

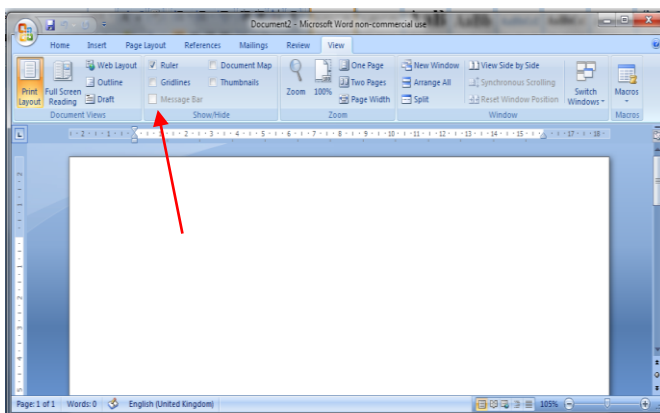


Need to Know IT

Adding Tabs To a Microsoft Word 2007® Document

There are times when creating a document using Word that you wish to indent your text. To do this you can use Tabs. This is one way to control how your text is structured. For example, adding a right tab will justify your text to the right of that tab.

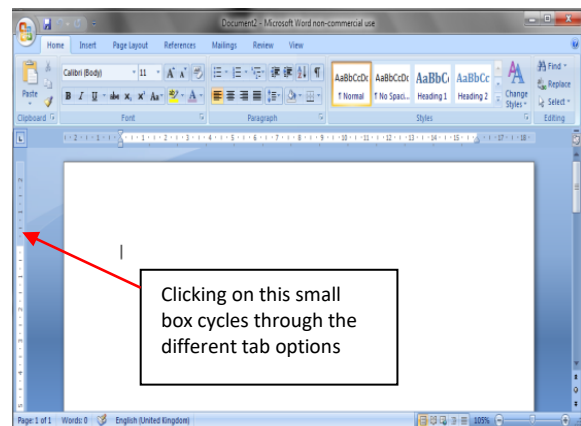
Microsoft Word Ruler



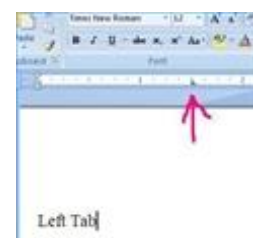
To start you need to make sure the ruler is visible. Under the View tab, there should be a tick in the Ruler box.

Choosing Type of Tab

You can choose from several types of tabs but the most commonly used are: *left*, *centre*, *right*, and *decimal*. To select the kind you want to use, click on the box on the far left side of the ruler until the selection you want appears in the box.



After choosing the kind of tab you want to add, point in the ruler (using your mouse) on the spot where you would like the tab to appear and click. A symbol for the tab you have chosen will appear in the ruler.



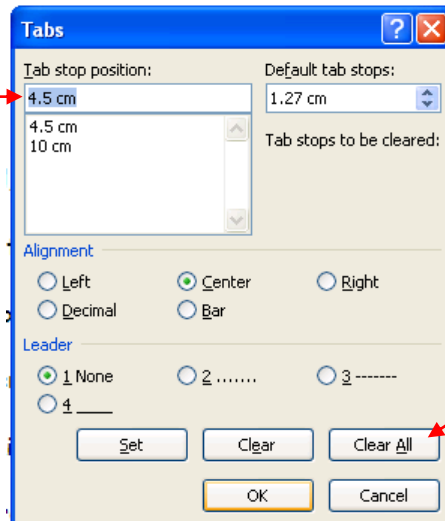
The *left tab* symbol appears in the ruler.



When you hit the tab key on your keyboard, the new tab is now set and functional.

To remove a tab, choose *Page Layout*, then *Paragraph* and a dialog box will appear. You can choose either to:

Clear individual tabs



Or, *Clear All*. This will remove all the tabs set previously in the document.

You can reset or set tabs throughout the document by repeating the procedure above as many times as you wish.