

Tabs (Read before starting the next exercise)

A tab is used to align words. It's very useful for list or a resume. Like this:

Last Name	First Name	Occupation
Smith	Roger	Manager
Danis	Dennis	Saleperson
Whelsh	Denise	Clerk

or

Manager : Responsible for the staff and scheduling.
Manages department budget
Communicate with other department

You can see these tab marks in the "RULER" just above your page. Do you see this?





If not, go to the VIEW tab and put a checkmark under Ruler Ruler

In the top left corner of your page you can see a little box that will let you choose between the tabs.

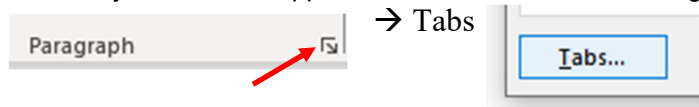
Left Tab  The text will lined up to the left

Right Tab  The text will lined up to the right

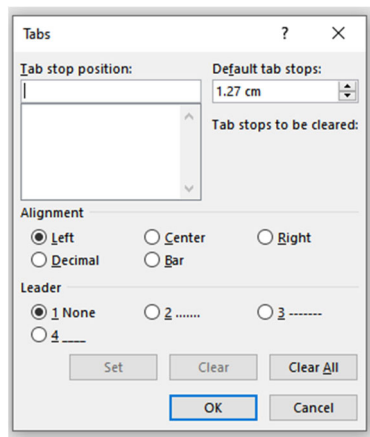
Centre Tab  The text will lined up to the center

Decimal Tab  The text will lined up with the decimal (the 'period')

Once you choose the tab you need, click on the ruler where you want it to appear. You also can use the dialog box from the menu: Click on HOME tab → Paragraph → Tabs


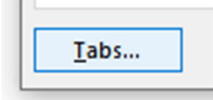


This dialog box will appear.



Exercise 2A and 2B will be done on the same sheet

EXERCISE 2A: SETTING TABS WITH THE MENU

- Open a New Blank Document in Microsoft Word.
- Save it as **ex2.docx** in your docs folder
- Type **Exercise 2A SETTINGS TABS WITH THE MENU**
- Press **Enter** 3 times
- Click on *HOME* tab → Paragraph  → Tabs 
- To make sure there are no other tabs set, click **Clear All**.
- Type **1** for *Tab stop position*, click **Left** for Alignment, then click **Set**.
Note: When you click on Set, the position should be entered below.
Note: Remember that typing will replace highlighted text in the box
- Type **2.5** for *Tab stop position*; click **Centre** for Alignment, then **Set**.
- Type **3.5** for *Tab stop position*; click **Right** for Alignment, then **Set**.
- Type **4.5** for *Tab stop position*; click **Decimal** for Alignment, then **Set**. Click **OK**.
- Enter the following information.

Press the Tab key to move to each column, including the first one.

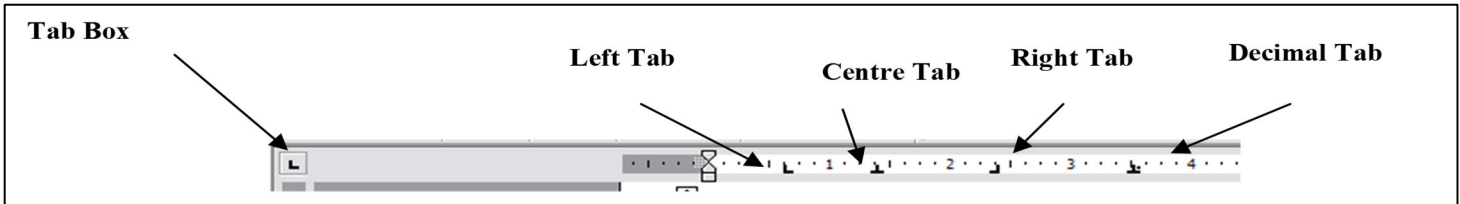
(**Tab** → <DATE> → Tab → <STUDENT> → Tab → <MARK> → Tab → <KM>)

Date	Student	Mark	Km
Nov. 3	Jason	87%	6.95
Dec. 15	Michelle	93%	0.11
Jan. 5	Jo-Anne	88%	0.0005
Apr. 12	Scott	77%	124.5
Jun. 13	Jennifer	75%	71.2

- **NOTE:** You should NOT be entering any spaces here! The text should line up properly because you are hitting TAB, and you set up those tabs in the *Format* → *Tabs* menu.
- Notice how the columns are lined up for each alignment.
- Save
- On the same page do 2B

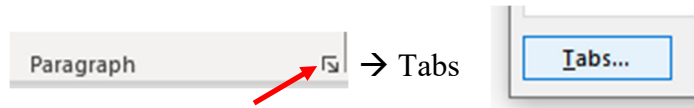
EXERCISE 2B SETTING TABS USING THE RULER

- If you don't see the bar below, click on *View* → *Ruler*



Note: You can click the **Tab box** at the left end of the ruler to select the alignment, and then click on the ruler to select the position.

- Press enter 5 times
- Click on *HOME* tab → *Paragraph*
- Choose CLEAR ALL



- Type **Exercise 2B SETTING TABS Using the Ruler**

- Press **Enter** 3 times and **Save**
- Click the **Tab box** a number of times to see the different alignments. Continue clicking until the Left Tab option is showing again.
- Click right below the number or on the gray section of the ruler. Try to be exact!
- Using the mouse pointer, single click on the ruler below 1".

Note: When you single click on the ruler, the tab dialogue box will not appear.

Note: A single click will automatically set a tab that is aligned like the Tab box with no leader.

- Using the mouse pointer, **double click** on the ruler below 2.5"

Note: When you double click on the ruler, the tab dialogue box should appear.

Note: If the Page Setup dialogue box appears, click cancel and try again.

- Click on 2.5" Tab stop position so that it is highlighted at the top left.

Note: Always check the position to make sure it is the one you want at the top.

- Click Centre for Alignment, choose the third (3) choice for "Leader", and then click ok.

Note: Centre alignment could have been selected from the Tab box before clicking on the ruler.

- Double click** on the ruler below 4".
- Click on 4" Tab stop position so that it is highlighted at the top.
- Click Right for Alignment, choose the second choice for "Leader", and then click ok.


Document Assignments

- Press the Tab key, type Question 1
Press Tab type 10 minutes
Press Tab, type 5 marks
Press enter
Type the rest of the text the same way

Question 2----- 2 days 30 marks
Question 3----- 2 weeks..... 100 marks
Question 4---- 30 minutes 10 marks

- Highlight the entire text.
- Using your mouse, grab and drag the tab set at 1" to 0.5".
- Using your mouse, grab and drag the tab set at 2.5" to 3".
- Double click on the tab set at 4". Click on 4" for Tab stop position. Click Clear.

Note: *You can also drag the tab down off the ruler to clear it.*

- Type 4.5" for Tab stop position. Click Right for Alignment, choose the fourth (4) choice for "Leader", and then click ok.
 - Type your name at the top of the page
 -  **Save and make sure to show your work!**
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