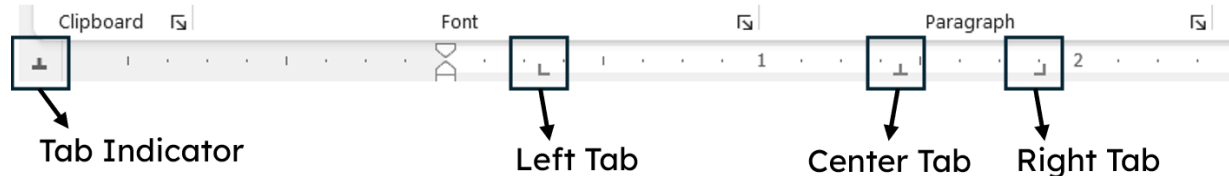


Name: _____

Tab Stops

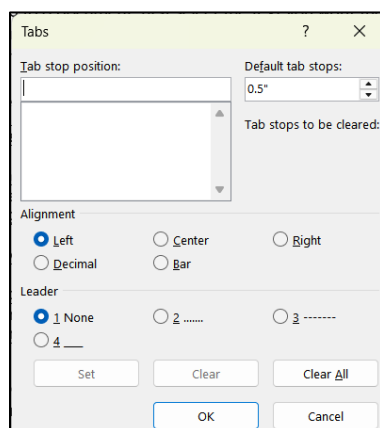
Tabs allow you to align text at a specific location in a document. A tab stop is a point on the horizontal ruler that indicates the location at which to align text. By default, tab stops are located every $\frac{1}{2}$ inch from the left margin, but you can also set custom tab stops. Using tabs, you can align text to the left, right, or center of a tab stop, or you can align text at a decimal point or insert a bar character.



The icon in the tab indicator indicates the active type of tab; pointing to the tab indicator displays a ScreenTip naming the active tab type. By default, left tab is the active tab type. Click the tab indicator to switch between the available types of tabs.

To apply a tab stop to a document, first select the text you want the tabs to apply to. If the tab stops should be applied to the entire document, then select the entire document before setting any tabs. Tabs can be set by clicking the on or near the bottom of the horizontal ruler. Tabs can be moved to a new location on the ruler or even removed by dragging it off the ruler.

Tab	Used to...
Left tab	Align text so it starts at the tab stop and extends to the right. This is the most common tab stop.
Center tab	Center text on the tab stop. The text extends evenly to the left and right of the tab position.
Right tab	Align text so it ends at the tab stop and extends to the left. Often used for dates, page numbers, or dollar amounts.
Decimal tab	Align numbers at the decimal point, making columns of numbers easier to read and compare.
Bar tab	Insert a vertical line at the tab stop position. It does not move text; it simply creates a visual divider.



Tab stops can also be created by clicking the launcher in the Paragraph group on the Home tab. Click Tabs... on the Paragraph dialog box to display the Tab dialog box. From here, you can set the tab stop position, change the alignment, and add a tab leader. Tab leaders are lines, periods, or dashes that appear in front of text.

On the Tabs dialog box, you can edit existing tabs or even clear all tabs set in the document. Remember, you must have the correct text (paragraphs) selected before you edit or create any tabs.

Tab Stops Practice

1. Create a new, blank document in Word.
2. Save the file as **Tab Stop Practice YOURNAME** in your Word Module 3 folder.
3. Type your first and last name in the header.
4. Type the following in the Word document. Press Enter after the final drink price to add an extra, blank paragraph.

MENU

Salad \$8.00

Sandwich \$7.00

Drink \$3.00

5. Apply bold to the MENU title.
6. Select the three lines of text that include the food and prices.
7. Open the Tabs dialog box.
8. Set a right tab stop at 6.5 inches with dotted tab leaders.
9. Click before each \$ and press Tab on the keyboard.
10. Type the following in the same Word document.

Class Schedule

Period 1 YOUR CLASS 8:30-9:20

Period 2 YOUR CLASS 9:23-10:13

Period 3 YOUR CLASS 10:45-11:35

Period 4 YOUR CLASS 11:38-12:28

Period 5 YOUR CLASS 1:04-1:54

Period 6 YOUR CLASS 1:57-2:47

Period 7 YOUR CLASS 2:50-3:40

11. Apply bold to the Class Schedule title.
12. Select the lines containing the class information.
13. Using the tab indicator and the ruler, set a center tab stop at 3.25 inches and a right tab stop at 6 inches.
14. Press Tab before each class name and the class time.
15. Save your work.