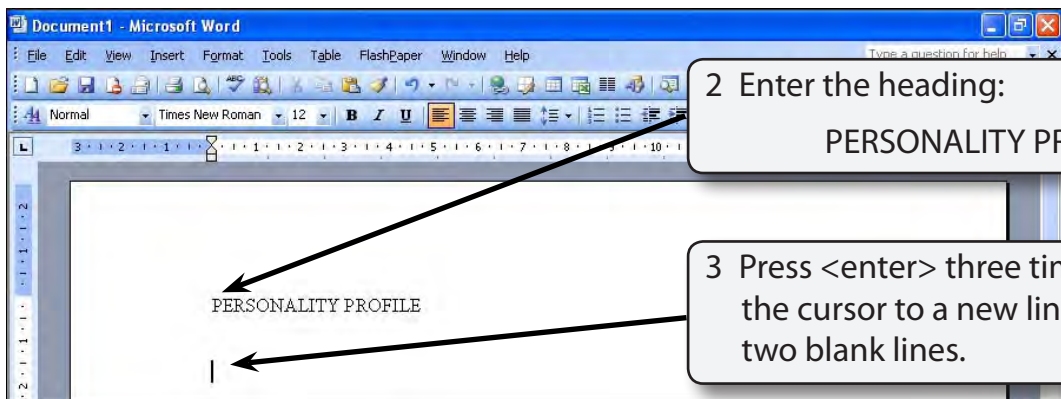


Combining Tabs and Indents

In this exercise you will create a personality profile. You can either use the sample information provided or enter your own details.

Entering the Heading

- 1 Start a NEW BLANK DOCUMENT.



2 Enter the heading:
PERSONALITY PROFILE

3 Press <enter> three times to move the cursor to a new line and to leave two blank lines.

PERSONALITY PROFILE

The screenshot shows the Microsoft Word interface with the heading 'PERSONALITY PROFILE' entered. The cursor is positioned at the start of a new line, two blank lines below the heading. Two callout boxes provide instructions: the first points to the heading text, and the second points to the cursor position.

Setting the Tabs and Indents

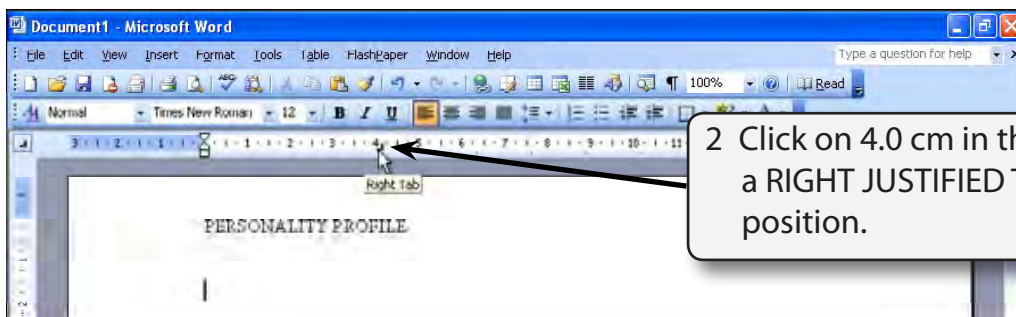


1 Click on the TAB box at the left of the RULER until the RIGHT JUSTIFIED TAB STOP is selected.

Right Tab

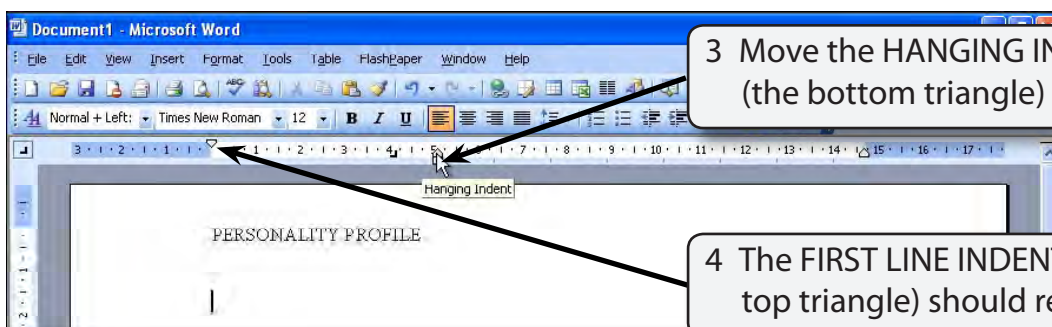
PERSONALITY PROFILE

The screenshot shows the Microsoft Word interface with the ruler visible. The 'Right Tab' stop is selected on the ruler. A callout box provides instruction: 'Click on the TAB box at the left of the RULER until the RIGHT JUSTIFIED TAB STOP is selected.' The text 'PERSONALITY PROFILE' is visible in the document area.



2 Click on 4.0 cm in the RULER to set a RIGHT JUSTIFIED TAB STOP at that position.

NOTE: The RIGHT JUSTIFIED TAB STOP will set the right sides of all the sub-headings to be in line.

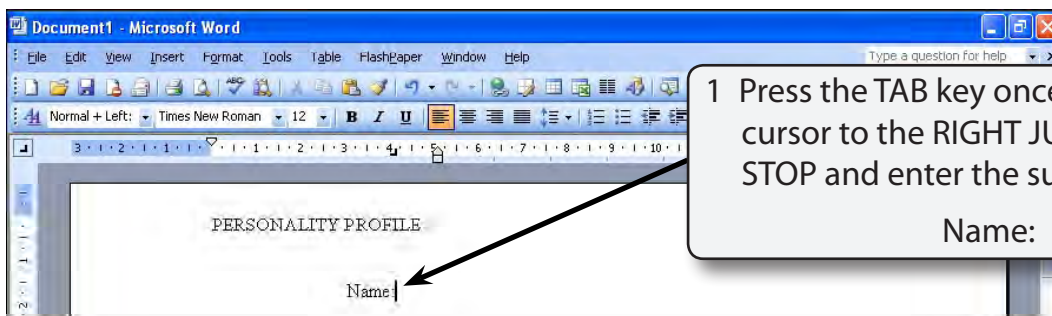


3 Move the HANGING INDENT marker (the bottom triangle) to 5.0 cm.

4 The FIRST LINE INDENT marker (the top triangle) should remain at 0.

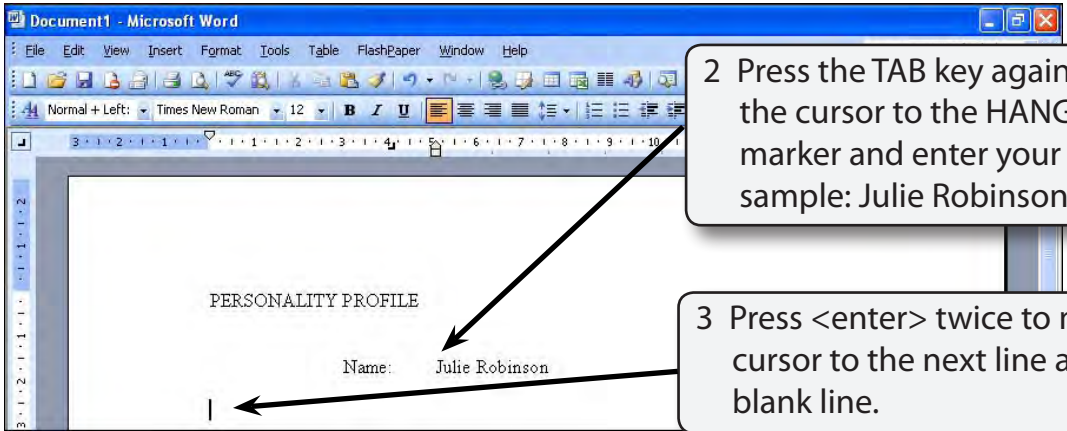
NOTE: These indents will cause the first line of a paragraph to start at 0 cm and all subsequent lines to begin at 5.0 cm.

Completing the Profile



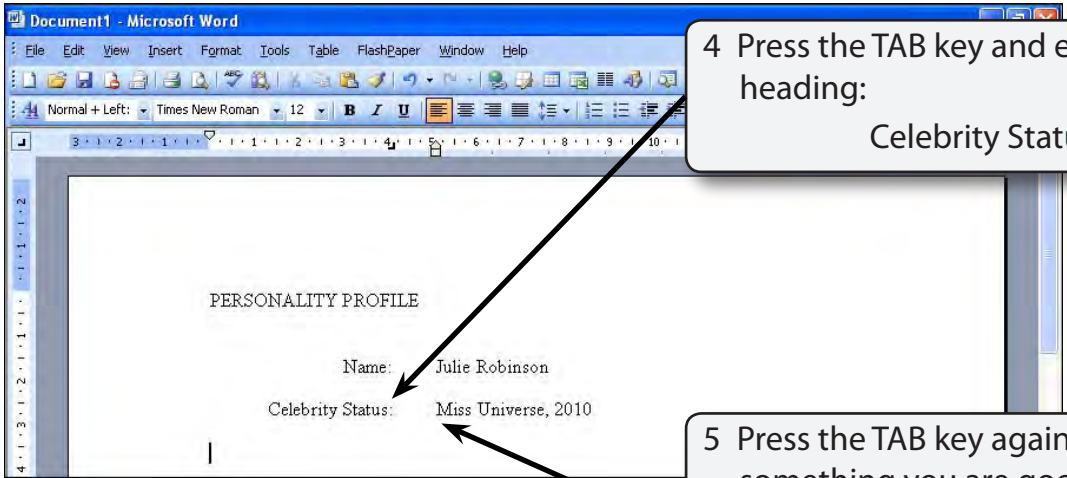
1 Press the TAB key once to move the cursor to the RIGHT JUSTIFIED TAB STOP and enter the sub-heading:
Name:

NOTE: Notice that the letters move to the right as you type them. The last letter (in this case a colon) will be in line with the TAB STOP at 4.0 cm.



2 Press the TAB key again to move the cursor to the HANGING INDENT marker and enter your name (or the sample: Julie Robinson).

3 Press <enter> twice to move the cursor to the next line and to leave a blank line.



4 Press the TAB key and enter the sub-heading:
Celebrity Status:

5 Press the TAB key again and enter something you are good at or a reason for your importance (or enter the sample: Miss Universe, 2010), then press the <enter> key twice.