ANSWER KEY

The first line indent for this paragraph will be set to .5" and I will double space this

parpagraph. The setting can be changed in the Paragraph dialog box. The box appears when I click

Paragraph on the Format menu. I can also make these changes by moving just the top part of the

left margin marker to the desired place on the Ruler bar.

The first line indent for this paragraph will be set to 1" and this is single spaced. The
setting can be changed in the Paragraph dialog box. The box appears when I click Paragraph on the
Format menu. I can also make these changes by moving just the top part of the left margin marker
to the desired place on the Ruler bar.

The hanging indent for this paragraph will be set to .5" and this is 1.5 spacing. The setting can be

changed in the Paragraph dialog box. The box appears when I click Paragraph on the

Format menu. I can also make these changes by moving just the bottom part of the left

margin marker to the desired place on the Ruler bar.

The hanging indent for this paragraph will be set to 1". The setting can be changed in the Paragraph

dialog box. The box appears when I click Paragraph on the Format menu. I can also

make these changes by moving just the bottom part of the left margin marker to the

desired place on the Ruler bar.

I am learning to indent all the lines of a paragraph from the left and/or right margins. I will set the
indentation in the Paragraph dialog box. This feature is helpful when formatting long quotations in
reports.

I am learning to indent all the lines of this paragraph 1.0" from the
left margin. I will set the indentation in the Paragraph dialog box.
This command is helpful when formatting long quotations in reports.

I am learning to indent all the lines of a paragraph 1.25" from

the left and right margins and double spaced.. I will set the

indentations in the Paragraph dialog box. This command is

useful when a paragraph should be indented from both

margins.

I am practicing indenting all the lines of a
paragraph 1.5" from the left margin. I will set the
indentation in the Paragraph dialog box. I will also
indent the first line of the paragraph an additional 0.5".