Name_____

OBJECTIVE 3.02
Paragraph Formats

Paragraph Formats (Slide 3)
- **Block style** – all lines of text are aligned with the _____ margin
  - o the_____ line of a paragraph _____indented
  - o commonly used when formatting _____ and
    _____

- **Indented** – the first line of a paragraph **is** _____
  - o use the _____key to indent paragraphs
  - o commonly used when formatting_____

Paragraph Formats (Slide 4)
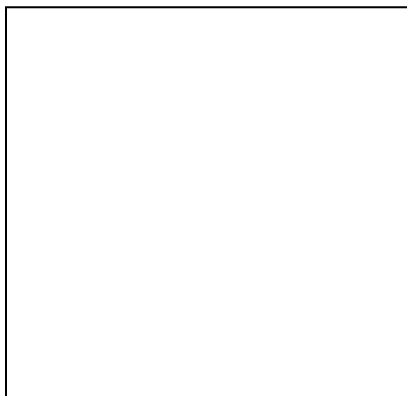- **Hanging indent** – a temporary left margin that _____ all lines **except the** _____ **line** of text
  - o the first line is _____ with the left margin; each additional line is
    _____
  - o commonly used when citing _____ sources

Changing to a Hanging Indent Format (Slide 5)
- Go to _____ tab
- Click on the _____ in the bottom right-hand corner of the
  _____ tools group on the ribbon
- Select _____ from the Specials drop down list

Block Style	**Indented**	**Hanging Indent**