**Making Use of the Tabs**

**Microsoft Word 2007**

**Please Note:**

If you do not see the ruler at the top of your document, click on the “View Ruler” button at the top of the vertical scroll bar.

**Sample: Tabs Set on the Ruler**

**Tab Tool**

**Left Tab**

**Centre Tab**

**Right Tab**

**Decimal Tab**

**Bar Tab**

Decimal Tab

Right Tab

Centre Tab

Left Tab

Tab Tool

|  |  |
| --- | --- |
| **Tab Tool** | Tab stops are used to organize the formatting and positioning of text so that it can be easily aligned from line to line for specific needs.Word processors generally have default tabs that are automatically available in every new document – these are left tab stops that are set every half inch (or every 1.27 cm) on the ruler. |
| **Left Tab** | A **left tab** stop sets the start position of text, with white space on the left. The text runs to the right of the tab stop as you type. Example: The left tab places text to the left of white space, but it works only when the tab key has been pressed. All other lines are unaffected. |
| **Centre Tab** | A **centre tab** stop sets the position of the middle of the text. Your text will centre on this position as you type.Example: Using the centre tab stop centres all text anywhere on the page. |
| **Right Tab** | A **right tab** stop sets the right end of the text. As you type, the text runs to the left, and there will be white space to the right of your text.Example: Text aligned on a right tab leaves the space to the right and pushes all text to the left of the tab. |
| **Decimal Tab** | A **decimal tab** is usually used to align numbers on the decimal point. The tab will line the numbers under each other at the decimal point and even knows that the decimal is at the end of a whole number. The decimal tab can also be used to align numbers around other characters, such as an & or a >.Example: 123.5 0.587 78 |
| **Bar Tab** | A **bar tab** stop doesn’t position text. It inserts a vertical bar at the tab position.Example:The bar appears in every line withthe bar tab in it. |

**Next:** Setting Tabs.

**Setting Tabs:**

To set tabs, click on the tab tool until you see the symbol for the type of tab you want. Move your mouse across the ruler to the position you want your tab.

If you want your tab stops at precise positions, or if you want to make other changes in the tabs you have set, you can use the **Tabs** dialog box. To display this dialog box, you can either double-click on any tab stop you have already set on the ruler, or you can do the following:

1. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher.
2. At the bottom of the **Paragraph** dialog box that opens, click the **Tabs** button.
3. Once the **Tabs** dialog box opens, you can change the settings for any tab that has already been placed on the ruler, add another tab at a specific position on the ruler, or delete tabs.

1. You can see that the tab window shows one left tab set at 2.63″ in the document. To set a new tab, type a different position into the space, choose the alignment you want and click the **Set** button.
2. Any tab can be removed – select the tab position, and then click the **Clear** button. The **Clear All** button will remove all tabs you have set in the document.
3. You can also set tab leaders. These are discussed below.

**Tab Leaders:**

**Leaders** are rows of dots or other characters that help lead the reader from one bit of information to another across a page. They are commonly found in a table of contents, or an index.

Word processors generally provide three types of leader characters: dot leaders, dash leaders, and line leaders.

|  |  |
| --- | --- |
| **Dot Leader** | Dot leaders are the most common type of leader. They are often seen in index listings or tables of contents. They can also be used to make concert or drama programs look more professional. |
| **Dash Leader** | The dash leader places a series of dashes between two pieces of text.Example: George Harry Elaine Alice |
| **Underline Leader****(Magic Teacher Tab)** | The underline leader places a solid line between your text and the tab. This can create perfect lines for student worksheets and answer pages.Example:Student Name Date:  |

**Next:** Setting Tab Leaders

**Setting Tab Leaders:**

For most purposes, the tab leader will be set on a tab that is near the right side of the page. Therefore, tab leaders are usually placed on right tabs, rather than on left tabs. This means that the leader characters, or any text to the right of the leader characters is aligned neatly.

Here are some examples. Note the right alignment at the ends of the lines.

1. **Table of contents**

Tab setting: right tab, dot leader (choice 2), 3.5″

**Topics Page**

Student Code of Conduct 8

Homework 10

Attendance 13

1. **Concert Programme**

Tab setting: right tab, dash leader (choice 3), set at 5.0″

Climb Every Mountain Grade 5

My Favorite Things Grade 4

Edelweiss (solo) Any One

1. **Answer Sheet for Multiple Choice**

Tab setting: right tab, line leader (choice 4), set at 2.5″

List your answers below:

1

2

3

4

**Next:** Getting Fancy

**Getting Fancy – Several Tabs on a Line**

Several tabs can be placed on any single line, and they can be set so that you can create columns for part of a document without having to set up sections. You can mix different types of tabs and some can be set with leaders, while others have no leaders.

1. **Drama Production:**

Tab 1 setting: left tab, no leader, set at 0.5″

Tab 2 setting: right tab, dot leader, set at 3.0″

Tab 3 setting: left tab, no leader set at 4.0″

Tab 4 setting: right tab, dot leader, set at 6.5″

 *Alice* Jane Doe *Rabbit* Eric Brown

 *Walrus* Andy Mann *Dormouse* Lily Field

1. **Three Columns of Lines for Notes and Lists**

Tab 1 setting: right tab, line leader, set at 2.0″ Tab 2 setting: left tab, no leader, set at 2.5″

Tab 3 setting: right tab, line leader, set at 4.5″ Tab 4 setting: left tab, no leader, set at 5.0″

Tab 5 setting: right tab, line leader, set at 7.0″