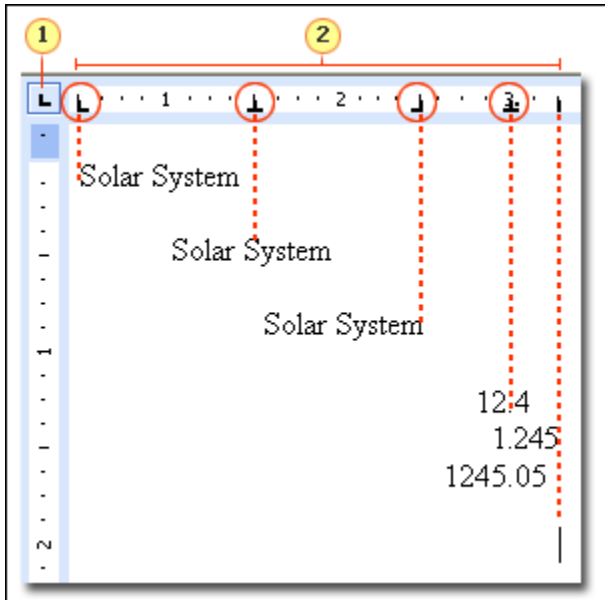


# Tab Stops

You can use tab stops to improve your documents appearance and to make formatting easier. Tab stops enable you to line up text to the left, right, center, or to a decimal character or bar character. You can also automatically insert specific characters, such as periods or dashes, before the tabs.




1 The tab selector button - Click to cycle through all the types of tab stops.

2 Tab stops positioned along the horizontal ruler.

You can quickly set tabs by clicking the tab selector at the left end of the ruler until it displays the type of tab you want and then clicking the ruler at the location you want. But which type of tab stop should you use?


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 A **Left Tab** stop sets the start position of text that will then run to the right as you type.


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 A **Center Tab** stop sets the position of the middle of the text. Text centers on this position as you type.


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 A **Right Tab** stop sets the right end of the text. As you type, the text moves to the left.

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 A **Decimal Tab** stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.)

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 A **Bar Tab** stop is the odd one out because it doesn't position text. It inserts a vertical bar at the tab position.

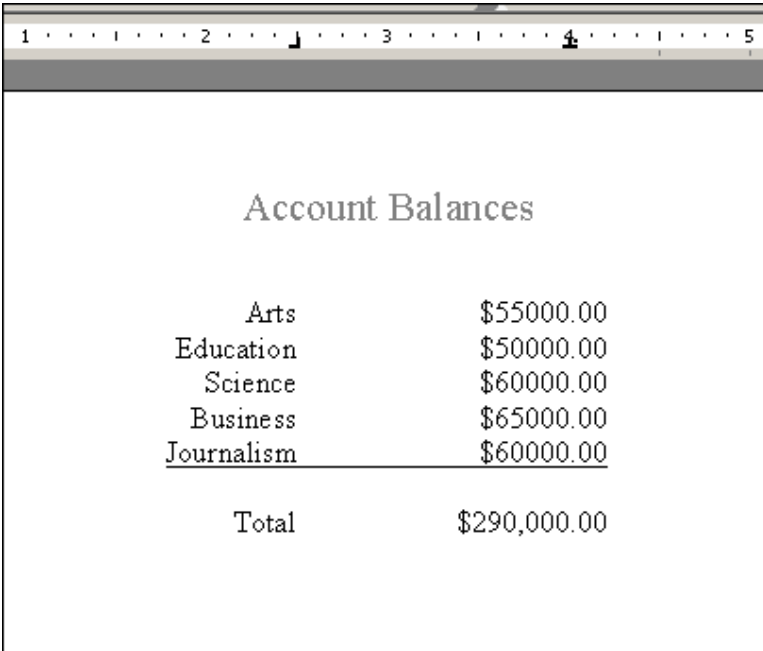
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### To Set Tab Stops:

We will recreate the document to the right.

shown


1. Open Microsoft **Word**
2. Click the **Tab Selector** button until the **Right** tab stop is showing.
3. Click the lower part of the **Horizontal Ruler** at the 2.5 mark to set the tab
4. Click the **Tab Selector** button again until the **Decimal Tab** is showing
5. Click the lower part of the **Horizontal ruler** at 4 to set the tab.
6. Your cursor should still be in original position – so click the **Tab** button on your keyboard
7. Type Arts
8. Click the Tab key and type \$55000.00 and press the enter key
9. Repeat steps 6 – 8 filling in all the information.
10. Select Journalism through \$60000.00 and click the underline button




Account Balances	
Arts	\$55000.00
Education	\$50000.00
Science	\$60000.00
Business	\$65000.00
<u>Journalism</u>	\$60000.00
Total	\$290,000.00

its

**Note:** The final two options on the tab selector are actually for indents. You can click these and then click the ruler to position the indents, rather than sliding the indent markers along the ruler.

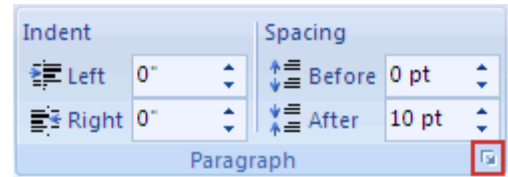
Click **First Line Indent** , and then click the upper half of the horizontal ruler where you want the first line of a paragraph to begin.

Click **Hanging Indent** , and then click the lower half of the horizontal ruler where you want the second and all following lines of a paragraph to begin.

### To set Precise Tab Measurements:

To display the **Tabs** dialog box, double-click any tab stop on the ruler, or do the following:

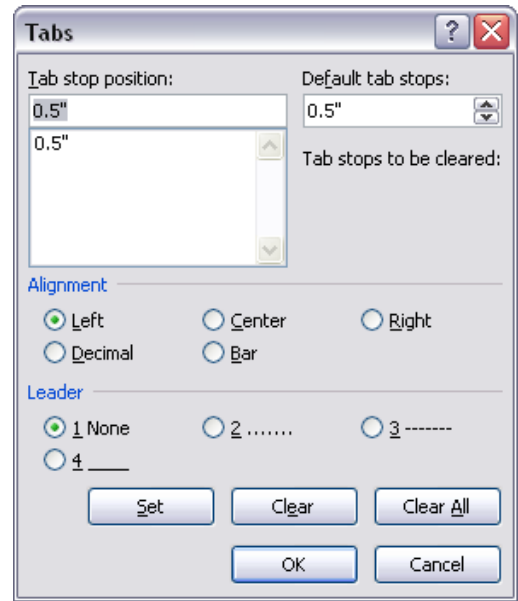
1. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher.
- OR
2. In the **Paragraph** dialog box, click **Tabs**.
3. Enter the measurements you want under **Tab stop position**
4. Click **Set**.



### To set tabs with leader characters:

A leader character is a solid, dotted, or dashed line that is used in a table of contents and that fills the space used by a tab character

1. On the **Format** menu, click **Tabs**.
2. Under **Tab stop position**, type the position for a new tab, or select an existing tab stop to which you want to add leader characters
3. Under **Alignment**, select the alignment for text typed at the tab stop.
4. Under **Leader**, click the leader option you want.
5. Click **OK**.



Chapter 1 .....	1
Chapter 2 .....	25
Chapter 3 .....	55

This and other formatting information can be found at <http://office.microsoft.com/en-us/assistance>