





# 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.

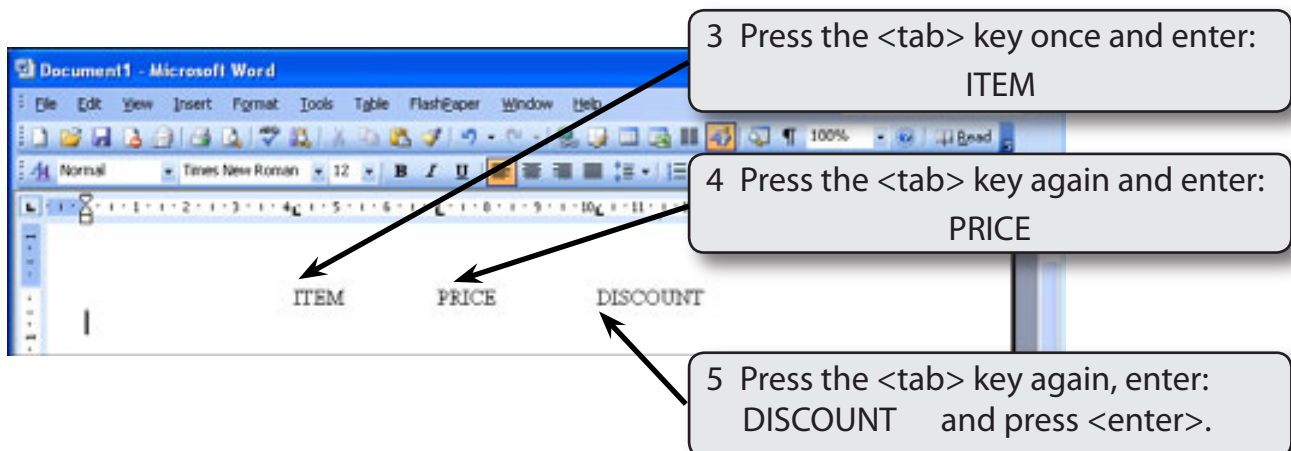
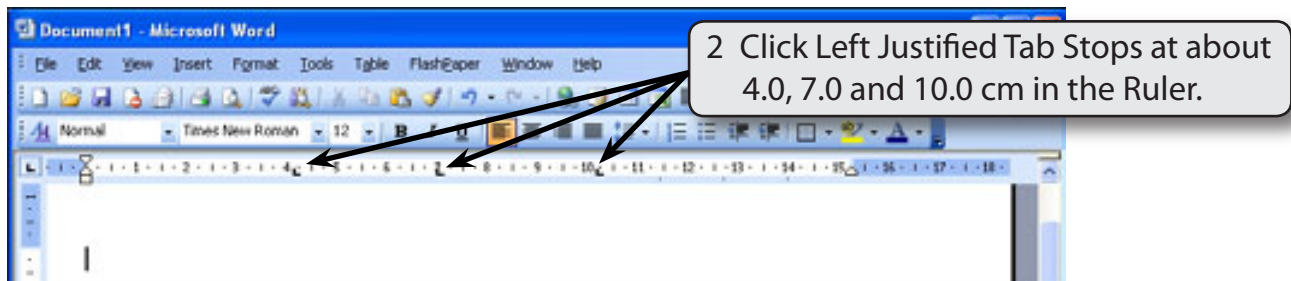
-  Represents a Left Justified Tab
-  Represents a Centre Justified Tab
-  Represents a Right Justified Tab
-  Represents a Decimal Tab

## Using Tab Stops to Enter a Discount Table

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

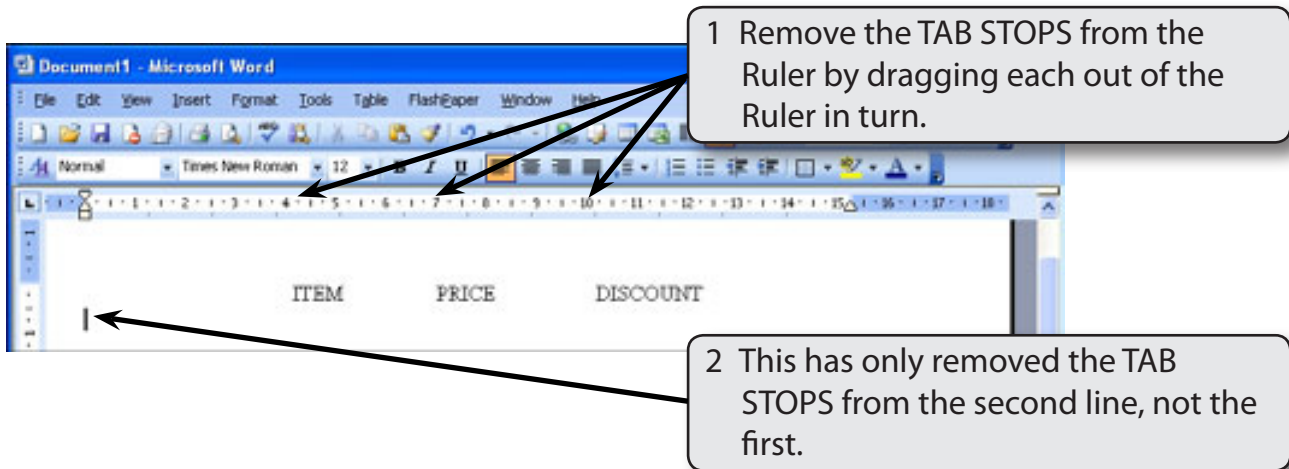
### A Setting Left Justified Tab Stops

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



## B Removing Tab Stops

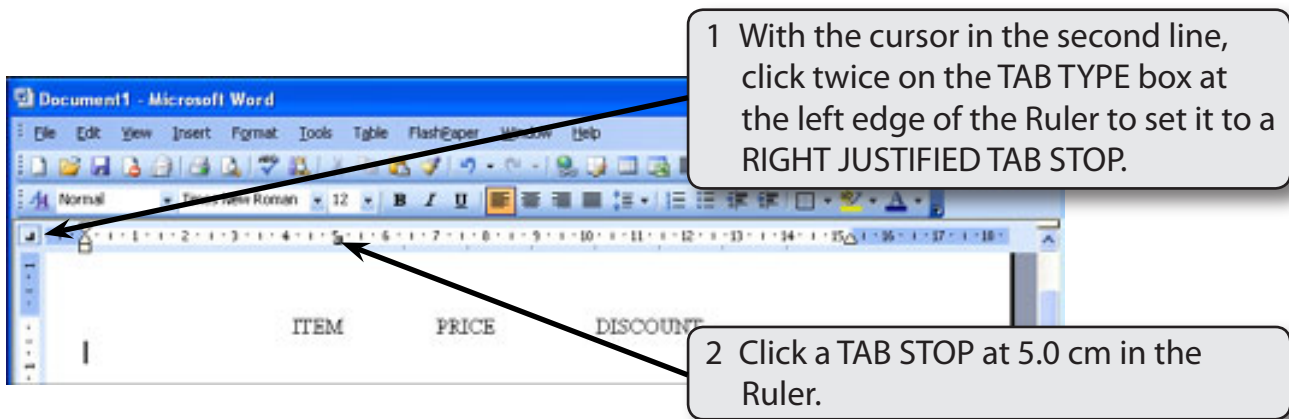
A fresh set of TAB STOPS will be needed on the second line so the current ones will need to be removed.



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

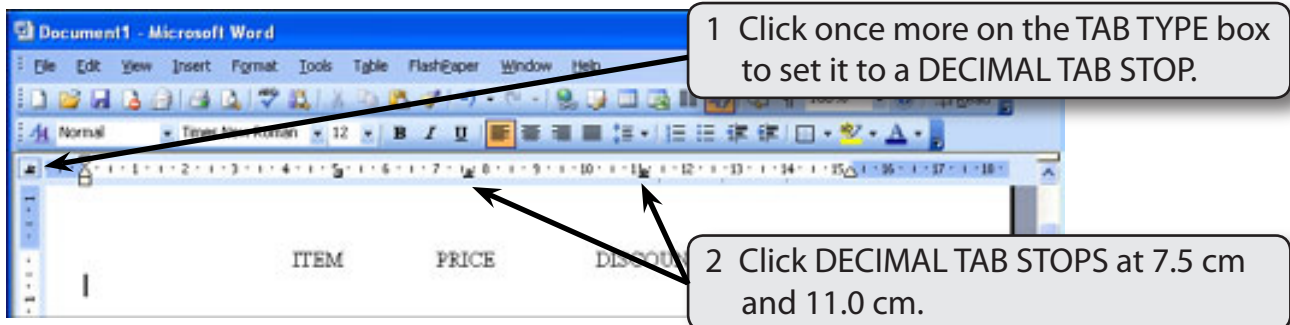
## C Setting a Right Justified Tab Stop

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



## D Setting Decimal Tab Stops

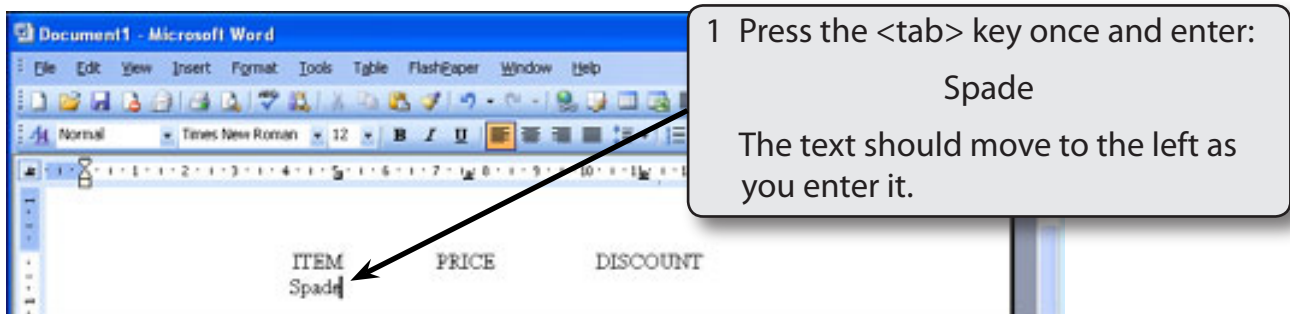
Decimal Tab Stops allow you to align text on characters such as decimal points.



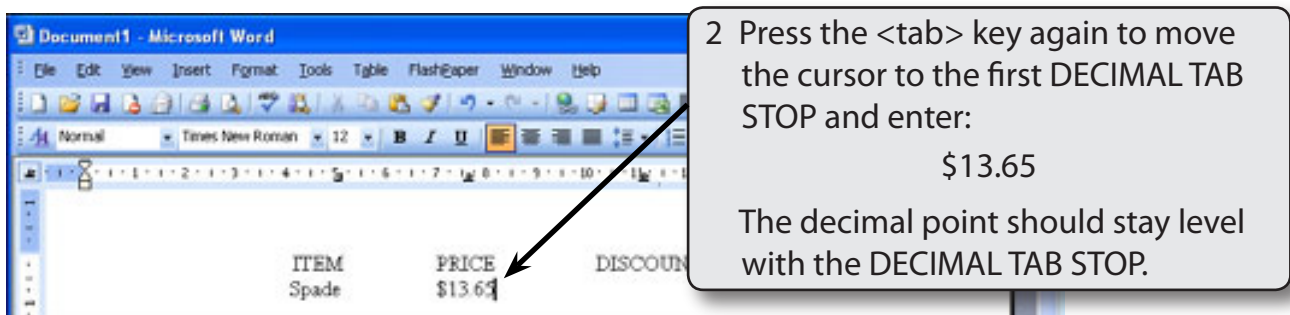
1 Click once more on the TAB TYPE box to set it to a DECIMAL TAB STOP.

2 Click DECIMAL TAB STOPS at 7.5 cm and 11.0 cm.

## E Completing the Table



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



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.

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

ITEM	PRICE	DISCOUNT
Spade	\$13.65	\$2.50

4 Repeat steps 1 to 3 to enter:  
Rake \$9.95 \$1.75 <enter>  
Hoe \$12.50 \$2.35 <enter>

ITEM	PRICE	DISCOUNT
Spade	\$13.65	\$2.50
Rake	\$9.95	\$1.75
Hoe	\$12.50	\$2.35

## F Centre Justified Tab Stops

You can align text to the centre of a tab stop using a CENTRE JUSTIFIED TAB STOP.

1 Press <enter> to leave a blank line after the 'Hoe' line then remove all the tabs from the Ruler.

ITEM	PRICE	DISCOUNT
Spade	\$13.65	\$2.50
Rake	\$9.95	\$1.75
Hoe	\$12.50	\$2.35