

How to align and stretch lines in PowerPoint 2016

Indent and Line Spacing are two important features you can use to change the way text appears on a slide.

In PowerPoint 2016, Indent and Line Spacing are two important features you can use to change the way text appears on a slide. The Indent feature can be used to create lists of multiple levels or to place paragraphs visually separate from other sections. Line Spacing can be adjusted to improve the readability of the text or to be able to put more lines on a slide.

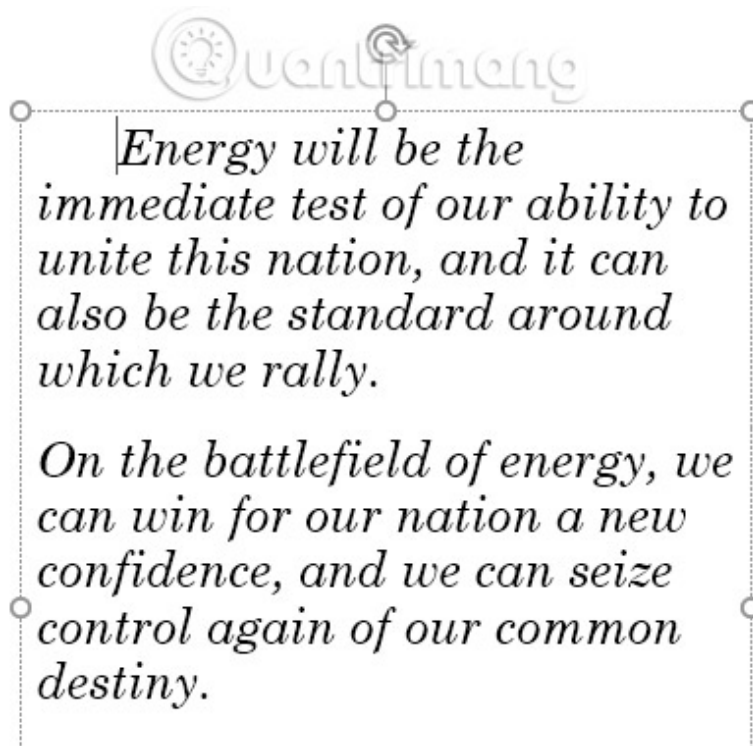
Indent and Line Spacing in PowerPoint 2016

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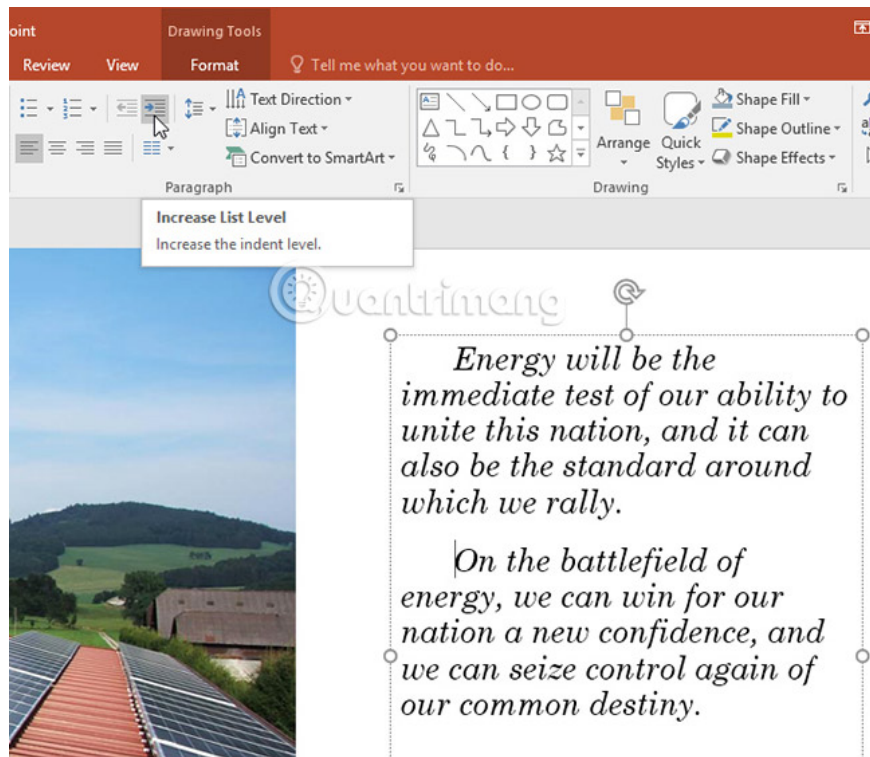
How to align text

Alignment helps format text layout, so that it appears more organized on a slide. The fastest way to align is to use the **Tab** key . Another method is to use one of the Indent commands. With these commands, the user can increase or decrease the alignment.

1. To align with the **Tab** key : Place the cursor at the beginning of the line you want to align, then press the Tab key.



1. To align using **Indent** commands : Place the cursor at the beginning of the line to align. From the **Home** tab , select the **Increase List Level** command.



To reduce alignment, select the desired line, then press **Shift + Tab** or select the **Decrease List Level** command.

Align lists and paragraphs

Alignment will give different results, depending on whether the user is working with a list or a paragraph.

1. Paragraph: Aligning the first line of a paragraph with the **Tab** key separates the paragraphs together, as in the examples above.
2. List: Line up a list will create a list of multiple levels. This means that the newly aligned line is a small topic of the line on it. The multi-level list is useful if you want to create an outline or a hierarchical list.

Featured Speakers

- Keynote: Tanisha Lowery-Crews (CEO, Alter Energy Solutions)
- Panel: Examining the Clean Power Plan
 - Colleen Norton (Chair, Harmon Energy Consortium)
 - Trevor Garza (Founder, Garza Biotech Group)
 - Hank Hathaway (COO, Alter Energy Solutions)
 - Dr. Rachel Fleming (Director, Packard University Biotechnology Program)
- Q&A: Tricia Nguyen (Director, Sanders Research Center)
- Workshop: Trevor Garza (Founder, Garza Biotech Group)

Once you have created a multi-level list, you may want to choose a different bullet type for different levels, to make them stand out even more.

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Refine the alignment feature

Sometimes you may want to fine-tune the paragraphs that align with your presentation. You can do this by adjusting the alignment points on the Ruler tool. By default, the Ruler tool is hidden, so you first need to display it.

How to display the Ruler tool

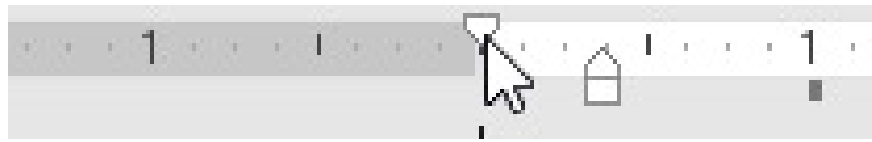
1. Select the **View** tab on the **Ribbon**.
2. In the **Show** group, select the box next to **Ruler**. The Ruler tool will appear.



Indent markers

Indent markers are placed to the left of the horizontal ruler and they provide some alignment options.

1. **First-line indent marker** : Adjust the first line of the paragraph.



1. **Hanging indent marker** : Adjust every line of the paragraph except the first line.



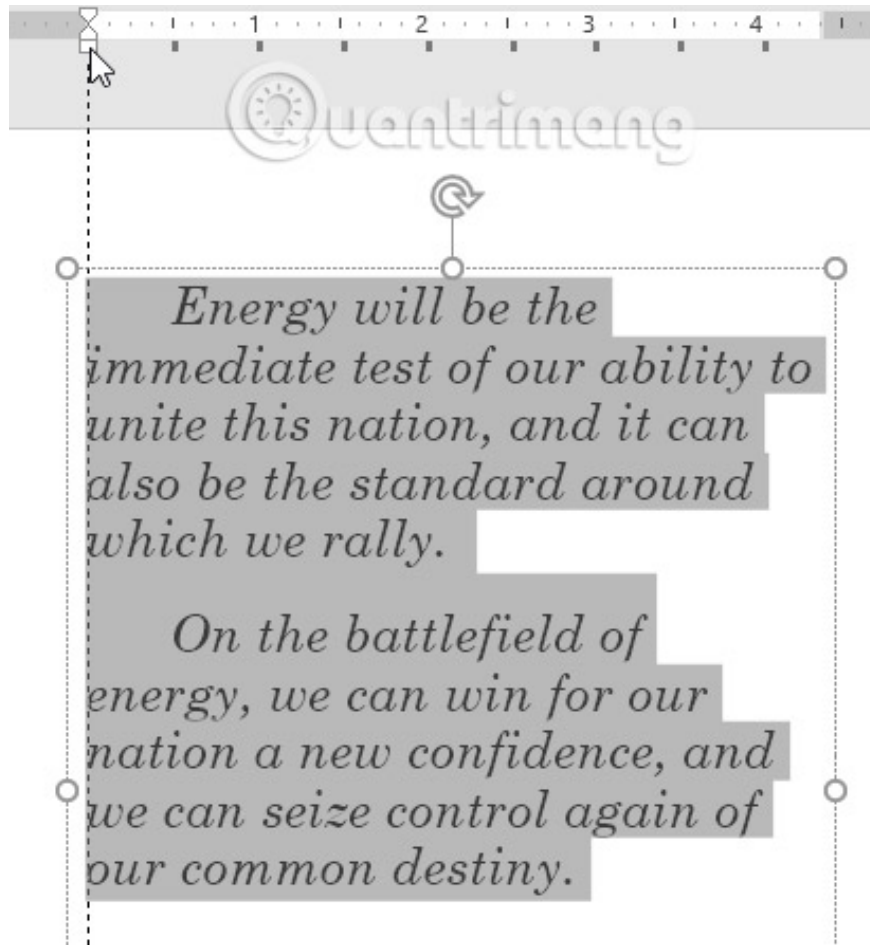
1. **Left indent marker** : Move both the first-line indent and the hanging indent marker at the same time, align all lines in a paragraph.



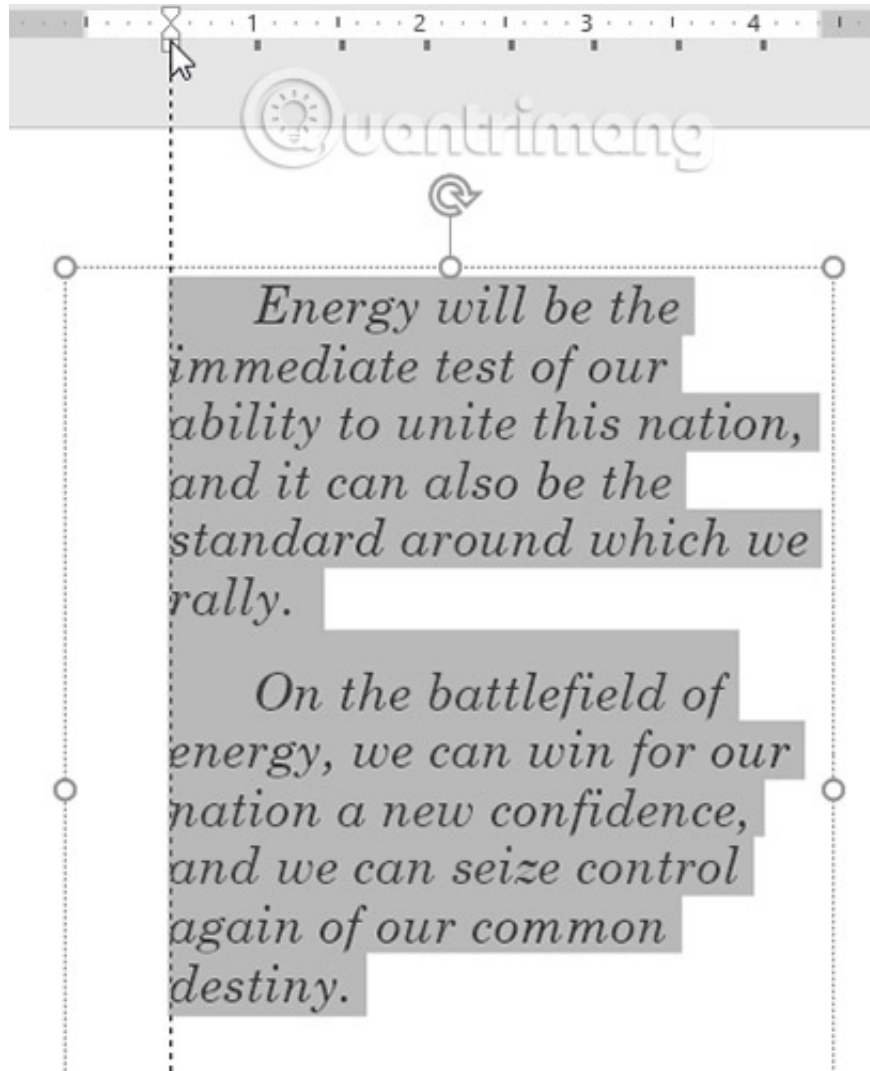
Align using Indent markers

1. Place the cursor anywhere in the paragraph you want to align or select one or more arbitrary segments.

2. Select the desired indent marker. In this example, the article will use the **Left indent marker** .



3. Click and drag the indent marker if needed. When completed, the selected text will be aligned.

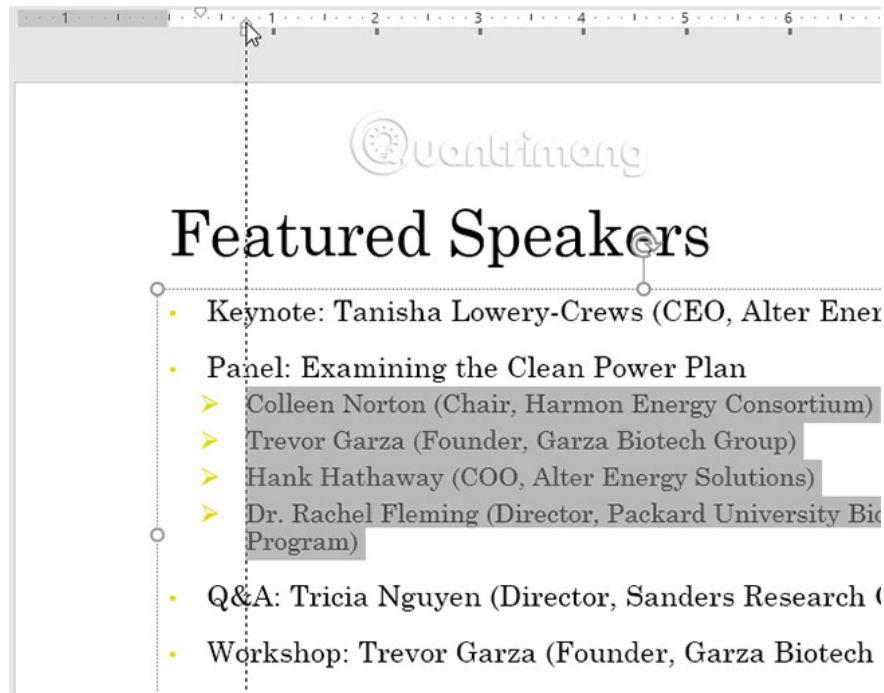


Customize bullet spacing

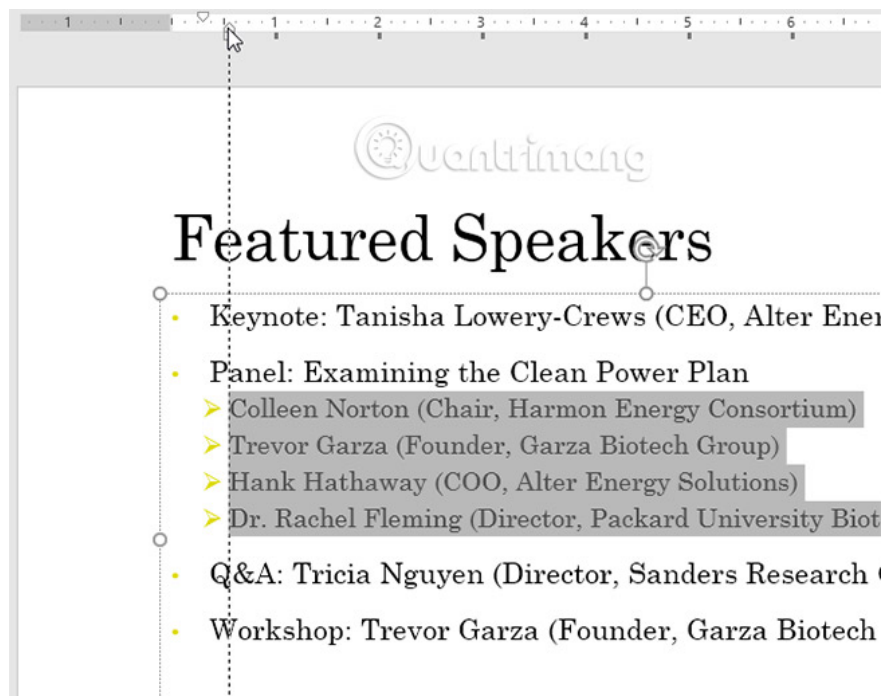
When working with lists, PowerPoint allows you to fine-tune the space between bullets (bullet marks) and text by using the **first-line indent marker** or **hanging indent marker**.

How to change the distance between the bullet

1. Select the lines you want to change, then select the desired indent marker. In this example, the article will use **hanging indent marker**.



2. Click and drag the indent marker if needed. When you finish, the spacing between the bullet will be adjusted.

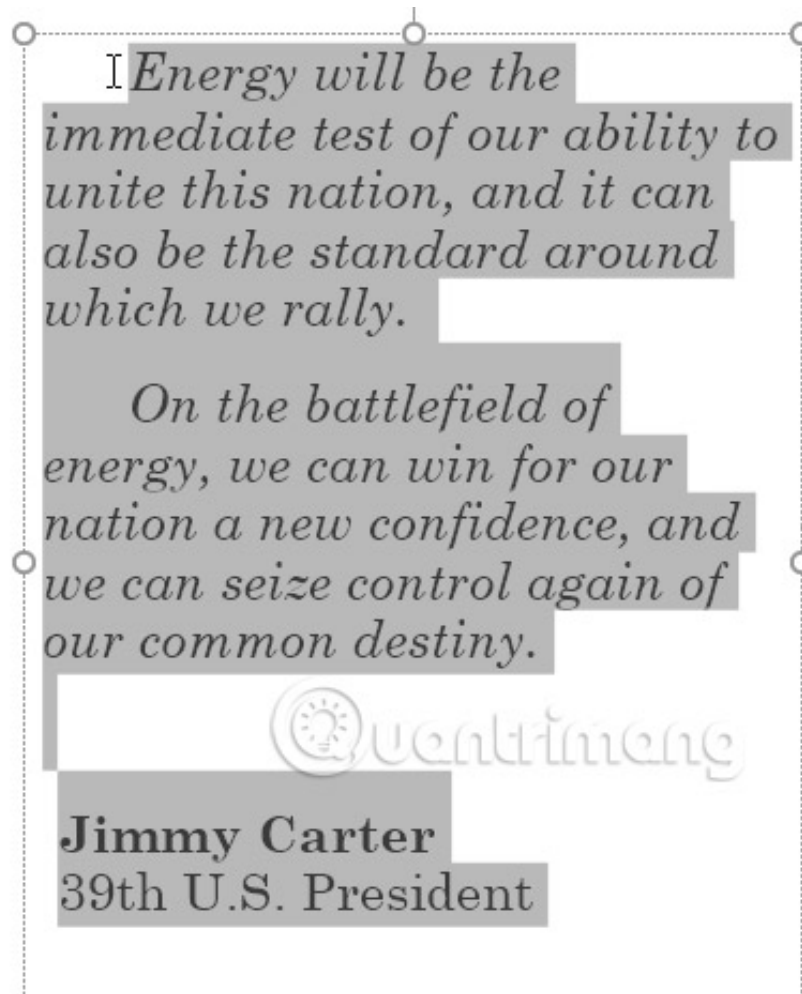


Line Spacing

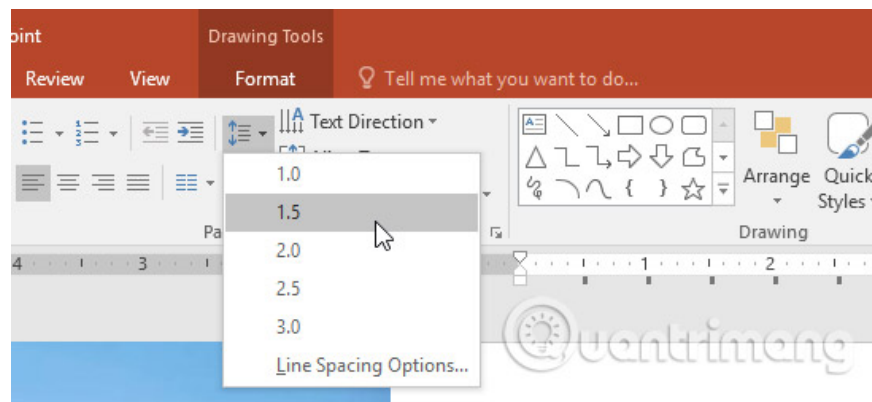
PowerPoint allows you to adjust the amount of space between each line in the list or paragraph. You can reduce line spacing to make room for more lines on a slide or you can increase line spacing to make the text easier to read. In some cases, PowerPoint can automatically change the font size when you adjust the spacing between lines, so increasing the line spacing too much may cause the text in the text to be too small.

The line spacing format

1. Select the text you want to format.



2. On the **Home** tab , locate the **Paragraph** group , click the **Line Spacing** command , and then select the desired line spacing option from the menu.



3. Line Spacing will be adjusted.

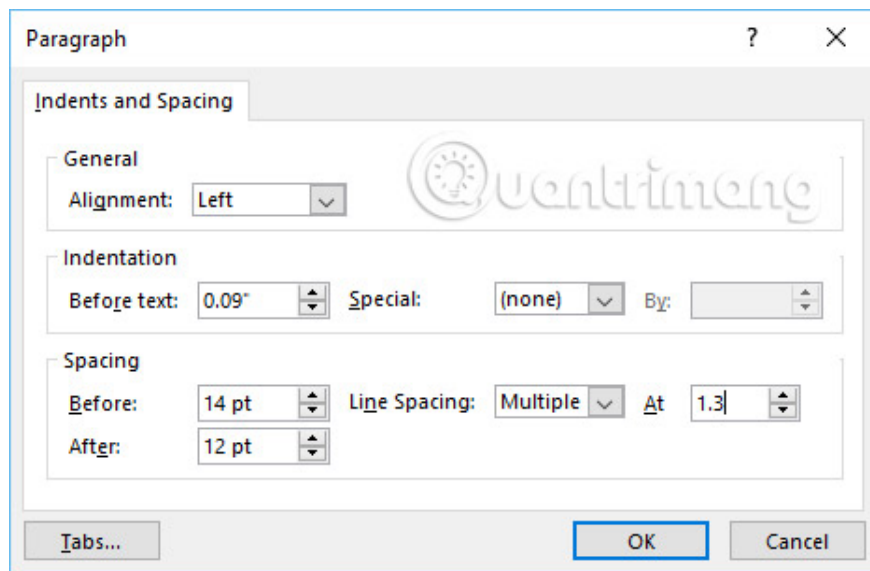
Energy will be the immediate test of our ability to unite this nation, and it can also be the standard around which we rally.

On the battlefield of energy, we can win for our nation a new confidence, and we can seize control again of our common destiny.



Jimmy Carter
39th U.S. President

If you want to adjust line spacing with even higher accuracy, select **Line Spacing Options** from the drop-down menu. The **Paragraph** dialog box will appear, allowing you to fine-tune the line stretch and adjust paragraph spacing (paragraph spacing is added space before and after each paragraph).



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