



Microsoft Word: Working with Tabs


Click the **New File** icon to create a blank document.

Creating Tabs

Tabs are created as a way of positioning and aligning text on a page. There are four basic tab stops in Microsoft Word.


Tab Type	Results
Left Tab	Text extends to the right of the tab stop
Center Tab	Text positions in the center of the tab stop
Right Tab	Text extends from the left of the tab stop until the tab space is filled and then it extends to the right
Decimal Tab	Decimal text in front of the decimal point extends to the left, and after the decimal point to the right

To Create a Left Tab Stop:

- 1) Click the **tab button** to the left of the Horizontal Ruler until the left tab stop button is present 
- 2) Click your mouse at the **2 inch mark** on the Horizontal Ruler to set a 2 inch left tab stop



To Create a Right Tab Stop:

- 1) Click the **tab button** to the left of the Horizontal Ruler until the right tab stop button is present 
- 2) Click your mouse at the **5 inch mark** on the Horizontal Ruler to set a 5 inch right tab stop



To test our tab settings:

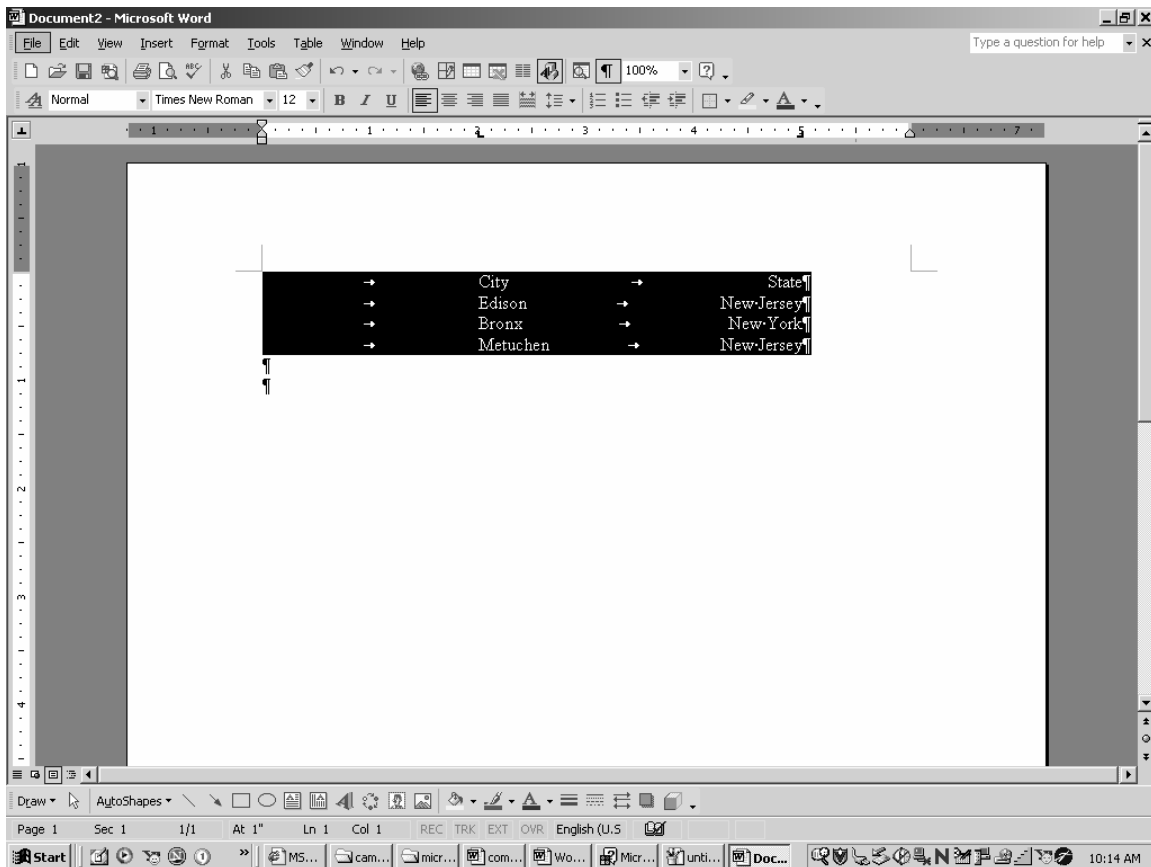
- 1) Press the **Tab** key
- 2) Type **City**
- 3) Press the Tab key
- 4) Type **State**
- 5) Press **Enter**
- 6) Press the **Tab** key
- 7) Type **Edison**
- 8) Press the **Tab** key
- 9) Type **New Jersey**

- 10) Press **Enter**
- 11) Press the **Tab** key
- 12) Type **Bronx**
- 13) Press the **Tab** key
- 14) Type **New York**
- 15) Press **Enter**
- 16) Press the **Tab** key
- 17) Type **Metuchen**
- 18) Press the **Tab** key
- 19) Type **New Jersey**
- 20) Press **Enter** 2 times

Often times once you add the data to your document, you will need to reposition the tab stops that you set previously.

To Reposition a Tab Stop:

- 1) Highlight the four lines of text (see picture below)
- 2) Position your mouse on the 2 inch tab stop and click and drag it to the 1 inch mark on the horizontal ruler



You must highlight the data prior to moving a tab stop.

Practice creating decimal and center tab stops.

Deleting/Removing a Tab Stop

Often times you will need to remove a tab stop that you set.



To remove a tab stop:

- 1) Press **Ctrl+End** to move to the end of your document
- 2) Notice the horizontal ruler still displays the tab settings
- 3) Position your mouse on the **1 inch tab**
- 4) Click and drag the tab off the ruler (drag it down into the document)
- 5) Repeat these steps to remove the 5 inch tab

Working with Leader Tabs

Leader Tabs are used to generate a solid, dotted or dashed line that will lead to the tab stop. These are often used to generate a Table of Contents or draw a line in your document.

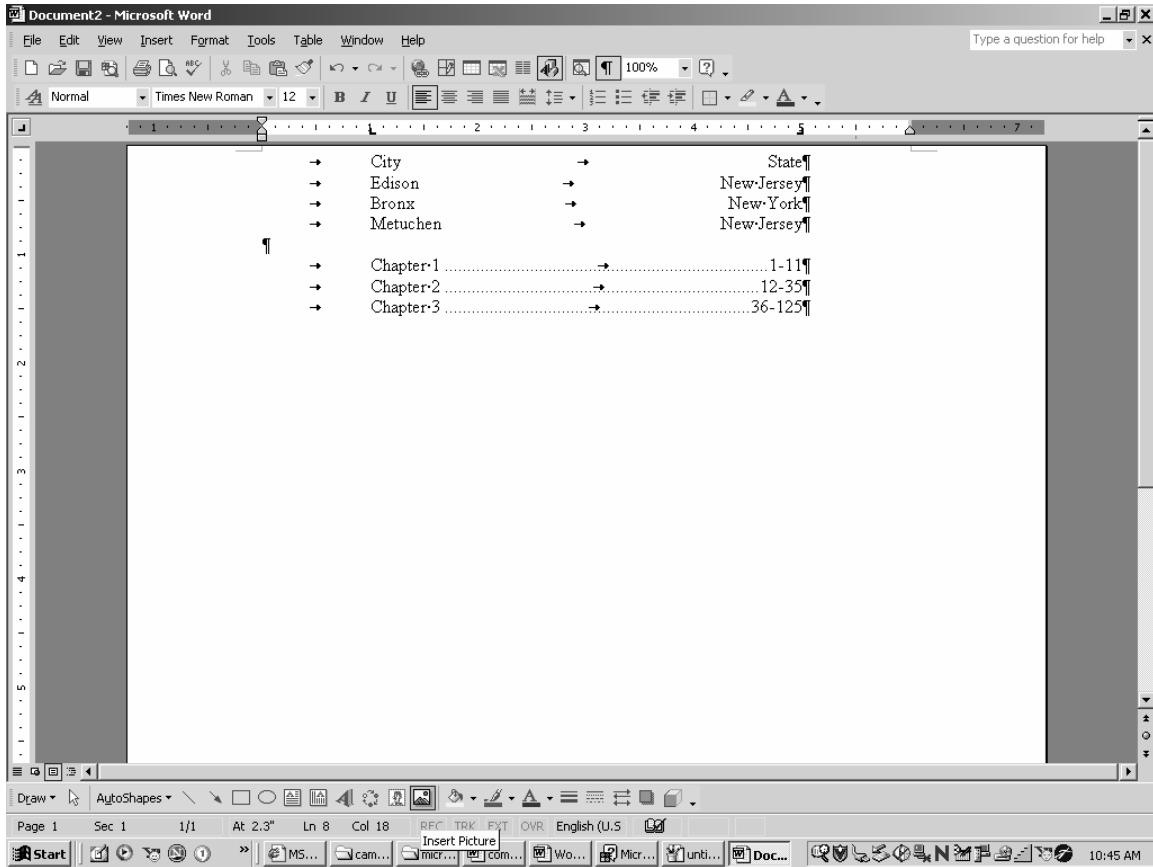
To Create a Dot Leader Tab Stop:

- 1) Press **CTRL+End** to move to the end of the document
- 2) Remove any tabs set on the ruler
- 3) Click the **Tab** button to the left of the Horizontal Ruler until the Left Tab stop button is present 
- 4) Click your mouse at the **1 inch mark** on the Horizontal Ruler to set a 1 inch left tab stop
- 5) Click the **Tab** button to the left of the Horizontal Ruler until the Right Tab stop button is present 
- 6) Click your mouse at the **5 inch mark** on the Horizontal Ruler to set a 5 inch right tab stop

To create a leader to the 5 inch tab:

- 1) Select **Format** menu
- 2) Choose **Tabs**
- 3) Click on the **5 inch tab** in the Tab Stop Position window
- 4) Click on **Leader style 2**
- 5) Click **OK**
- 6) Press the **Tab** key
- 7) Type **Chapter 1**
- 8) Press the **Tab** key
- 9) Type **1-11**
- 10) Press **Enter**
- 11) Press the **Tab** key
- 12) Type **Chapter 2**
- 13) Press the **Tab** key
- 14) Type **12-35**
- 15) Press **Enter**
- 16) Press the **Tab** key

- 17) Type **Chapter 3**
- 18) Press the **Tab** key
- 19) Type **36-125**
- 20) Press **Enter**



Close the file and do not save it.