

Name _____

Indent in Microsoft Word

This worksheet will help you understand how to use indents in Microsoft Word. Read each question carefully and choose the best answer or write your response in the space provided. Do your best!

1. What is an indent?

- a) The space between words
- b) The space between the text and the left or right margin
- c) The line spacing in a document
- d) The font size of the text

2. Why are indents used in documents?

3. Which type of indent moves the entire paragraph to the right?

- a) First Line Indent

- b) Hanging Indent
- c) Left Indent
- d) Right Indent

4. A _____ moves only the first line of a paragraph inward.

5. What type of indent is commonly used in bibliographies and reference lists?

- a) Left Indent
- b) First Line Indent
- c) Hanging Indent
- d) Right Indent

6. True or False: A Hanging Indent keeps the first line at the margin while all other lines are indented.

7. Name two ways you can adjust indents in Microsoft Word.

8. Which key can you use to create a first line indent?

- a) Enter key
- b) Spacebar
- c) Tab key
- d) Shift key

9. Why should you avoid using the Spacebar repeatedly to create indents?

10. Match each type of indent with its correct description by writing the letter in the space provided.

Type of Indent		Description
1. Left Indent _____		A. Moves only the first line of a paragraph inward
2. Right Indent _____		B. First line stays at margin, other lines are indented
3. First Line Indent _____		C. Moves the entire paragraph to the right
4. Hanging Indent _____		D. Moves the paragraph away from the right margin

11. Fill in the blanks using the words from the word bank below.

Word Bank			
professional	readability	structure	Ruler
Paragraph	margin	quotations	essays

a) Indents are used to move text inward from the _____.

b) A Left Indent is often used for _____.

c) A First Line Indent is commonly used in _____ and reports.

d) You can use the _____ at the top of the page to drag indent markers.

e) You can also open the _____ dialog box to set exact indent measurements.

f) Using indents correctly improves _____ and makes documents look _____.

g) Proper indentation shows _____ and separates ideas.

12. Explain in your own words how using indents can help make a document easier to read.