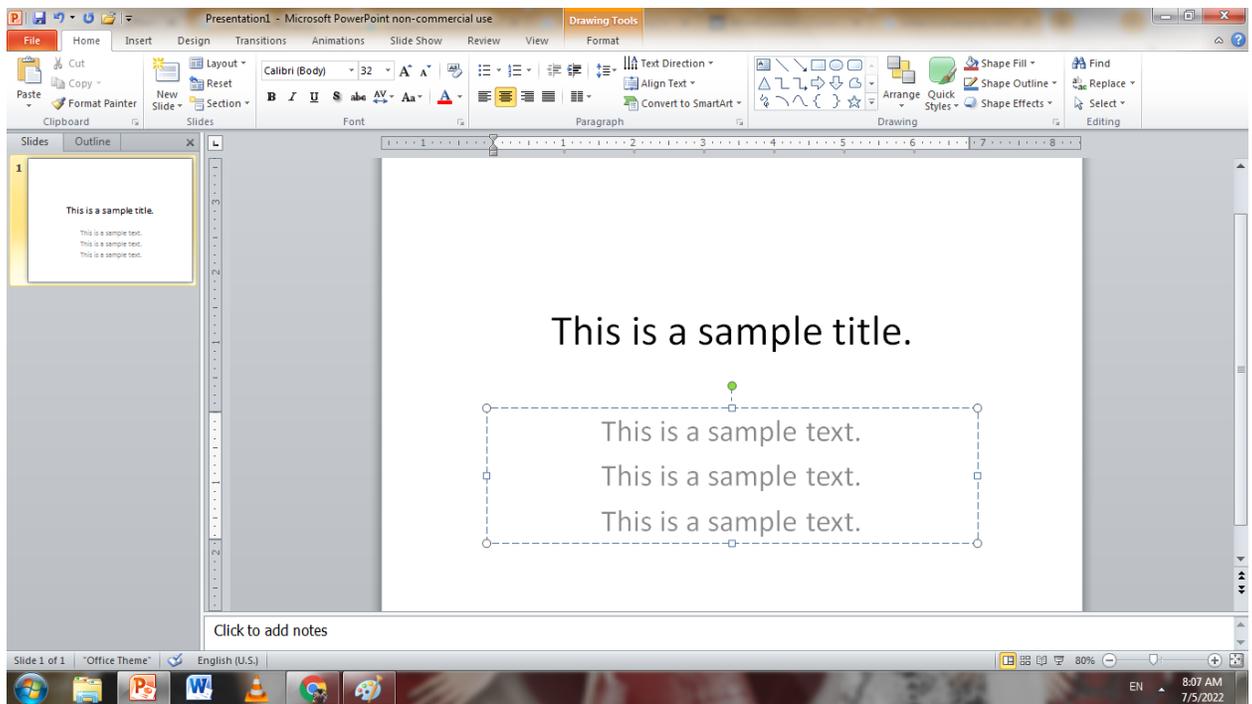


A hanging indent is when you indent texts from the second line of a paragraph to the rest of the sentences below while the first line of your paragraph is positioned at the margin. Perfect for the references and works cited section of your presentation, [Microsoft PowerPoint](#) also lets you do a hanging indent on the texts of your slides.

How to Do Hanging Indent on Microsoft PowerPoint

Altering the paragraph spacing or line spacing of your sentences in [Microsoft Office PowerPoint](#) allows you to do hanging indent. And to be more specific about how it is done, kindly follow these easy steps:

- **Step 1: Open Your Microsoft PowerPoint Program**

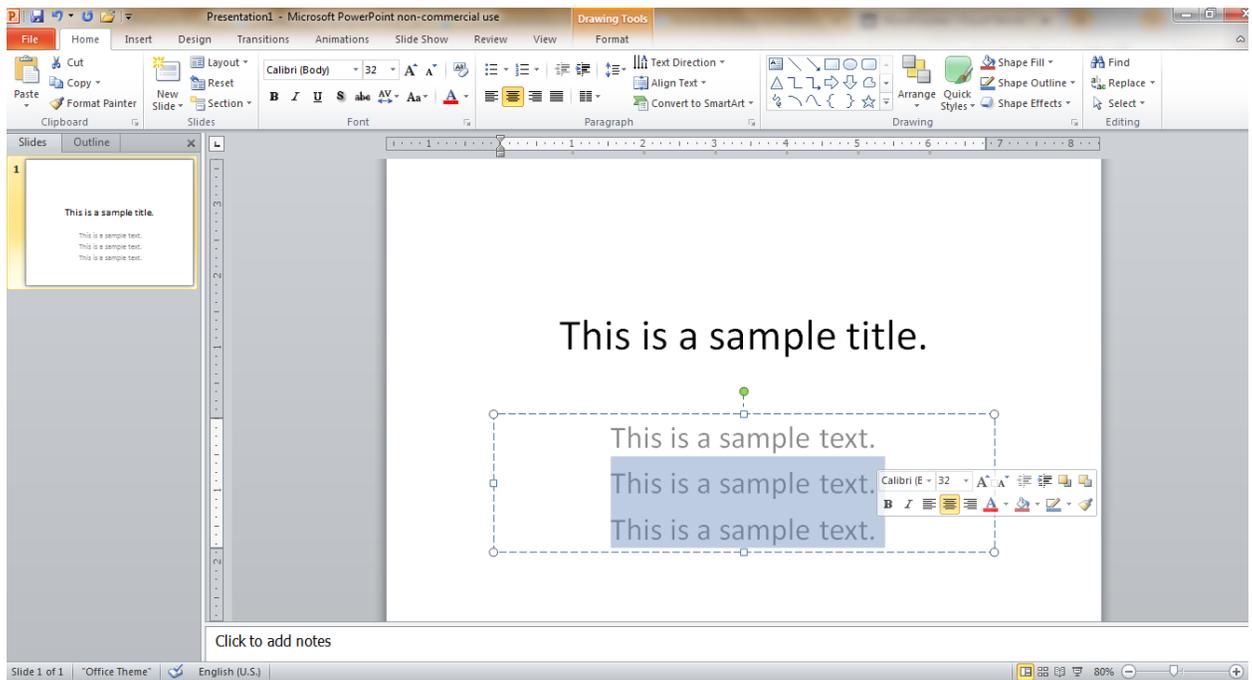


You must download and subscribe to Microsoft Office 365 to use PowerPoint and other Office tools whenever you like. Or, [download Microsoft PowerPoint for free](#) in one month, and charges only start to apply in the following months. Next, open Microsoft PowerPoint and write your paragraph on a blank presentation.

Note

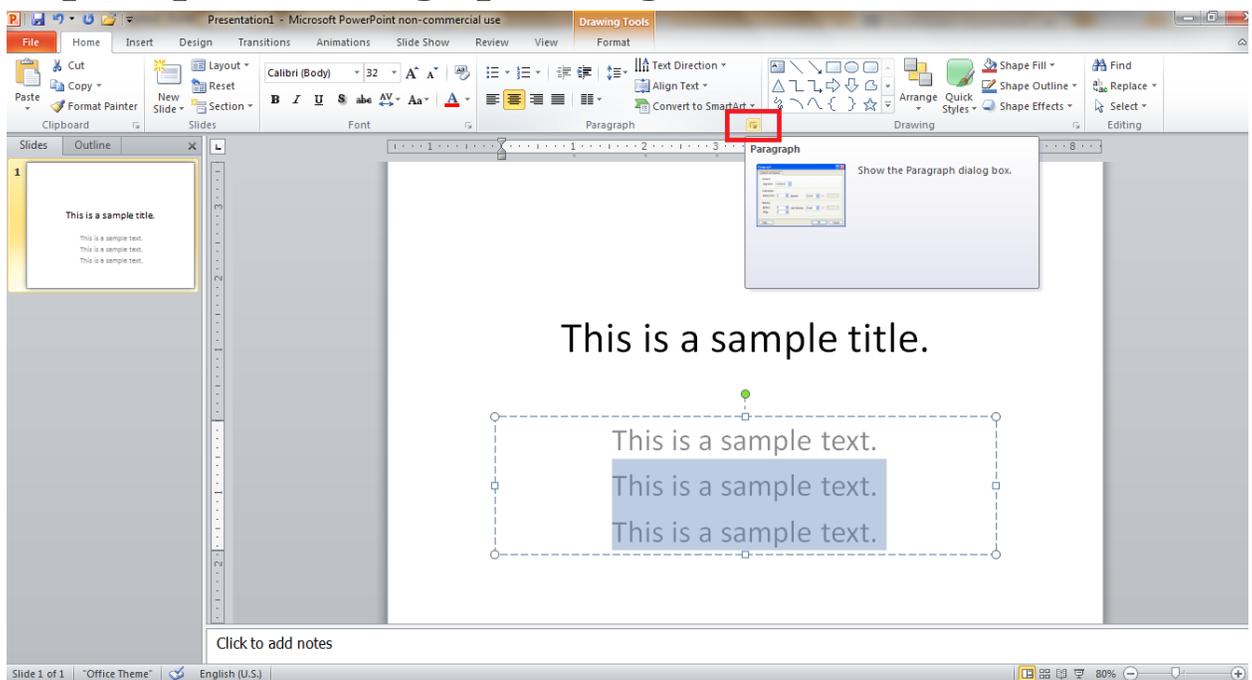
Only trust Microsoft PowerPoint versions from the [Microsoft 365](#) product page to avoid malware on your computer system.

- **Step 2: Highlight Text Except for the First Line**



You already know that the first line of a paragraph remains unchanged in a hanging indent. So make sure to highlight from the second line until the last sentence of your paragraph by clicking and dragging.

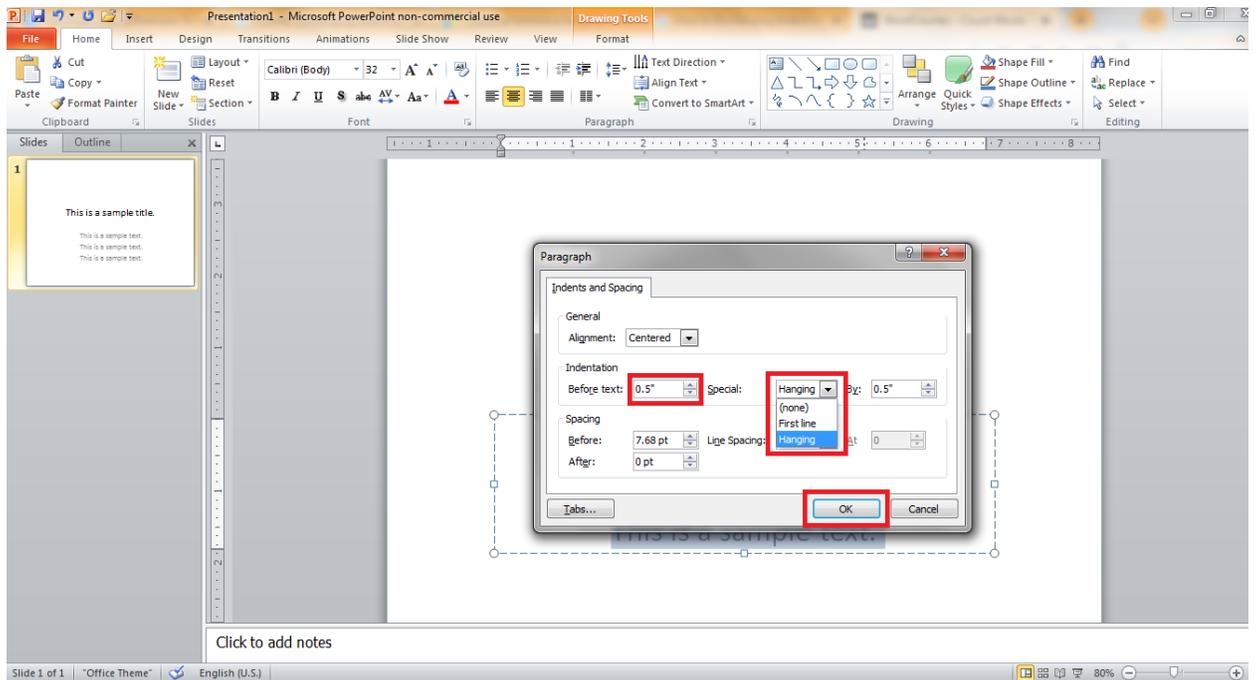
- **Step 3: Open the Paragraph Dialog Box**



Adding a hanging indent to your PowerPoint presentation is made possible by the

"Paragraph" dialog box. On the "Home" tab above your screen, click the "Paragraph" dialog box which is represented in a side arrow facing down icon.

- **Step 4: Change the Indentation**



Under the "Indentation" category, set the "Before text:" box to 0.5" to set the indentation measurement. Beside it, which is the "Special:" category, change the box into "Hanging." Select "OK" once you are done. So when you [use Microsoft Office PowerPoint](#) to create a hanging indent, you know what to do already.

FAQs

What is the standard dimension of indenting hanging paragraphs?

The standard measurement to indent a hanging paragraph is a half-inch.

What is the shortcut key for hanging indent?

Press Ctrl + T on your keyboard but that shortcut only works perfectly for [Microsoft Word](#).

What are the other names of a hanging indent?

A hanging indent is also referred to as a reverse indent or second-line indent, which can be formatted on the references cited in Chicago, APA, or MLA style.