

Tabs & More Tabs



Whoever knew there were so many tab choices?



Microsoft Word

You can format tabs using the ruler or the Format menu.

Using the ruler:

1. Make sure the ruler is visible (view -> ruler). You will notice what looks like an L on the far left side of the ruler. This is the button you push to change types of tabs.
2. Keep clicking this button until you find the tab for which you are looking.



left



center



right



decimal



bar



first line
indent



hanging
indent

3. Click on the ruler where you want the tab set.
4. To remove a tab that is visible on the ruler, simply click on it and drag it off the ruler.

Using the menu:

1. Click **Format**.
 2. Select **Tabs**.
 3. Type in a **number** for the tab position.
 4. Select the **type** of tab and **leader** if applicable.
 5. Click **Set**. Repeat as necessary.
- To remove tabs, select the tab position and click clear.