**Indenting Paragraphs!**

**By Ingred Indenter**

Hi there! My name is Ingred Indenter. I hope all of these paragraphs will help you become great at indenting paragraphs in this file and all files you make!

This is your second time learning how to indent a paragraph. There are two ways to indent. First, hit the space bar 5 times. The second way is to simply press the tab key with the left pinky one time! Which way do you think is easier?

As much as I know you do not wish to see me end this file, I must stop writing. If you really feel super sad about this short file, I could type for more you next week.

Hope you have a great day today along with a terriffic tomorrow and even a great week and a wonder weekend filled with lots of fun.

Thank you for working on indenting paragraphs with your classmates. Every paragraph should be indented by hitting the tab key one time. If you indent a paragraph and then hit the enter key at the end of the paragraph, Word will often indent the new paragraph for you!

This is the end of the lesson about indenting paragraphs. I hope this was easy for you. If you have any questions, please ask me or ask your neighbor first to earn an extra bonus tally!!

**Go to Page 3 now to practice backspacing “extra” tabs!**

Fixing Indented Paragraphs

**By Indy Indenter**

**Directions:**

**Backspace all** the **tabs** at the beginning of each paragraph.

Then **press** the **Tab** key one time to correctly indent.

**The Work:**

Hello! My name is Indy Indenter. I am pleased to meet you. What is your name? I like to walk, run, and race. What do you like to do for fun?

This is my first attempt at fixing paragraphs that were indented with too many tabs. Remember to backspace all the tabs in front of the first line of the paragraph. Then hit the indent key on time.

As much as I know you do not wish to see me end this file, I must stop writing. If you really feel super sad about this short file, I could type for more you next week.

Gotta go. Bye bye! Hope you have a great day and also a super tomorrow and even a great week and a wonder weekend filled with lots of fun.

This is the end of the lesson about fixing paragraphs that have too many tabs. I hope this was easy for you. If you have any questions, please ask me.

Ok, you now have one more opportunity to fix paragraphs that were indented more than one time. A paragraph is correctly indented when only the first line is indented. All the other lines of the paragraph will line up on the left side of the file.

I changed my mind. That last paragraph was not the last paragraph which needs the indents fixed. To delete the extra indents put your cursor at the beginning of this paragraph. Press the backspace key until the entire paragraph lines up on the left side of the file. Then use your left pinky to press the TAB key just one time.

Lets try this one more time! To delete the extra indents put your cursor at the beginning of this paragraph. Press the backspace key until the entire paragraph lines up on the left side of the file. Then use your left pinky to press the TAB key just one time.

Okay, this will be the last paragraph to fix! I promise!! To delete the extra indents put your cursor at the beginning of this paragraph. Press the backspace key until the entire paragraph lines up on the left side of the file. Then use your left pinky to press the TAB key just one time.

**Checker:**

**Comments:**