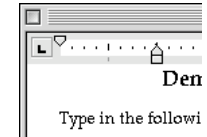


# Demonstration Using Tabs to Align Text Microsoft Word

## Setting tabs:

The type of tab is selected from the tab selection button. Click on the button to cycle through the tabs. The icon of the tab showing will be the tab selected.



The four different types of tabs are indicated below:



Left align



Center align



Right align



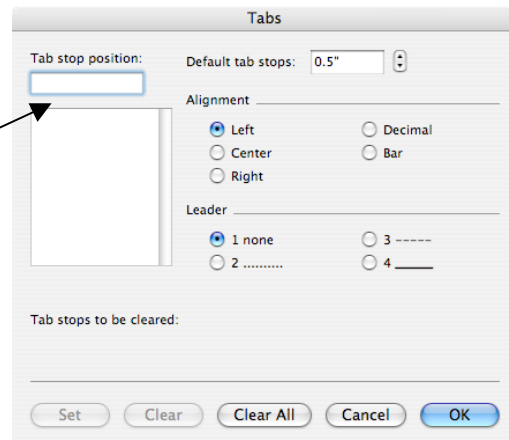
Decimal align

To set a tab:

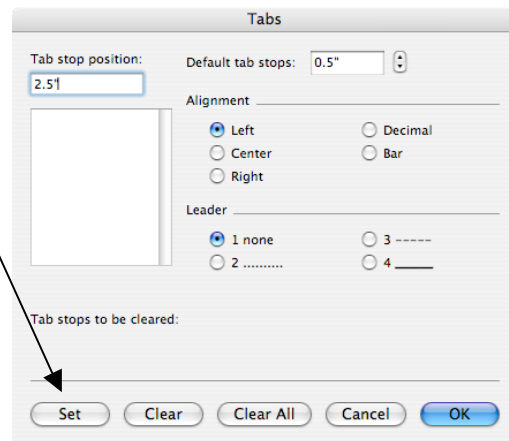
1. Select the type of tab.
2. Click in the ruler at the location where the tab is to be set.

Or:

1. Select 'Tabs...' from the 'Format' menu.
2. The Tabs dialog window opens.
3. Type in the position of the tab.



4. Click 'Set'. The tab appears in the 'tabs' field.
5. Set more tabs by typing in different tab positions and clicking 'Set'.
6. When done, click 'OK'.



Type in the following names in the columns by using spaces:

Tim	Mary	Andrew
Bill	Ian	Debbie
Susan	William	Joseph

Set left align tabs at 1.0, 2.0 and 3.0 inches.

Tim	Mary	Andrew
Bill	Ian	Debbie
Susan	William	Joseph

Understanding tabs:

Set the following tabs in the indicated locations:

Left tab at 1.0"

Center tab at 2.0"

Right tab at 3.0"

Decimal tab at 4.0"

Type in the following columns of text and numbers. Be sure to press tab before each typing each 'word' or number.

Left	center	right	12345
Lef	cente	righ	1234.5
Le	cent	rig	123.45
L	cen	ri	12.345
Left	ce	r	1.2345

# Using Leader Tabs Microsoft Word

Leader tabs can be used to create a table of contents.

Table of Contents	
Chapter 1-----	2
Chapter 2-----	10
Chapter 3-----	25

## To set a leader tab:

1. Select 'Tabs...' from the 'Format' menu.
2. In the Tabs dialog window, type in the position of the tab (example is 5"), select 'Right' alignment, and a dotted leader.
3. Click 'OK' when done.
4. Type in the 'Chapter 1' press the 'Tab' key. notice that the 'dots' are automatically inserted in front of the tab.

