EXERCISE 1 — SETTING TAB STOPS

Follow the steps to create the data seen below using the tab stops seen in the ruler image.

Yale	English 101	45.95	12:00pm
Harvard	Math 156	100.25	1:15pm
Princeton	Economics 102	55.35	3:30pm

1. Open a new document in MS Word. The insertion point (the blinking cursor) should be on the first line of the document. The margins for this document should be 1 inch all around. (To change margins, go to File, Page Setup)

2. Create a left tab stop by clicking on the tab icon until you select the left tab stop (the button to the left of the top ruler).

3. Click once on the ruler at .75 inch, the location you want the tab stop to be.

4. Practice moving the tab stop by clicking on it, holding the mouse down, and dragging the tab to a new location. UNDO the movement action(s).

5. Practice deleting the tab stop by clicking on it, holding the mouse down, and dragging the tab to the text area. UNDO the last action.

6. Create a center tab stop by clicking on the tab icon until you select the center tab stop button. Click once at the 2.5-inch mark on the ruler to create a center tab stop at 2.5 inches.

7. Create a decimal stop by clicking on the tab icon until you select the decimal tab stop button. Click once on the ruler at the 4-inch mark to place the decimal stop at 4 inches.

8. Create a right tab stop by clicking on the tab icon until you select the right tab stop button. Click once on the ruler at 5.5 inches to place the right tab stop at 5.5 inches.

You have now created the tab stops necessary to insert the data for the exercise.

9. Enter the text in the picture above. Press the Tab key at the beginning of each line before you begin to type the content. Press the tab key once after each data entry to move to the next tab. When you come to the end of a line, press the Enter key.

10. Select all three lines of text, making sure you select all text.

11. Create bar tabs using the tabs dialog box: Open the tabs dialog box and enter the following tab stops: 1.65, 3.4, and 4.65 (make sure you select Bar from the Alignment area). Notice that, once you create the bar tabs, black lines in-between the columns of text will be created.

12. Save on your H: drive as **Tab Stops 1**

EXERCISE 2— SETTING TABS WITH LEADERS

Follow the steps to create a table of contents (like the one below) that contains tabs with leaders.

Table of Contents

1. Open a new document.

2. On the first line of text, type Table of Contents, center it, and make it 16 point font.

3. Press Enter twice.

4. Change the alignment to left-aligned and the font to size 12.

5. Open the tabs dialog box: from the Format menu, select Tabs.

6. Under the tab position field, type in 6.5 inches.

7. Select Right alignment.

8. Select a leader type (number two works best for a table of contents).

9. Press Set, and then click on OK.

10. Enter the data as listed in the image above. Use your tab stop by entering the lines of text, pressing the Tab key, and pressing Enter twice after each line.

11. Save as **Tab Stops 2** on your H drive.