





## Using Tab Stops

You were introduced to the use of TAB STOPS in Chapter 2. This chapter will extend their use. Using TAB STOPS efficiently is essential for the production of professional documents. The main TAB STOPS available are described in the following diagram.

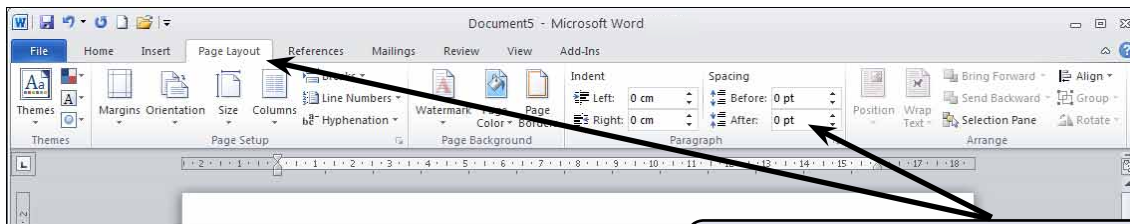
-  Represents a Left Justified Tab
-  Represents a Centre Justified Tab
-  Represents a Right Justified Tab
-  Represents a Decimal Tab

## Using Tab Stops to Enter a Discount Table

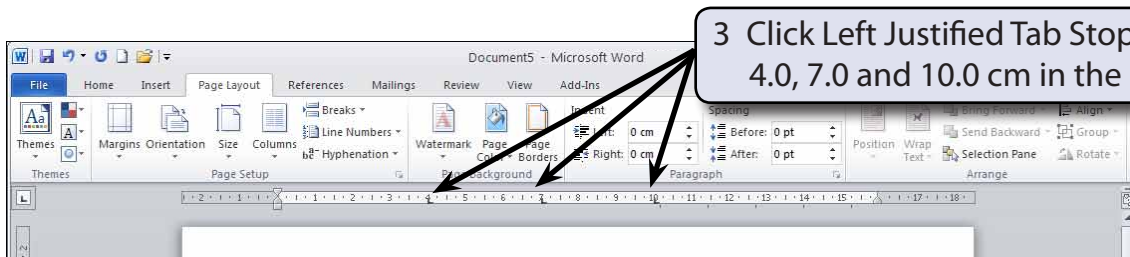
Let's enter a simple table that uses the different types of TAB STOPS.

### A Setting Left Justified Tab Stops

- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



- 2 Open the PAGE LAYOUT tab of the RIBBON and set the SPACING AFTER box to 0 so that no space is inserted after a paragraph.



- 3 Click Left Justified Tab Stops at about 4.0, 7.0 and 10.0 cm in the Ruler.

**NOTE: If the Ruler is not displayed under the RIBBON, click on the SHOW RULER icon at the top of the vertical scroll bar.**

4 Press the <tab> key once and enter:  
ITEM

5 Press the <tab> key again and enter:  
PRICE

6 Press the <tab> key again, enter:  
DISCOUNT and press <enter>.

## B Removing Tab Stops

A fresh set of TAB STOPS will be needed on the second line so the current ones will need to be removed.

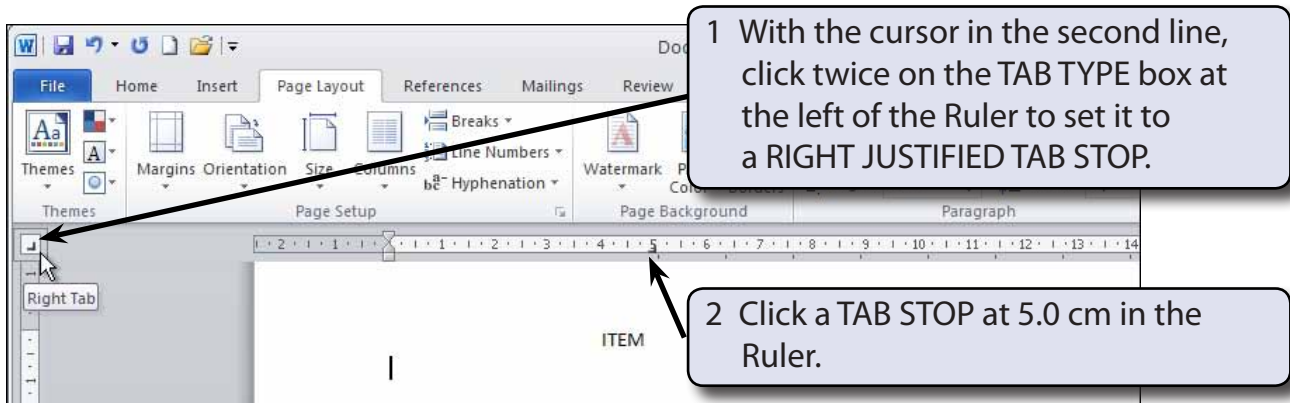
1 Remove the TAB STOPS from the Ruler by dragging each out of the Ruler in turn.

2 This has only removed the TAB STOPS from the second line, not the first.

**NOTE: If your headings have been affected the cursor was in the first line or you didn't press <enter> after the DISCOUNT heading.**

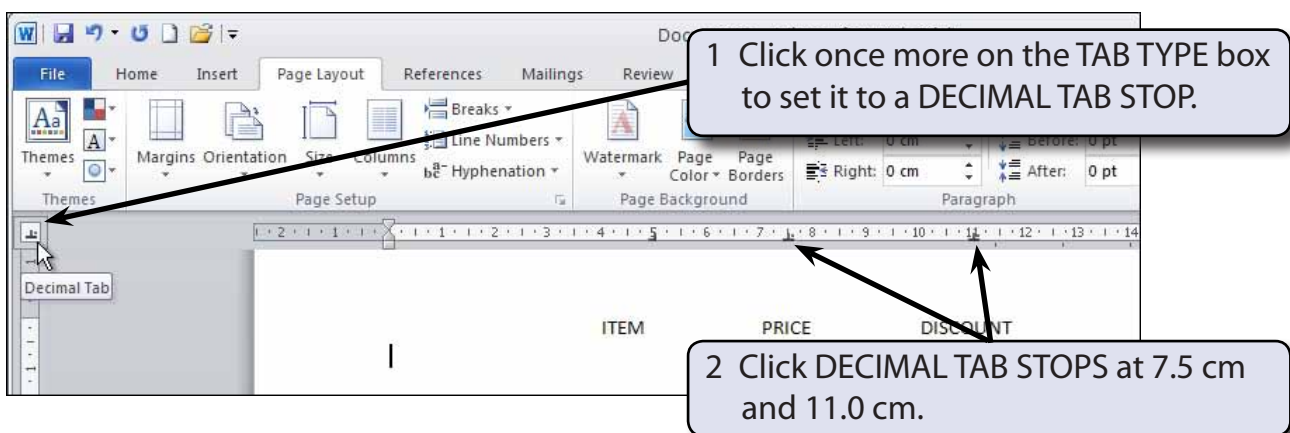
## C Setting a Right Justified Tab Stop

Right justified tab stops allow you align the right edges of text.

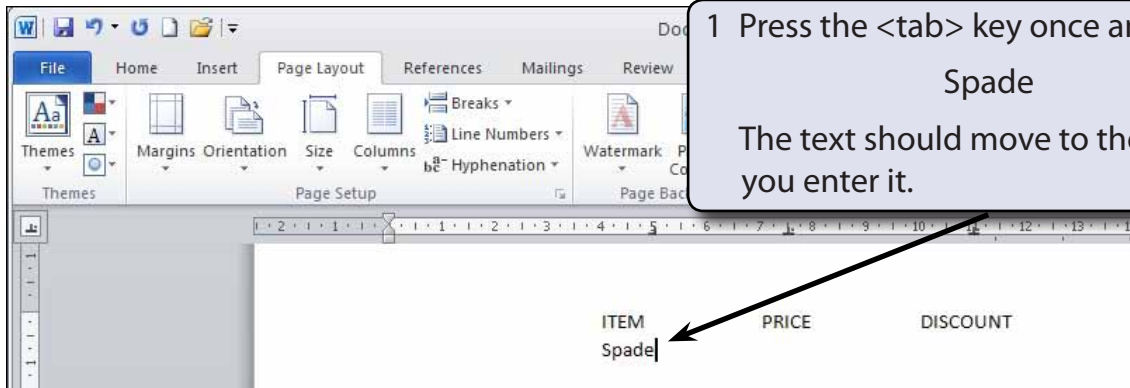


## D Setting Decimal Tab Stops

Decimal Tab Stops allow you to align text on characters such as decimal points.

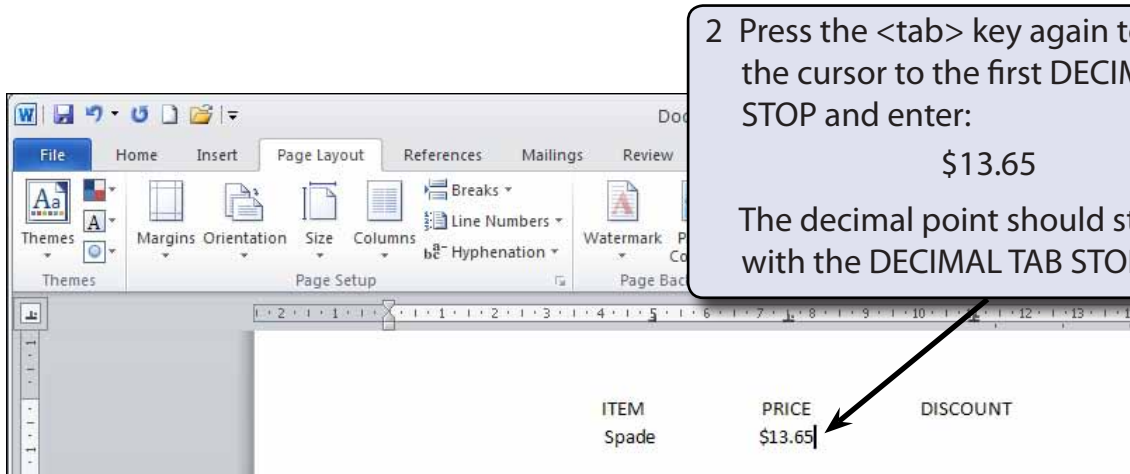


## E Completing the Table



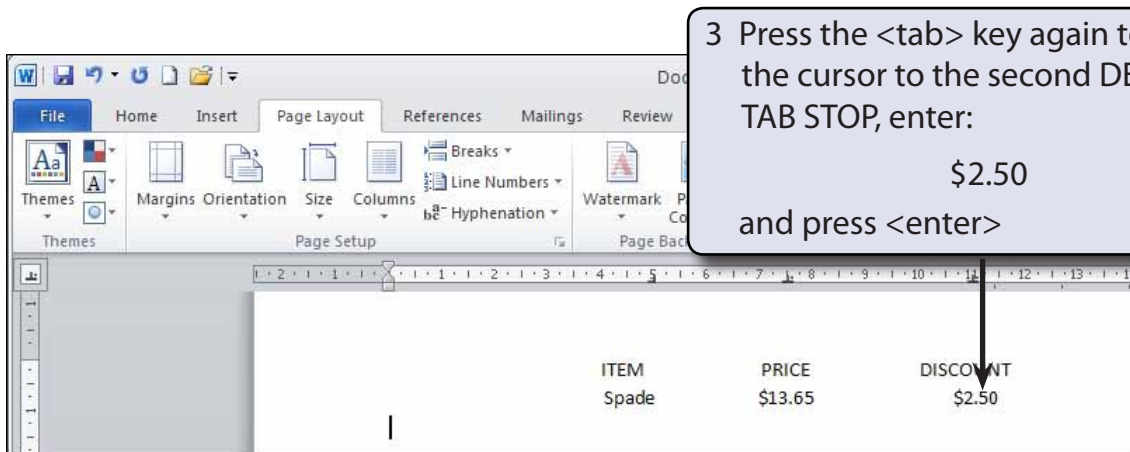
1 Press the <tab> key once and enter:  
Spade  
The text should move to the left as you enter it.

ITEM	PRICE	DISCOUNT
Spade		



2 Press the <tab> key again to move the cursor to the first DECIMAL TAB STOP and enter:  
\$13.65  
The decimal point should stay level with the DECIMAL TAB STOP.

ITEM	PRICE	DISCOUNT
Spade	\$13.65	



3 Press the <tab> key again to move the cursor to the second DECIMAL TAB STOP, enter:  
\$2.50  
and press <enter>

ITEM	PRICE	DISCOUNT
Spade	\$13.65	\$2.50