



Student Practice 5.6

Objective: Setting Tabs and Indents

1. Indent the paragraph below using the Indent default of .5 inch

A training professional with 18 years of experience working with adult learners. Expertise and leadership in the areas of needs assessment, curriculum planning, instructional design, course development, technical writing, formal/on-the-job training, implementation and evaluation of computer learning products and services.

2. Indent the paragraph below using an Indent of 1.0

Excellent computer training and presentation skills as demonstrated in over 1000 hours of classroom instruction for data entry, professional, and management personnel

3. Indent the following using an Indent of 1.5

Extensive technical writing experience developing user documentation (on-line and hard copy), procedural guides, job aids, on-line help and other performance support systems. Specialize in the development of an “all-in-one” learning guide that consolidates training and reference information into one document.

4. Remove the Indent from the paragraph above.

5. Tab only the first line of the paragraph below using the default .5

Expertise in the use of multimedia to develop and deliver training: computer-based training, database simulations, videotape, interactive video instruction, audiotapes, and other related demonstration tools.

6. Instead of the Tab, Indent the paragraph above with an Indent of 1.5

7. On the text below the first line, do the following:

- Center the text “Professional Experience”
- Indent “Learning Technologies...” line to .5
- Tab “1995 – Present” to be on the right side of the page
- Indent “Training Consulting....” line to .5

PROFESSIONAL EXPERIENCE

Learning Technologies, Glen Ellyn, IL 1995- Present
Training Consulting Services, Founder

Here's what the result should look like:

PROFESSIONAL EXPERIENCE

Learning Technologies, Glen Ellyn, IL
Training Consulting Services, Founder

1995- Present