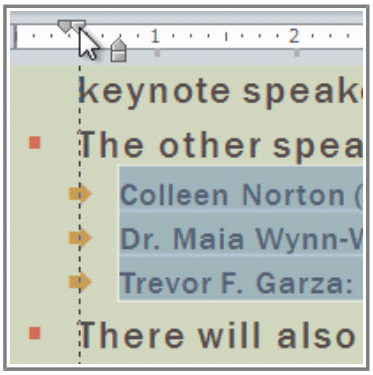
Introduction



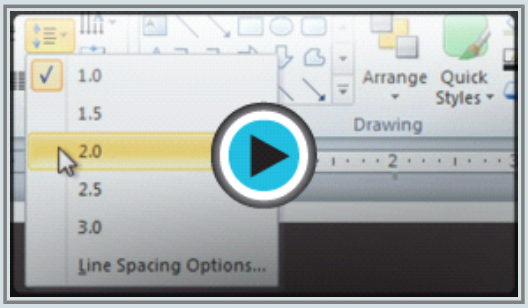
Indentation and **line spacing** are two important features that you can use to change the way text appears on a slide. Indentation can be used to visually set paragraphs apart from one another or to create multilevel lists, and line spacing can be adjusted to improve readability or to fit more lines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

In this lesson, you will learn how to **indent** text and modify the **line spacing**.

Indentation and Line Spacing

Indentation is a useful tool for making your text more readable. When used in paragraphs, a first line indent helps to set the paragraphs apart from one another. When used in bulleted or numbered lists, indents can change the level of each line to form a multilevel list. **Line spacing** is another tool that you can use to control how the text looks on the slide. It can be used to improve readability or to fit more lines on the slide.

Video: Indents and Spacing in PowerPoint 2010



Watch the video (4:06). Need help?

To Indent Using the Tab Key:

A quick way to indent is to use the **Tab** key. In a normal paragraph, this will create a **first line indent**, but if the paragraph is part of a bulleted or numbered list, the **entire paragraph** will be indented.

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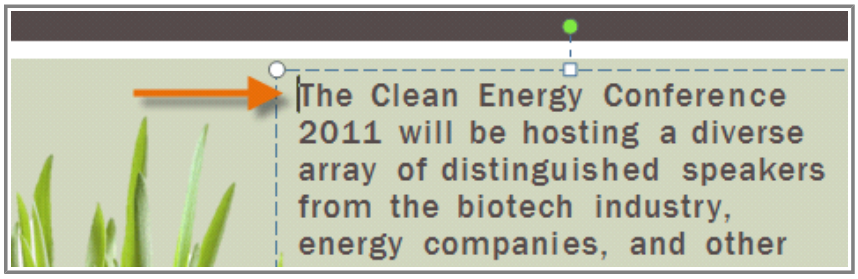
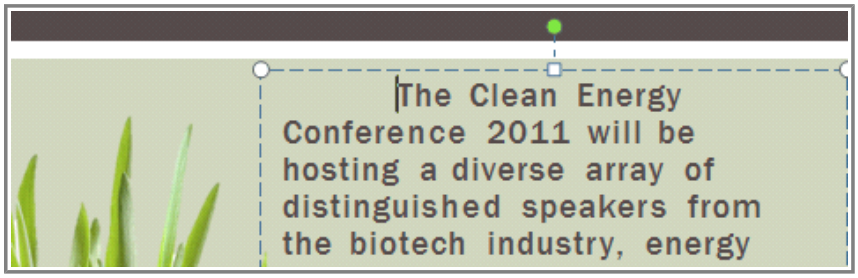
1. Place the insertion point **at the very beginning** of the paragraph you wish to indent.



Placing the insertion point

2. Press the **Tab** key. The paragraph will now be indented.

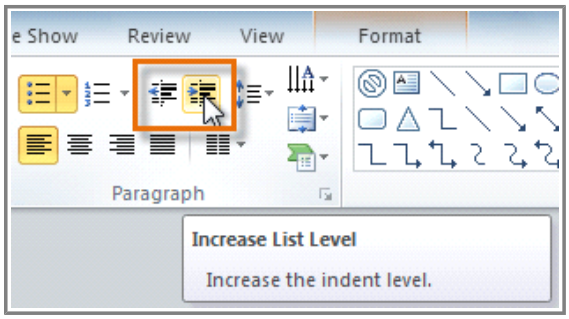


After pressing the Tab key

To Use the Indent Commands:

If you want to indent all of the lines in a paragraph, you can use the **Indent commands** on the Home tab. For lists, the Indent commands work the same way as the Tab key.

1. Select the text you wish to indent.
2. On the **Home** tab, click the **Increase Indent** command to **increase** the indent, or click the **Decrease Indent** command to **decrease** the indent.



Increasing the indent

3. The selected text will update to reflect the new indent.

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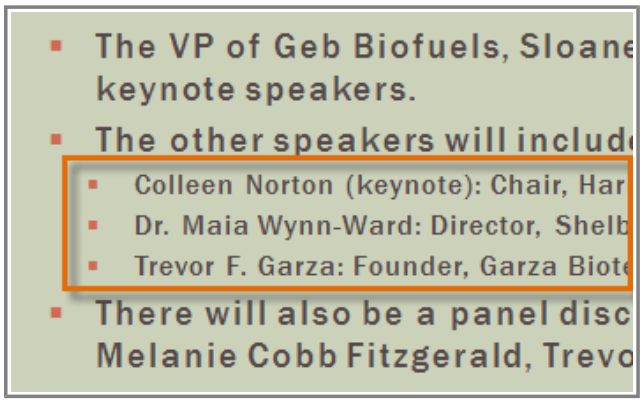
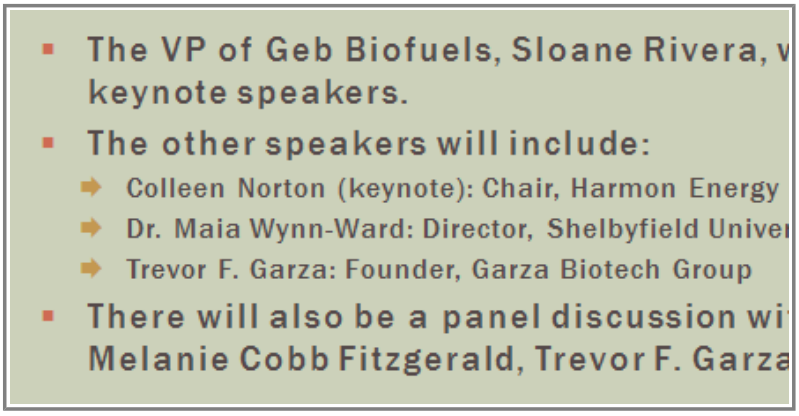


The indented text

When you indent some of the lines in a bulleted or numbered list, it is called a **multilevel list**. Multilevel lists are useful if you want to create an **outline** or **hierarchy**. You may wish to choose a different bullet style for different levels of the list to make them stand out even more.



A multilevel list

Fine-tuning Indents

Sometimes, you may wish to fine-tune the indents and tabs in your presentations. You can do this by adjusting the **indent markers** and **tab stops** 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.
2. Click the **Ruler** check box in the Show/Hide group if it is not selected. The Ruler will appear.

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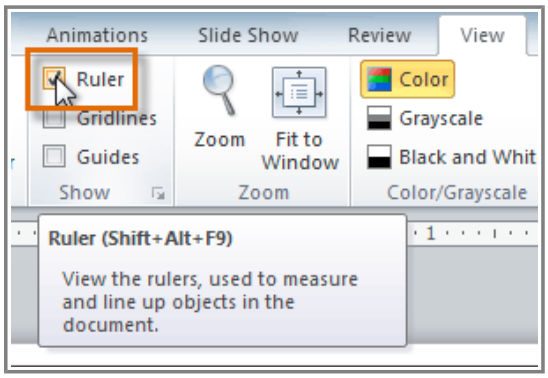


Showing the Ruler

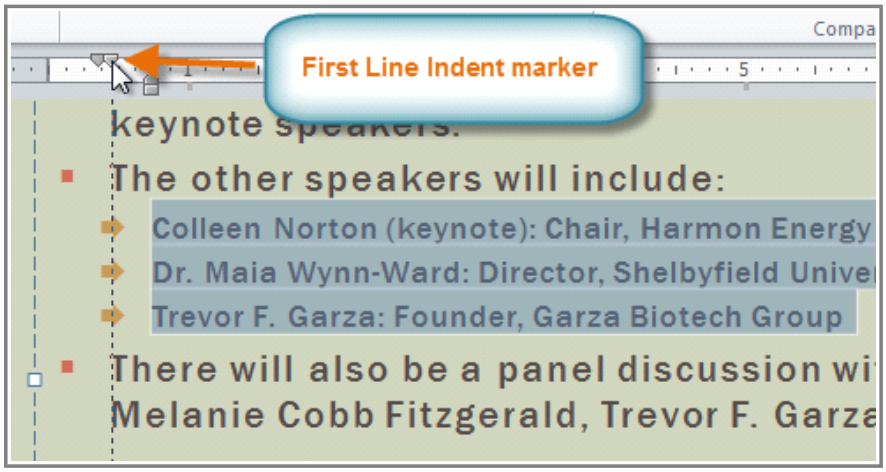
For full instructions on fine-tuning indents and tabs, check out our lesson [Word 2010: Using Indents and Tabs](#).

Customizing Bullet Spacing

In PowerPoint, you can adjust the space between a **bullet** in a list and the **text** by using the **First Line Indent marker**. The ability to increase and decrease the indentation gives you control over the lists you use in a presentation, and allows you to customize them to meet your needs.

To Change the Bullet Spacing:

1. Select the lines that you want to change.
2. On the Ruler, drag the **First Line Indent marker** to the right or left. The bullet will move independently from the text.



Moving bullets

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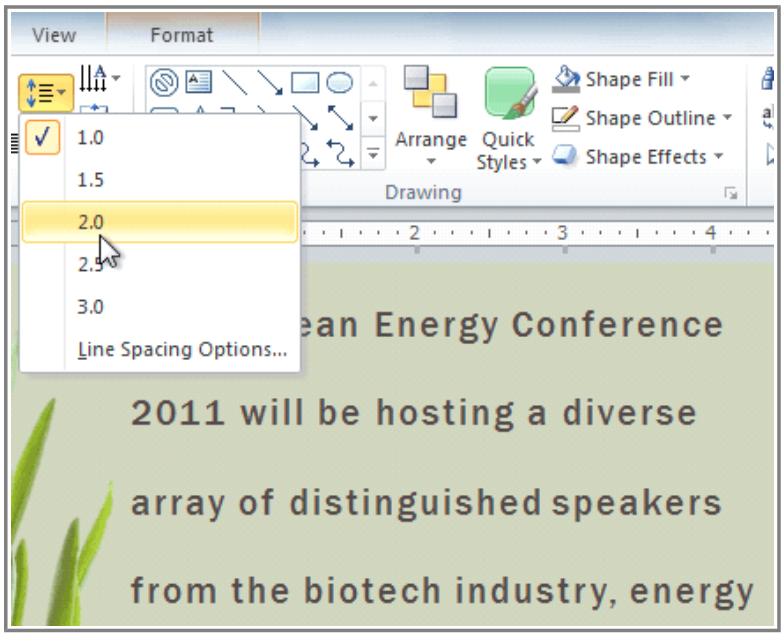
Line Spacing

PowerPoint allows you to adjust the amount of space between each line in a paragraph. You can **reduce** the line spacing to fit more lines on a slide, or you can **increase** it to improve readability. 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. Click the **Line Spacing** command in the **Paragraph** group on the **Home** tab.
3. Select the desired spacing option from the drop-down menu.



Changing the line spacing

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 open, allowing you to fine-tune the line spacing and also adjust the **paragraph spacing**, which is the amount of spacing that is added **before** and **after** each paragraph.

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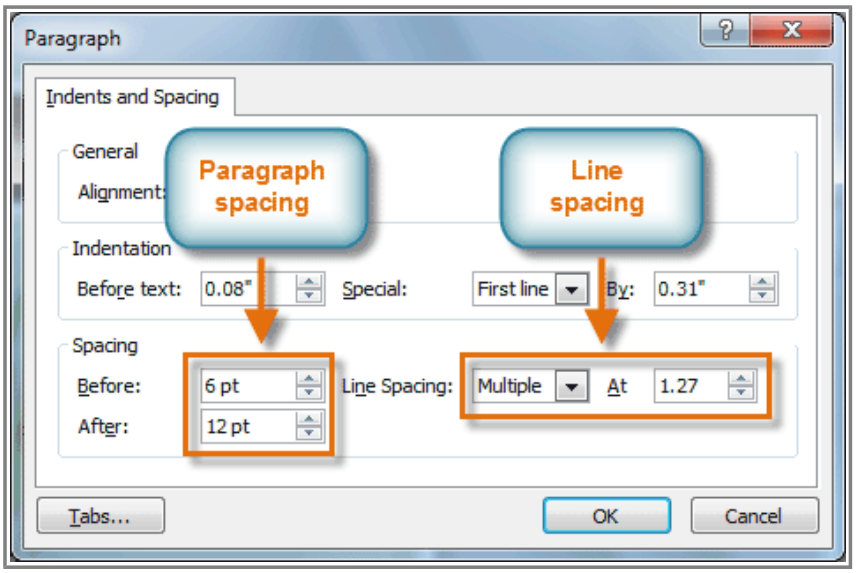

The Paragraph dialog box

Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this example.
2. Add an **indent** to a paragraph. If you are using the example, indent the two paragraphs on Slide 2.
3. **Indent** some of the lines in a list. If you are using the example, use the list on Slide 3.
4. Show the **Ruler**.
5. Move the bullet by dragging the **first-line indent marker**.
6. Change the **line spacing**.

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