Tabs

(Use the Help Menu if you need to.)

In this lesson, you will learn how to set tabs for your documents. Here, you will place tabs to set up columns.

- Place the left tab button at 1 inch on the ruler.
- Place the right tab button at 4 inches.
- Press the Tab key on your keyboard. Your cursor moves to the 1 inch mark, right?
- Type Student 1 there.
- Press Tab again. Your cursor should move to the 4 inch mark.
- Type Student 2 there. You will notice that the right tab marks the end of the word, not the beginning.
- Press Enter. As you see, the tabs stay in place and you can continue typing column entries.

To set up tabs precisely, double-click on Format in your menu and select Tabs. It now shows 2 tab stop positions: 1” and 4”.

The default is set at 0.5 inches; this means that your cursor moves 0.5 inches when you press the tab key. You can change this to a different length.

- Type 1.5 inches in the Tab Stop Position box and click OK. Your cursor moves to 1.5”. Also notice the L-shaped mark at 1.5” on your ruler.
- To delete the tabs, use one of two ways: click on Format, go to Tabs, select Clear All, and click OK or point your mouse pointer to the L-shaped tab stop on your ruler, click and hold the mouse button down and then drag it down onto your page. It will disappear from the ruler.