted.

Line spacing

PowerPoint allows you to adjust the amount of space between each line in a list or paragraph. You can **reduce** the line spacing to fit more lines on a slide, or you can **increase** it to improve readability. In some instances, PowerPoint may automatically change the font size when you adjust the line spacing, so increasing the line spacing too much may cause the text to be too small.

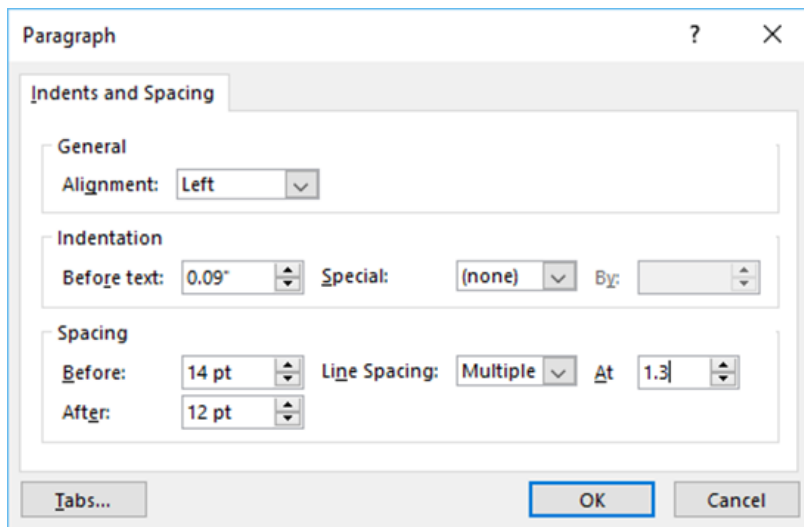
To format line spacing:

1. **Select** the text you want to format.
2. On the **Home** tab, locate the **Paragraph** group, click the **Line Spacing** command, then select the desired **line spacing** option from the menu.



3. The line spacing will be adjusted.

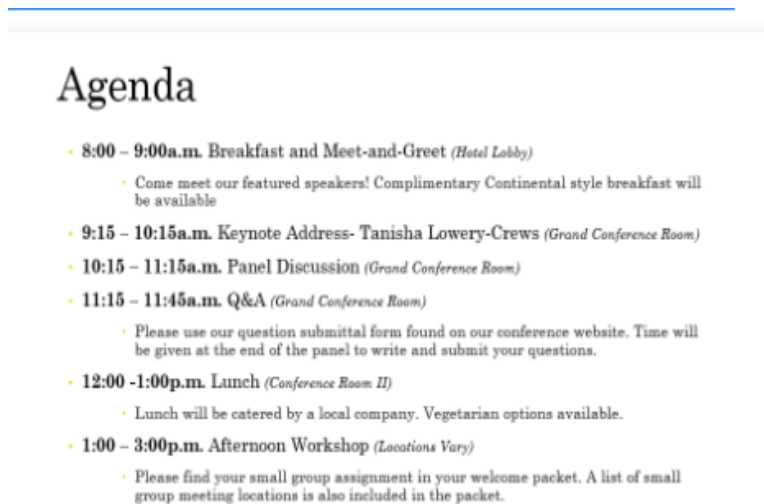
If you want to adjust the line spacing with even more precision, select **Line Spacing Options** from the drop-down menu. The **Paragraph** dialog box will appear, allowing you to **adjust the line spacing** and **paragraph spacing**, or the amount of space added **before** and **after** each paragraph.



Application.

Direction: Perform the practice task given below:

1. Open our practice presentation.
2. On the last slide, select the entire bulleted list and change the **line spacing options** to **12 pt before** and **0 pt after**.
3. **Indent** the second bullet to make it a subtopic under the first bullet.
4. Show the **Ruler** if it's not already visible.
5. For each subtopic, select it and drag the **left indent marker** to 2cm.
Note: These are the bullets that do **not** begin with times.
6. When you're finished, your slide should look something like this:



7. Save your presentation as task5_CT_***(where your *** is your family name) in your PC.



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 blank presentation , apply bullets as you encode your answer.
b. Apply **first line indent**, **right indent** and **hanging indent** in any of the list.
c. Choose and design your own slide. (Do not insert picture)
d. Save the presentation as PT6_***(where i*** 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. What is the fastest way to use indent?
a. Ctrl key b. Shift key c. Alt key d. Tab key
5. When you want to line up things in Word exactly, you should use
A. tabs b. indents c. spaces
6. To indent using the Indent commands, we use _____
a. Bullets b. Increase and Decrease list level c. Numbering d. Line spacing
7. What is the name of a dialog box allowing you to **adjust** the line spacing
a. Paragraph b. Increase and Decrease list level c. Left indent d. Hanging indent
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. Allows you to adjust the amount of space between each line in a list or paragraph.
a. Increase and Decrease list level b. Line spacing c. Left indent d. Hanging indent
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/powerpoint/getting-started-with-powerpoint/1/>

<https://www.goalsontrack.com/blog/2013/01/14/17-good-habits-for-a-successful-life>