

PC Tip of the Week: Indenting Text in a Cell in Excel 2007

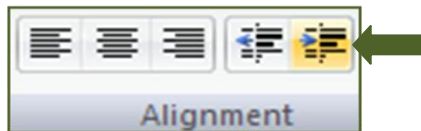
Type text into an Excel cell and it aligns with the left edge of the cell. Often it's clearer to the user if some information is indented within a cell.

	A	B
1	Expenses	
2	Textbooks	
3	Travel	
4		

} Indented for easier reading

To use the default indent setting Excel provides,

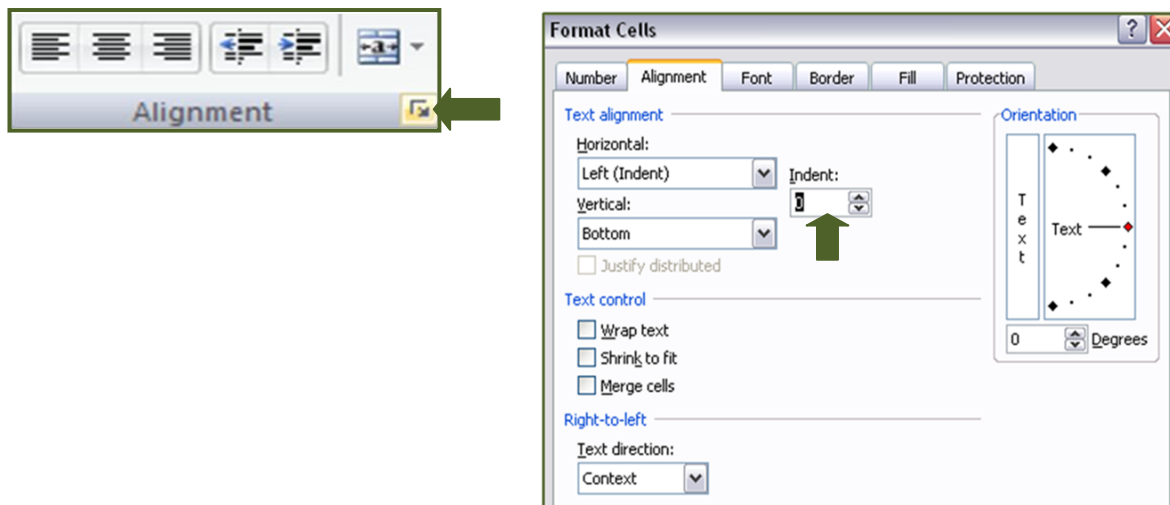
- Select the cells to be indented.
- On the ribbon, click the **Home** tab > **Alignment** group > **Increase Indent** button.



To control the indent spacing,

- Select the cells to be indented.
- On the ribbon, click **Home** tab > **Alignment** group > **Dialog Box Launcher** icon to open the *Format Cells* dialog box.
- Use the **Indent** control to specify the number of characters cell contents should be indented—any whole number between 0 and 15.

NOTE: If a cell is set with text wrapping, indentation affects all lines of text within the cell.



Computer Term of the Week

microblog: type of blog that lets users publish short text updates; bloggers can usually use a number of services for the updates including instant messaging, e-mail, or Twitter; posts are called microposts; using these services to update a blog is called microblogging.

Keyboard Shortcut of the Week

Ctrl + Alt + Tab indents text within a cell in Excel.