CHAPTER 5

TABS

INFOCUS

Tabs are stopping points along the horizontal ruler. These stopping points are often used to create columns of text and numbers.

Word has ***default tab stops*** set every ***1.27 cm*** on the ruler, but you can change this spacing if desired.

Word also provides several types of tab stops depending upon whether you want to align text or numbers to the left of the stop, to the right, to the centre, or even around a decimal point.

In this session you will:

- ✓ learn how to use default tabs
- ✓ learn how to set tab stops on the ruler
- ✓ learn how to modify tab stops on the ruler
- ✓ learn how to use the ***Tabs*** dialog box
- ✓ learn how to insert tab leaders
- ✓ learn how to insert bar tabs
- ✓ learn how to set mixed tab types for a paragraph
- ✓ learn how to remove tabs.

USING DEFAULT TABS

Tabs are special markers placed along the horizontal ruler to determine how much spacing should exist between columns of text when you press [Tab]. While tabs can be set to meet the specific requirements of your document, Word has ***default tabs*** that you can use without the need to set your own.

Try This Yourself:

Open File *Before starting this exercise ensure you have a new, blank document open...*

1. Click on the ***Home*** tab and then click on ***Show/Hide*** ¶ in the ***Paragraph*** group so that you can see the tab stops
2. Type **Staff Name** and then press [Tab] to jump to the next default tab stop
3. Type the text as shown, pressing [Tab] between each entry, then press [Enter] to move to the next line
4. Type **Peter Dawson** then press [Tab]

   Ensure that the insertion point is located immediately below Department (MEL)...
5. Type **Forward Thinking**, press [Tab], type **Accommodation**, press [Tab], type **125.00**, then press [Enter]
6. Repeat steps ***4*** and ***5*** to enter the details as shown

   You will need to press [Tab] several times for shorter text entries...
7. Save the document as ***My Tabs.docx***

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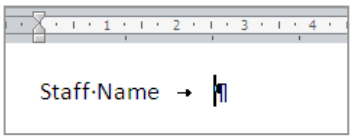

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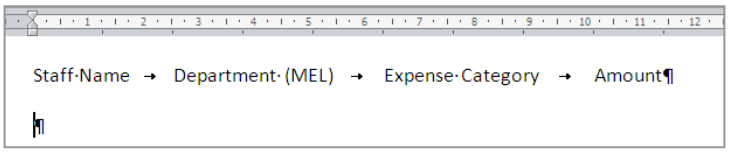

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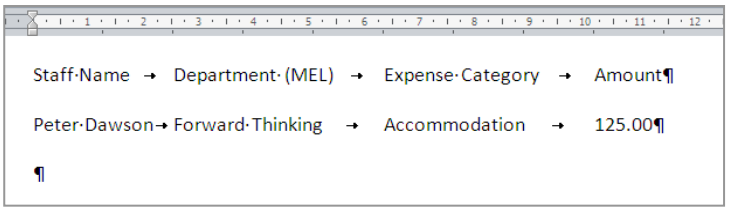

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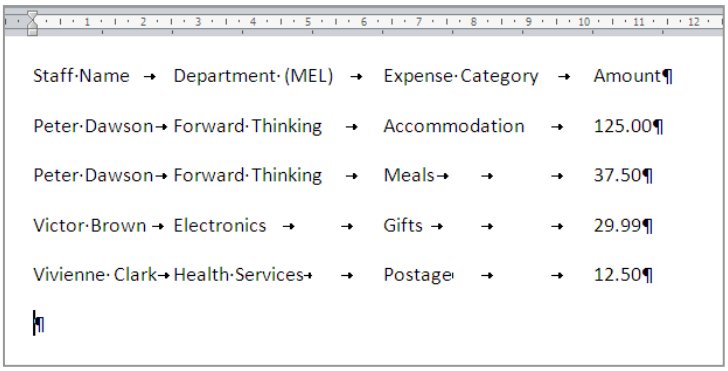

*Tip: By default, paragraphs in a new document have **10 pt** spacing after applied, and line spacing is set to **1.15 lines**. To change line and paragraph spacing for the current document, click on the **Home** tab, then click on the **dialog box launcher** for the **Paragraph** group. Click on the drop arrow for **Line Spacing** and select **Single**. To change the paragraph spacing, click on the down arrow for **Spacing After** until **0 pt** appears.Click on the up arrow for **Spacing Before** once to apply **6 pt** spacing before and then click on **[OK]**. It is recommended that some spacing be applied to your paragraphs.*

For Your Reference…

To ***use default tabs***:

1. Position the insertion point
2. Press [Tab]
3. Type the text
4. Press [Tab] to move to the next default tab stop

Handy to Know…

- Default tab stops appear in a document as small pale grey marks in the blue bar immediately below the ruler. They are set at every ***1.27 cm*** or ½ inch.

SETTING TABS ON THE RULER

Because default tab stops are so close together, they may not be practical for specialised tasks, such as creating lists or invoices. You will find that setting your own tab stops will be necessary.

An easy way to create your own tab stops is to click on the ruler where you want to apply them. As soon as you create your own tab stops on the ruler, they override the default tab stops.

Try This Yourself:

Same File *Continue using the previous file with this exercise, or open the file W818 Tabs_1.docx...*

1. If the ruler is not visible along the top of the document, click on the ***View Ruler*** button at the top of the vertical scroll bar
2. Press Ctrl + A to select the entire document
3. Click on the ***tab selector*** at the left end of the ruler and watch how it changes to a different tab icon. Click on the ***tab selector*** until the ***Left Tab*** icon appears again

   A left tab stop sets the start position for text so that the text will run to the right of the stop as you type...
4. Click on the ***3 cm*** mark on the ruler to insert a left tab stop at approximately that position, then click on the ***7 cm*** and ***11 cm*** marks to insert another two tab stops

   Yuck! Let's delete the spare tabs to clean this up...
5. Click immediately to the left of ***37.50*** and press Back Space until it is left-aligned to ***125.00*** in the line above
6. Repeat step ***5*** to remove the remaining spare tabs as shown and then save the document

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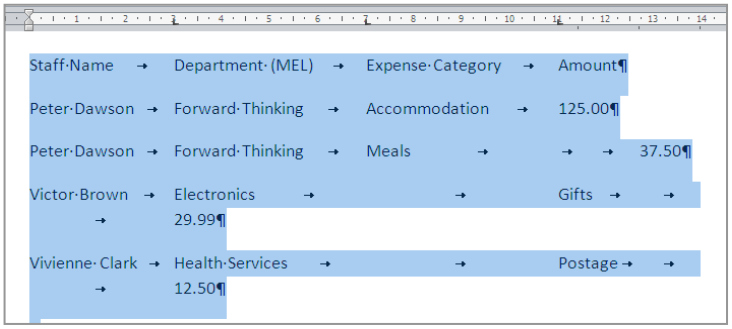

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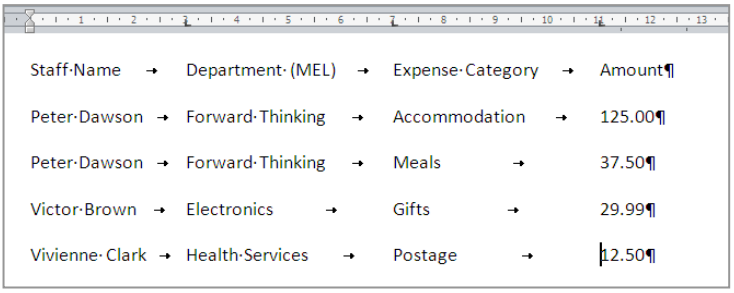

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For Your Reference…

To ***set tab stops*** on the ***ruler***:

1. Select the text or click in the paragraph
2. Click on the ***tab selector*** until it displays the type of tab you want
3. Click on the ruler at the desired location

Handy to Know…

- Tab stops that you set will only be applied to the current paragraph or to selected paragraphs.

MODIFYING TABS ON THE RULER

You can modify tab stops on the ruler by clicking and dragging on them to their new position. You can also remove unwanted tabs by dragging them up or down and off the ruler. But, there is an important thing to remember about tabs: any changes that you make to the tabs will apply only to the current paragraph or to selected paragraphs.

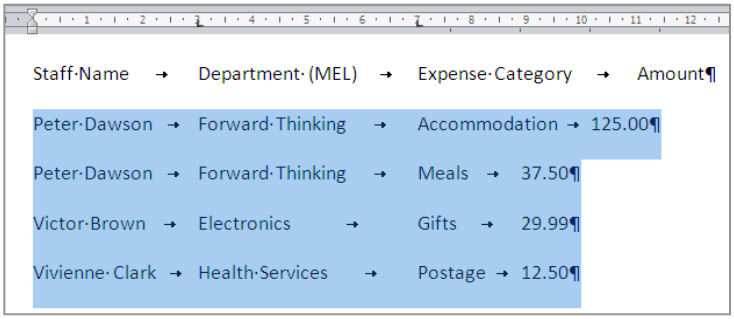
Try This Yourself:

Same File *Continue using the previous file with this exercise, or open the file W818 Tabs_2.docx...*

1. Click to the left of the top ***Peter Dawson***, hold down Shift and click to the right of ***12.50*** to select the four lines of text
2. Click on the ***11 cm*** tab stop on the ruler, hold down the mouse button and drag the tab stop down off the ruler

   The marker will vanish and the Amount values will move to the left and will align to the nearest default tab stop...
3. Click on the ***tab selector*** until it changes to the ***Decimal Tab*** icon
4. Click on the ***12 cm*** mark on the ruler to insert a new decimal tab stop to replace the left tab stop that you deleted in step ***2*** above
5. Click anywhere in the heading paragraph to position the insertion point
6. Click on the ***11 cm*** tab stop, hold down the mouse button and drag it to the ***11.5 cm*** mark on the ruler

   Now the Amount heading will line up better with its underlying values…
7. Save the document



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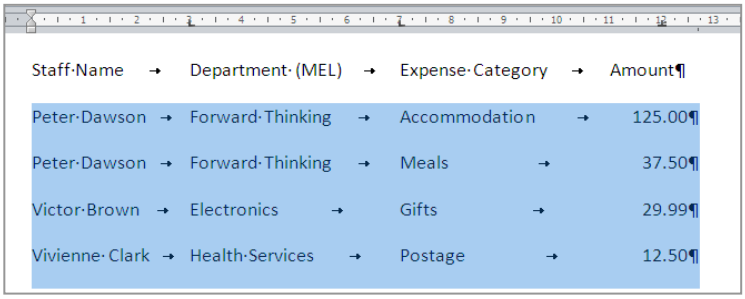

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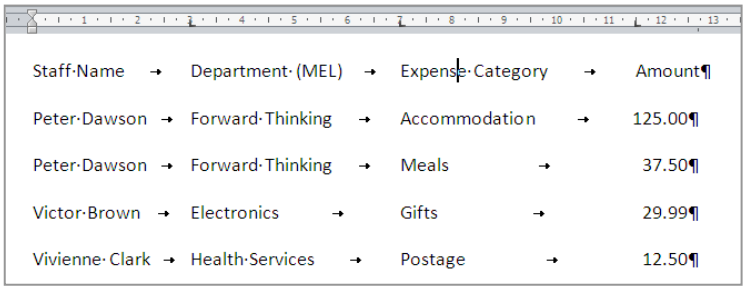

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For Your Reference…

To ***reposition tab stops*** on the ***ruler***:

1. Select the text or click in a paragraph and then click on and drag the tab stop left or right along the ruler

To ***remove tab stops*** from the ***ruler***:

1. Click on and drag the tab stop off the ruler

Handy to Know…

- If you apply tab stops to multiple paragraphs, the tab stops will only appear on the ruler for the first paragraph of the selection.

SETTING TABS IN THE TABS DIALOG BOX

Using the ruler to set tab stops is perfect for those situations where judgement by eye is good enough, but in circumstances where exact measurements are required you should set your tabs using the ***Tabs*** dialog box. In addition to setting tabs at precise positions, you can also use the ***Tabs*** dialog box to insert a tab leader and alter the spacing for the default tabs.

Try This Yourself:

Same File *Continue using the previous file with this exercise, or open the file W818 Tabs_3.docx...*

1. Select the four lines of text beneath the headings
2. Double-click on one of the tab stops on the ruler to open the ***Tabs*** dialog box

   Let's adjust the existing tabs so that they are positioned more exactly than can be achieved by eye...
3. Click on **[Clear All]** to delete all tab stops
4. Type **3.5** in ***Tab stop position***, click on **[Set]**, type **8** in ***Tab stop position*** and click on **[Set]**

   For these two tab stops we have accepted the default Left Alignment...
5. Type **13.25** in ***Tab stop position***, click on ***Decimal*** under ***Alignment***, click on **[Set]**, then click on **[OK]**
6. Click in the heading line, then repeat step ***2*** to open the ***Tabs*** dialog box
7. Repeat the above steps to clear the existing tab stops and insert three new ***Left*** tab stops at ***3.5 cm***, ***8 cm*** and ***12.5 cm***
8. Save and close the document

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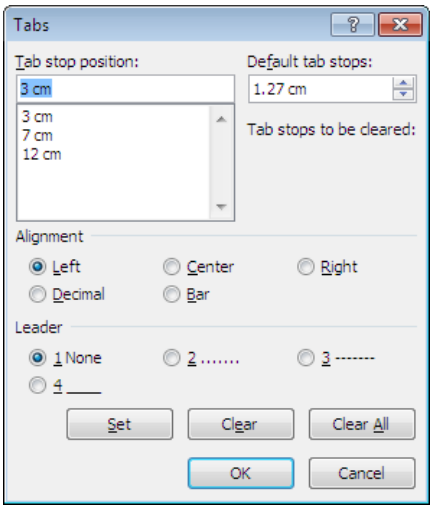

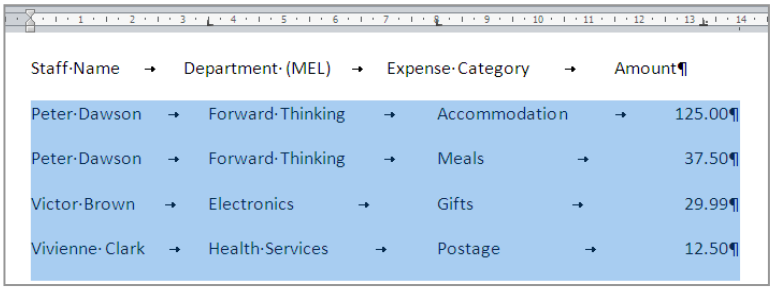

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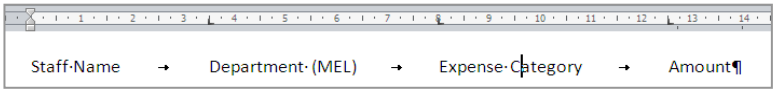

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For Your Reference…

To ***set*** and ***clear*** tabs in the ***Tabs*** dialog box:

1. Select the paragraph/s
2. Double-click on a tab stop on the ruler
3. Click on **[Clear All]** if required
4. Type the new tabs in ***Tab stop position***, select the ***Alignment***, then click on **[Set]**

Handy to Know…

- A ***decimal*** tab stop aligns numbers around a decimal point – the decimal point will always be in the same position irrespective of the number of digits.
- If you change the ***Default tab stops*** setting of ***1.27 cm***, this will apply to the current document only.

SETTING TAB LEADERS

Leader tabs are tabs with ***leaders*** – characters that form a line to help lead the eye across the page from left to right. Leader tabs are often used for price lists or a table of contents, for example.

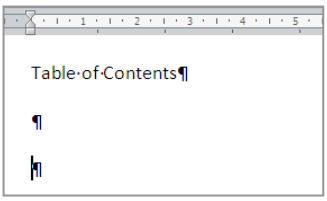
Leader tabs can be applied in the ***Tabs*** dialog box, or you can select existing tabs and add leaders to them. Leaders can comprise dots, dashes or solid lines.

Try This Yourself:

Open File *Before starting this exercise you MUST open a new, blank document...*

1. Click on the ***Home*** tab and then click on ***Show/Hide*** ¶ in the ***Paragraph*** group to display the paragraph marks
2. Type **Table of Contents** and press Enter twice
3. Click on the ***dialog box launcher*** for the ***Paragraph*** group to open the ***Paragraph*** dialog box
4. Click on **[Tabs]** to open the ***Tabs*** dialog box

   Let's insert a right-aligned leader tab...
5. Type **14** in ***Tab stop position***, then click on ***Right*** under ***Alignment***
6. Click on ***2....*** under ***Leader***, click on **[Set]**, then click on **[OK]** to close the dialog box
7. Type **Introduction**, press Tab, type **1**, and then press Enter
8. Complete the table of contents as shown
9. Close the document without saving



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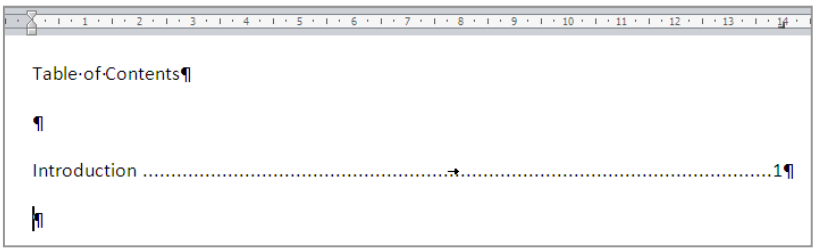

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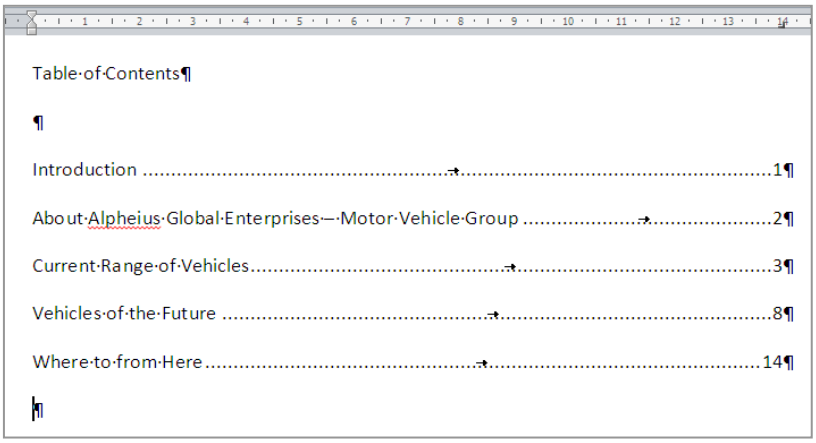

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For Your Reference…

To set ***leader tabs***:

1. Click on the ***dialog box launcher*** for the ***Paragraph*** group and then click on **[Tabs]**
2. Type the tab stop position, select an ***Alignment*** if required and then click on the desired ***Leader***
3. Click on **[Set]** and then click on **[OK]**

Handy to Know…

- ***Leader tabs*** cannot be set using the ***tab selector*** and ruler. You must use the ***Tabs*** dialog box.
- If you double-click on the ruler to open the ***Tabs*** dialog box, you will automatically create a tab stop at the position where you clicked on the ruler.

SETTING BAR TABS

No, ***bar tabs*** are not the bills you run up in the pub. Not in Word, anyway. Bar tabs are a special type of tab that insert a vertical bar at the tab position. Bar tabs are often used to create lines between columns of text. Bar tabs can be created using the ***Tabs*** dialog box or the ***tab selector*** on the horizontal ruler. Bar tabs are always centre-aligned and cannot have leaders.

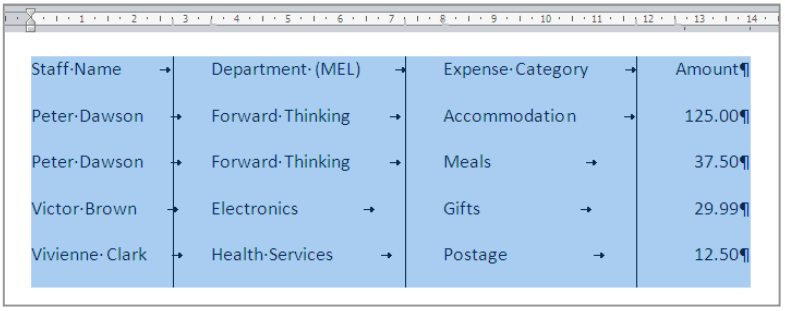
Try This Yourself:

Open File *Before starting this exercise you MUST open the file W818 Tabs_4.docx...*

1. Press Ctrl + A to select all text within the document
2. Click on the ***tab selector*** at the left end of the ruler until the ***Bar Tab*** icon appears
3. Click on the ruler at the ***2.75 cm***, ***7.25 cm*** and ***11.75 cm*** marks to create three bar tabs

   The tab stops appear grey because mixed tab stops have been applied to the selected paragraphs, that is, different tabs have been applied to the heading line than to the remaining text…
4. Ensure that the paragraph marks are turned off
5. Click on a blank part of the document to deselect the text so that you can see the vertical bars created by the bar tabs

   Notice with bar tabs, you didn't need to press Tab to make the vertical bar appear
6. Save and close the document



Staff Name	Department (MEL)	Expense Category	Amount
Peter Dawson	Forward Thinking	Accommodation	125.00
Peter Dawson	Forward Thinking	Meals	37.50
Victor Brown	Electronics	Gifts	29.99
Vivienne Clark	Health Services	Postage	12.50

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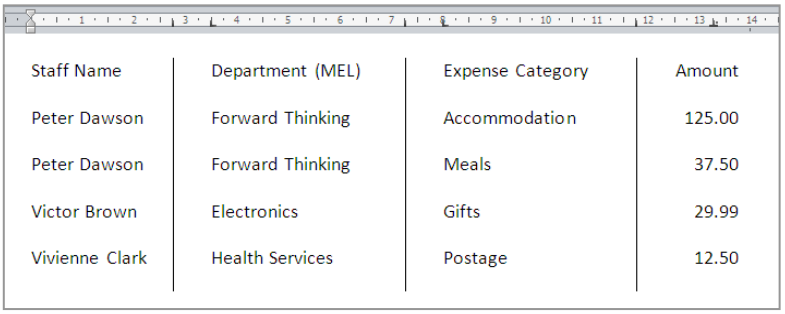


Staff Name	Department (MEL)	Expense Category	Amount
Peter Dawson	Forward Thinking	Accommodation	125.00
Peter Dawson	Forward Thinking	Meals	37.50
Victor Brown	Electronics	Gifts	29.99
Vivienne Clark	Health Services	Postage	12.50

5

For Your Reference…

To insert ***bar tabs***:

1. Select the paragraph/s
2. Click on the ***tab selector*** at the left end of the ruler until the ***Bar Tab*** icon appears
3. Click on the ruler at the desired location for the vertical bar

Handy to Know…

- Like other tab types, you can set bar tab stops before or after you type the text in your document.
- Unlike other tab types, bar tabs do not position text.

SETTING MIXED TABS

After selecting a paragraph, you can set the various tab types (***Left***, ***Centre***, ***Right***, ***Decimal*** and ***Bar***) using the ***Tabs*** dialog box or the ***tab selector*** on the ruler. For this exercise, we have created text separating the various entries by one default tab stop. You will use the ***Tabs*** dialog box to set several tab types which will replace the alignment and positioning set by the default stops.

Try This Yourself:

Open File *Before starting this exercise you MUST open the file W818 Tabs_5.docx...*

1. Select all of the data rows starting from ***Peter Reynolds***
2. Click on the ***Home*** tab and then click on the ***dialog box launcher*** for the ***Paragraph*** group, then click on **[Tabs]** to open the ***Tabs*** dialog box

Let's set some left tabs...

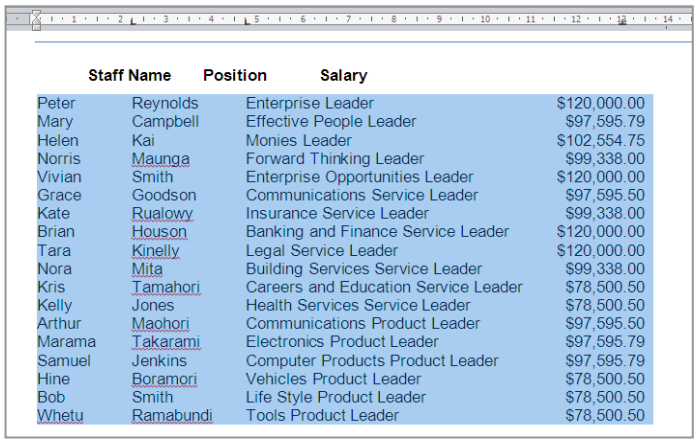
3. Type **2.25** in ***Tab stop position***, ensure ***Left*** is selected under ***Alignment***, then click on **[Set]**
4. Repeat step ***3*** to create another left tab at ***4.75 cm***

Let's line up the salaries with a decimal tab...

5. Type **13** in ***Tab stop position***, click on ***Decimal*** under ***Alignment***, click on **[Set]**, then click on **[OK]** to apply the tabs

Now let's create centred tabs for the heading row...

6. Click in the heading row, then double-click anywhere on the ruler to open the ***Tabs*** dialog box
7. Click on **[Clear]** to remove the tab that was automatically set, then set three ***Centre*** tabs at ***2.25 cm***, ***8 cm*** and ***12.5 cm***
8. Save the document



Staff Name	Position	Salary
Peter Reynolds	Enterprise Leader	$120,000.00
Mary Campbell	Effective People Leader	$97,595.79
Helen Kai	Monies Leader	$102,554.75
Norris Maunga	Forward Thinking Leader	$99,338.00
Vivian Smith	Enterprise Opportunities Leader	$120,000.00
Grace Goodson	Communications Service Leader	$97,595.50
Kate Rualowy	Insurance Service Leader	$99,338.00
Brian Houson	Banking and Finance Service Leader	$120,000.00
Tara Kinelly	Legal Service Leader	$120,000.00
Nora Mita	Building Services Service Leader	$99,338.00
Kris Tamahori	Careers and Education Service Leader	$78,500.50
Kelly Jones	Health Services Service Leader	$78,500.50
Arthur Maohori	Communications Product Leader	$97,595.50
Marama Takarami	Electronics Product Leader	$97,595.79
Samuel Jenkins	Computer Products Product Leader	$97,595.79
Hine Boramori	Vehicles Product Leader	$78,500.50
Bob Smith	Life Style Product Leader	$78,500.50
Whetu Ramabundi	Tools Product Leader	$78,500.50

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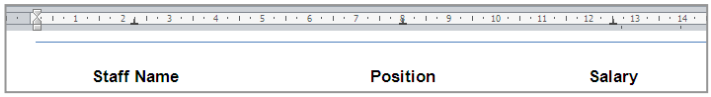

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For Your Reference…

To create ***left***, ***centre***, ***right*** or ***decimal tabs***:

1. Select the paragraph
2. Click on the ***dialog box launcher*** for the ***Paragraph*** group, then click on **[Tabs]**
3. Type the ***Tab stop position***, select the ***Alignment***, then click on **[Set]**
4. Click on **[OK]** to apply the tabs

Handy to Know…

- To set a tab that right-aligns text, that is, text will appear to the left of the cursor when you type, select ***Right*** under ***Alignment*** in the ***Tabs*** dialog box.

REMOVING TABS

To remove custom tab stops from the ruler click on and drag the tab marker off the ruler. Or you can clear tab stops in the ***Tabs*** dialog box for the selected paragraph/s. When you remove tab stops, any text that was aligned with that tab stop will align with the previous custom tab stop. Where no custom tabs are set, the text will align with the previous default tab stop.

Try This Yourself:

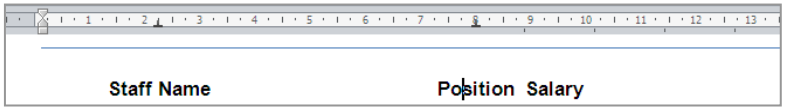
Same File *Continue using the previous file with this exercise, or open the file W818 Tabs_6.docx...*

1. Click anywhere in the heading paragraph so you can see the tabs applied to this paragraph
2. Click on and drag the ***decimal tab marker*** at ***12.5 cm*** down off the ruler

   This will have no effect on the text as no text was aligned to this tab…
3. Click on the ***Home*** tab and then click on the ***dialog box launcher*** for the ***Paragraph*** group to open the ***Paragraph*** dialog box, then click on **[Tabs]** to open the ***Tabs*** dialog box

   You will now clear the remaining tab stops …
4. Click on **[Clear All]**
5. Click on **[OK]** to view the results

   Notice that Staff Name, Position and Salary have left-aligned to the nearest default tab stop, each of which is shown by a small vertical marker on the blue bar beneath the ruler
6. Save and close the document



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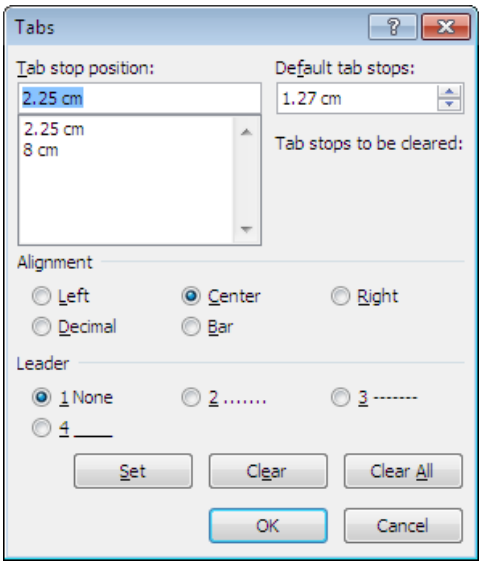

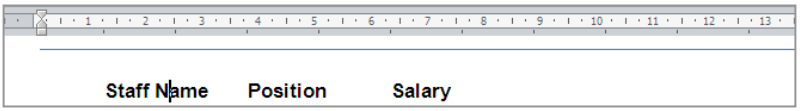

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For Your Reference…

To ***remove tabs*** for a paragraph:

1. Select the paragraph
2. Double-click on a tab stop on the ruler
3. Either select the relevant ***Tab stop position*** and click on **[Clear]**, or click on **[Clear All]** to remove all custom tab stops
4. Click on **[OK]**

Handy to Know…

- Adding tab stops, and repositioning and removing tab stops on the ruler takes a little practice! In fact, it's all too easy to add tab stops to the ruler, and you'll probably find that as you work with the ruler to modify or remove tabs, you will create extra tab stops that you don't need!

NOTES: