### Notes on the Paragraph Indentation Video

1. A paragraph in a word processing program is…

2. Key on the keyboard which makes paragraph marks

3. Paragraph Formatting Options are located in the…
   - **Ribbon Tab:**
   - **Command Group:**

4. Step 1 when indenting a paragraph:

5. When formatting only one paragraph, then: (Select one option.)
   - [ ] the entire paragraph needs to be highlighted
   - [ ] the cursor needs to be located somewhere in the paragraph
   - [ ] several words in the paragraph need to be highlighted

6. When formatting more than one paragraph, then:
   - [ ]

   or
### Notes on the Paragraph Indentation Video

7. What is the easiest way to select an entire line in Microsoft Word?

8. Paragraph Indentation is …

9. Which two methods should NOT be used to indent a paragraph in Word?

10. First Paragraph Indentation Feature

11. Two ways to display the horizontal and vertical rulers in Word are:

12. Indentation tools on the ruler are the…
   and are located …

13. Label the *Ruler Indentation Tools.*
Notes on the Paragraph Indentation Video

14. The *First Line Indent Tool* will …

15. The *First Line Indent Tool* is generally used to …

16. The proper measurement for the indentation of a paragraph is…

17. The *Hanging Indent Tool* will …

18. The *Hanging Indent Tool* is usually used to …

19. The *Left Indent Tool* will …

20. The *Left Indent Tool* is usually used to …
### Notes on the Paragraph Indentation Video

21. The *Right Indent Tool* is located …

and will….

<table>
<thead>
<tr>
<th>22. The <em>Paragraph Alignment Tools</em> are located in the…</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ribbon Tab:</strong> ........................................</td>
</tr>
<tr>
<td><strong>Command Group:</strong> .....................................</td>
</tr>
<tr>
<td><strong>Command Option:</strong> .....................................</td>
</tr>
</tbody>
</table>

23. The *Justified Alignment Tool* will…

24. *Justified Alignment* is usually used for…

25. If the *Left Indent* is adjusted, the distance between the first line indent and the hanging indent will  (Select one option.)

- [ ] increase
- [ ] stay the same
- [ ] decrease

26. Second option for changing the paragraph indent settings is located on:

| **Ribbon Tab:** ........................................ |
| **Command Group:** ..................................... |
### Notes on the Paragraph Indentation Video

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>27.</strong> Left Indent field controls…</td>
<td></td>
</tr>
<tr>
<td><strong>28.</strong> Right Indent field controls…</td>
<td></td>
</tr>
<tr>
<td><strong>29.</strong> The third option for changing Paragraph Indent Settings is…</td>
<td>This option may be opened by….</td>
</tr>
<tr>
<td><strong>30.</strong> The Paragraph Dialogue Box may used to change the following indent settings:</td>
<td></td>
</tr>
<tr>
<td><strong>31.</strong> The Special Indent settings control the</td>
<td></td>
</tr>
<tr>
<td>i. and</td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td></td>
</tr>
</tbody>
</table>