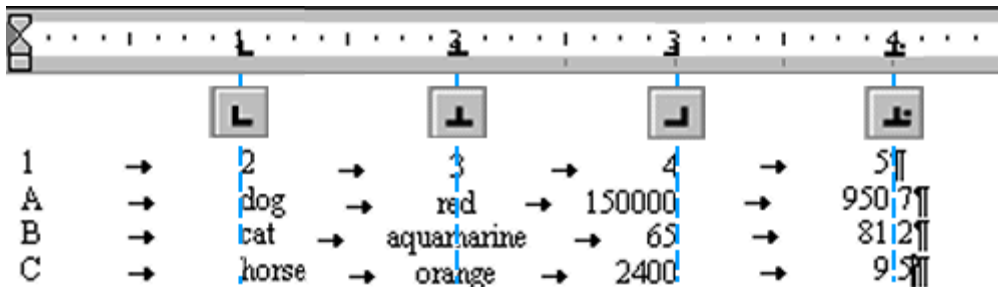
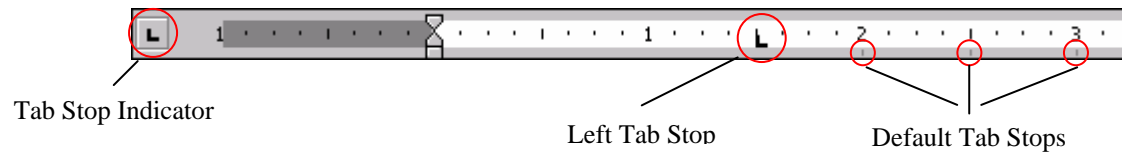


Tabs

There are five types of tabs in Word: left, right, center, decimal and bar. They are all available on the ruler.

Tab Stops



Note Setting tab stops overrides all previous (to the left) default tab stops.

Default tabs are every 1/2 inch.

Bar Tab Stop - This tab stop does not affect the flow of the text, but allows you to place a vertical line where this tab stop is set.

Setting a tab using the mouse is a two-step process: While your cursor is positioned in the paragraph you want to add the tab to, first click the Tab Alignment box at the left edge of the ruler until you access the tab that you want to use. Second, click the ruler where the tab should appear.

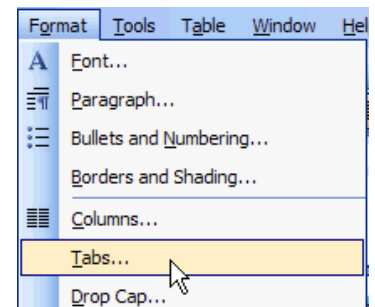
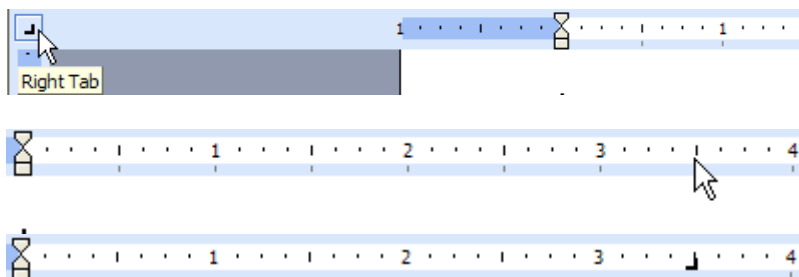
Note If you make a mistake, click and drag the tab to the correct location on the ruler. If it's the wrong tab (center instead of left) drag the tab marker off into the document window, release the mouse, and the marker will disappear.

After you have made tab settings for one paragraph, they are copied down to the next paragraph when you press the ENTER key. If you need to clear all tabs, drag them off the ruler or from the Format menu, choose Tabs, and then select Clear All.

Practice: Using the Ruler to Set a Tab Stop

Position cursor at the left margin - a 3.5" Right tab will be set.

1. The Ruler should be displayed. If not, select the View Menu and choose Ruler.
2. The icon to the far left of the ruler identifies the type of tab stops available.
3. Click the icon to locate the Right tab.
4. Position the mouse at 3.5" on the ruler and click ONCE.
5. The tab will be set.
6. Type a word, hit the tab key and type another word. Enter and repeat to create tabbed text



Tabs

Practice: Set Tabs On the Ruler

To set tabs for a signature block, first, position your cursor in the paragraph in which you want to insert the tab then click the Tab Alignment box until you have a Left Tab selected.

Click the ruler bar at 3.5 inches.

Press the TAB key and type your preferred closing (Very Truly Yours, Sincerely, Best regards).

Press ENTER several times leaving enough room for your signature.

Press TAB and type your name.

Once you understand how tabs work in Word, you'll be able to set a single tab for the precise location you need rather than press TAB repeatedly to position text.

Practice: Set Tabs Using the Tabs Dialog Box

To create a simple tabbed list:

Position your cursor in the text in which you want to insert a tab.

From the Format menu, choose Tabs.

Type 6 in the Tab stop position box. Under Alignment, select Right. Under Leader, select the dotted line (2).

Click Set, and then click OK.

Type Name, press TAB, type Telephone and press ENTER. And repeat.

Your name 111-1212

Practice: Set Tabs after typing text

Type the following: (Follow the steps in the diagram) Do not type words below in parenthesis, (just hit the appropriate key, tab, enter, etc).

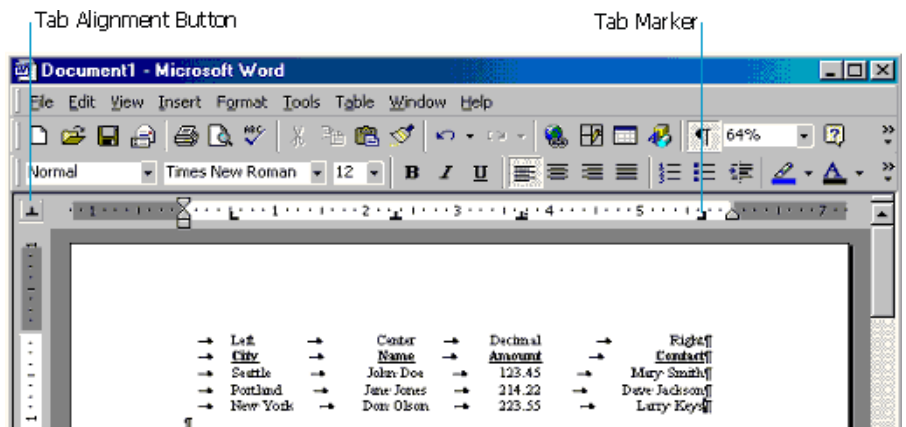
(Tab key) City (Tab key) Name (Tab key) Amount (Tab key) Contact (Enter key)
(Tab key) Seattle (Tab key) John Doe (Tab key) 123.45 (Tab key) Mary Smith (Shift+enter)
(Tab key) Portland (Tab key) Jane Jones (Tab key) 214.22 (Tab key) Dave Jackson (Shift+enter)
(Tab key) New York (Tab key) Don Olson (Tab key) 223.55 (Tab key) Larry Keys

Note: By using a soft return (**Shift + Enter**) above instead of a hard return (**Enter**) the tabs can be applied or changed in multiple lines by placing the insertion point anywhere within the text.

Go to Format/tabs to get the dialog box.

Set tab at .5" – Left Set tab at 2.33" – Center Set tab at 3.67" – Decimal Set tab at 5.67" – Right
Hit the "Set" after each tab stop position is entered.

You need to set separate tabs for the top line, (since there is no decimal point in the "Amount" heading it will not line up over the column, but will be aligned to the left of the decimal point underneath). It is easy to center the heading using the ruler, but you will need to highlight just the top line or word you want to change. For this example we set the tabs after the text was typed, the tabs can also be set before you type.



Tabs

CAUTION: Whether you use the ruler or the dialog box to set your tab positions, you need to pay attention to where the insertion point is in your document before setting your tab stops. Remember that the settings apply to the active line (where your cursor is), the selected line, or the selected block of text, at the time you set them. Once set, you must press ENTER at the end of the each tabbed line of text for the settings to carry to the next line.

Practice: Tab Exercise setting tabs before typing text

Using the Format>Tabs Dialog box (from the menu), set tabs on the following:

- 1.5 Bar
- 2.25 Center
- 3.25 Left
- 4.75 Decimal
- 6 Right

(Be sure to hit the Set button for each tab)

Type the following information tabbing between items starting with Department. Do not tab before the name column, which will be left aligned.

Type **Name** (hit the TAB key), **Department** (hit the TAB key), **Hours** (hit the TAB key) **Salary** (hit the TAB key) **Hired**, then press ENTER (for a blank line) and ENTER again, then start typing the next line, repeating the tabbing.

Name	Department	Hours	Salary	Hired
Smith, S	Accounting	520	5,222.88	6/2/05
Toomey, M	Finance	480	3,666.44	5/26/05
Baker, B	Graphics	520	3,555.88	1/1/05
Cleary, T	Marketing	520	3,777.00	6/2/05
Pauley, A	Marketing	520	4,777.00	6/12/05