

# Microsoft Word 2007 Mini Skills

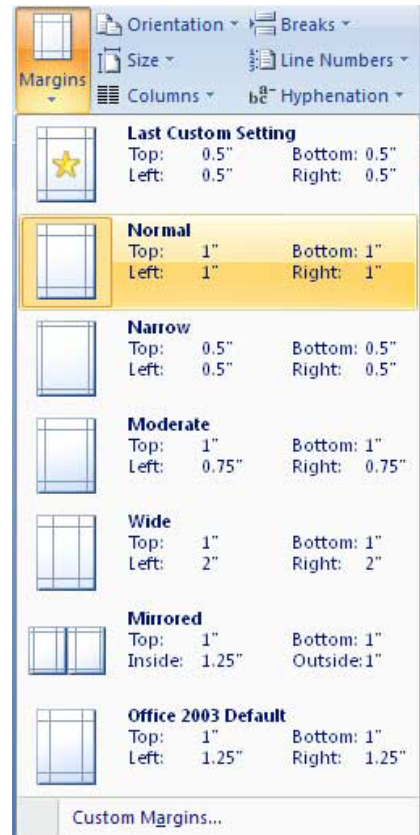
## Organizing Text: Margins, Indents, and Tabs

### Margins

#### [Demo](#)

Margins are the border space between the edge of the paper and the start of the text. Margins play an important role in how text appears on your page.

- To manipulate document text with margins, click on the **Page Layout** tab and select **Margins**.
- You can select any of the pre-set margins or click on **Custom Margins**, click on the up or down arrows on the right edge of each the margin boxes; alternatively, you can select the number by clicking on it and entering a different number value.
- You may also change the page orientation-either **Portrait** or **Landscape**.
- Press the **OK** button to save your changes.



### Indents

Indents control the placement of paragraph text along the left margin. You may set indents by:

- Going to the **Page Layout** tab, under **Indent**, and entering values in the **Indentation** area of the dialogue box.



OR

- Using the **horizontal ruler** indent tools, which are the triangle shaped markers that slide along the ruler. The top triangle controls the first line of the paragraph while the bottom triangle controls all the following lines of the paragraph. The box controls both at once. Adjust the indents by clicking on the appropriate tool and dragging along the ruler to the location of your choice.

