Word Standards 5

3 Tab spaces ⟶ You should have learned how to create space using the 'Tab' key.
These sentences have been shifted to the right of the page.
This has been achieved by pressing the '**Tab**' key 3 times at the start of each line.

The sentences above are aligned on the left hand edge.
This is because Word uses the '**Left Tab**' by default.   ⟵ **Right Tabs**
'**Right Tabs**' can be used to align text on the right like this.

Text can be centred around a vertical line at any point.
The sentences here are centred.   ⟵ **Center Tabs**
(Use '**Center Tabs**' to achieve this).

'**Decimal Tabs**' can be used to line up columns of decimal numbers:
4.56778
2345.34   ⟵ **Decimal Tabs**
47657.9

'**Bar Tabs**' are used to create a
vertical bar in a fixed position   ⟵ **Bar Tabs create a vertical bar on each line**
like this.


Task 1 – Using the 5 Types of Tab

Your task is to reproduce the information here using different types of tabs.

Name		Day		Score		Position
Joanne		Sunday		533.65		Second
Jonah		Monday		442.7		Fourth
Linda		Tuesday		649.56		First
Ruud		Wednesday		490		Third

Tabs used ⟶

Left	Bar	Center	Bar	Decimal	Bar	Right

a. Open a new page in Microsoft Word and type your titles. Start a new paragraph.

b. Hold your mouse over the 'Tab' icon and check that it is showing a 'Left Tab'. If it is not, then click on the icon until it shows the 'Left Tab'.

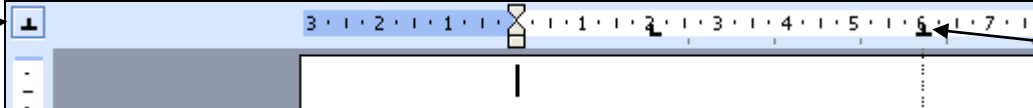**Make sure the icon shows a 'Left Tab'** ⟶   `3 · 1 · 2 · 1 · 1 · 1 ·`
Left Tab
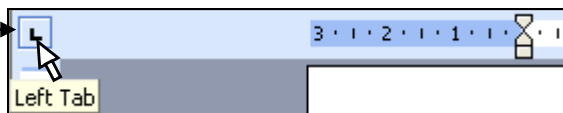
c. Click on the bottom edge of the ruler scale 2cm from the left hand edge of the paper. This should place a 'Left Tab' at the 2cm mark (assuming that your measurements are shown in centimetres).
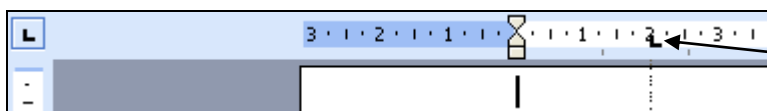
`3 · 1 · 2 · 1 · 1 · 1 · ⋮ · 1 · 1 · 1 · 2 · 1 · 3 · 1`   **Click on the 2cm mark.**

Note: Measurements can be set to cm by selecting 'File / Options / Advanced' then scroll down to the 'Display' section.

d. If you create the tab in the wrong place, you may click and drag it into position. If you place an extra tab on the ruler by accident, you may remove it by dragging it onto the main part of the document.

e. Click on the 'Tab' icon until it shows the 'Center Tab'. Click on the bottom edge of the ruler scale at the 6cm mark. This should place a 'Center Tab' at 6cm.

1. Make sure the icon shows a 'Center Tab'

2. Click on the 6cm mark.

f. Continue selecting and placing the following tabs:

- Decimal Tab   Placed at the 10cm mark

- Right Tab   Placed at the 13.5cm mark

- Bar Tabs   Placed at the 4cm, 8cm and 11.5cm marks

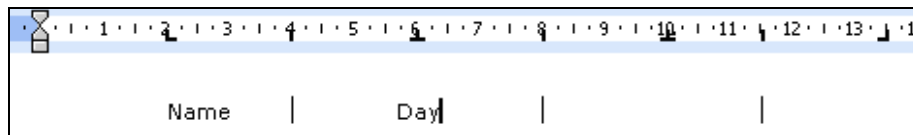Your ruler should now look like this:
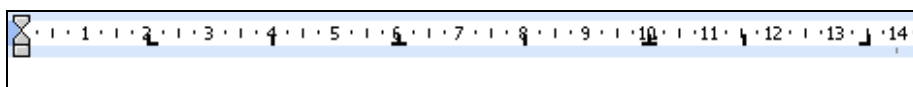
NB. You can remove all the tabs in a paragraph by opening the 'Paragraph' dialog box, clicking on 'Tabs' and then using the 'Clear All' function.

g. Start typing the text in the first line by pressing the 'Tab' key. This will take you to the first 'Left Tab' marker on your ruler. Type the heading "**Name**".

Name
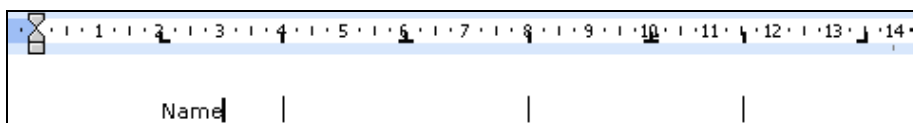
h. Press the 'Tab' key to go to your 'Center Tab' at the 6cm mark. Type the heading "**Day**".

Name   Day

i. Type the last 2 headings, pressing the 'Tab' key to align with each. When you reach the end of the line press '**Shift + Enter**' to start a new line. Select all the headings and make them Bold. They should now look like this:

Name   Day   Score   Position
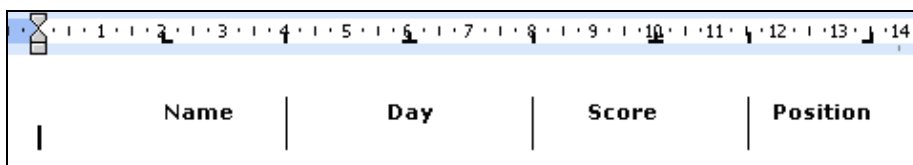
j. Press the 'Tab' key to align with the 'Left Tab' again. Start entering the data, each time pressing the 'Tab' key to move to the next piece of information. The final result should be like this:

Name	Day	Score	Position
Joanne	Sunday	533.65	Second
Jonah	Monday	442.7	Fourth
Linda	Tuesday	649.56	First
Ruud	Wednesday	490	Third

k. Save the document as '**WS - Tabs**' and close Word.