

Using Tabs

Tab stops are used to position text to start at the same point on a document. Tab stops can be set at different points across a line.

Functions used are:

The Tab Button - enables you to select the tab required

The Ruler - used to place tab.

Tab Keyboard Key - allows cursor to move tab position.

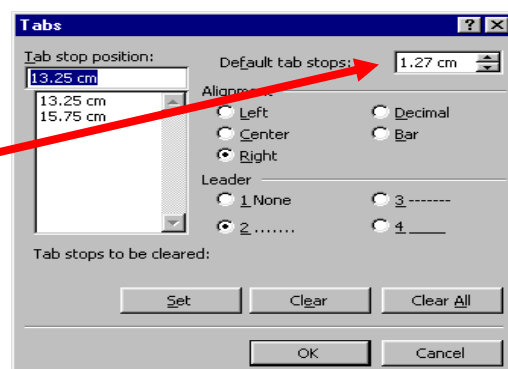
DEFAULT TABS

Default tabs are set at 1.27 cm. They are indicated by the small grey lines under the ruler. These can be changed in the Tab Dialog box.



Change the spacing between the default tab stops






1. **Page Layout** tab
2. Click the **Paragraph** Dialog Box Launcher.
3. In the **Paragraph** dialog box, click **Tabs**.
4. **Default tab stops** box, enter the measurement required between the default tabs.
5. Press **OK**
6. Press **TAB** key on keyboard to test.



CHOOSE TAB STOPS

Choose tab type by clicking the **tab selector** at the left end of the ruler until it displays the type of tab that you want. Tab types are as follows:



-  **Left Tab** – left aligns the text from the tab stop.
-  **Centre Tab** – centre aligns the text from the tab stop.
-  **Right Tab** – right aligns the text from the tab stop.
-  **Decimal Tab** – aligns numbers from the decimal point.
-  **Bar Tab** – inserts a vertical bar at the tab position.

SET TAB STOPS – option 1

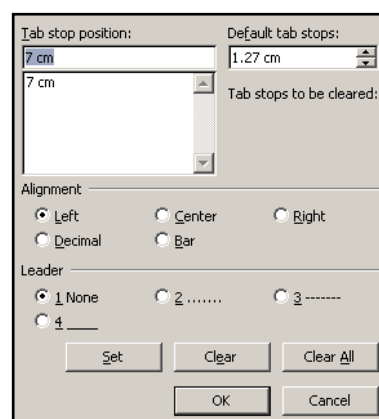
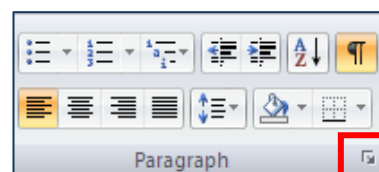
1. Turn **on view ruler button** at the top of the vertical scroll bar.
2. Set tabs by clicking the **tab selector** at the left end of the ruler until it displays the type of tab that you want.
3. **Left mouse** click on the ruler underneath the number at the location you want to set a tab.

SET TAB STOPS – option 2

To place tabs in more exact positions use the **Tabs** dialog box.
To open - **Double-click any tab stop** on the ruler

OR

1. Click **Page Layout Ribbon**
2. Click the **Paragraph Dialog Box Launcher**.
3. In the **Paragraph dialog box**, click **Tabs**.
4. **Type in the measurement** you wish to set a tab at.
5. Choose the **tab alignment option**
6. Click **Set**
7. **Repeat steps 4-6** to set more tabs
8. Click **OK**



DELETING TABS (Clearing tabs)

Select affected text first

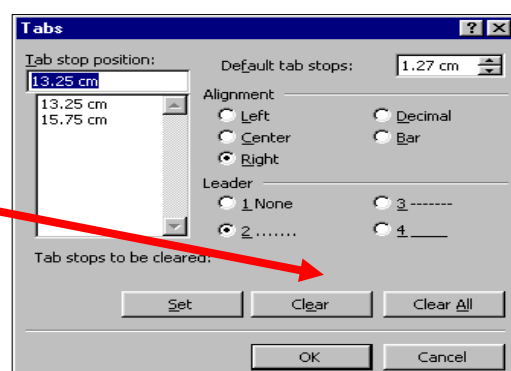
Pull off the ruler individually

OR

Clear one tab or **Clear All** Tabs
from **tabs dialog box**

OR

Use select text, use **Ctrl Q** - Keyboard shortcut
to remove any paragraph formatting

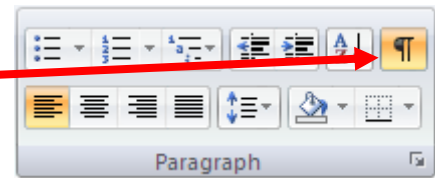


USING TABS - option 1

On **Home Ribbon** - Turn **show/hide** on

Click **once** on the **tab** key on the **keyboard** between column text.

There should be one arrow between columns



Key in text across the page

```
Season → flower → type¶
Spring → daffodil → bulb¶
Summer → rose → shrub¶
Autumn → aster → perennial¶
Winter → winter-sweet → shrub¶
```

Select all text and set tabs on the ruler. Text will move to where tabs have been placed.

```
SEASON → FLOWER → TYPE¶
Spring → daffodil → bulb¶
Summer → rose → shrub¶
Autumn → aster → perennial¶
Winter → winter-sweet → shrub¶
```

USING TABS - option 2

Pre-set Tabs on ruler before typing text

Type text at left margin

Press tab key once to move to first tab stop.

Repeat across the line. Press **enter** to start a new line.

Repeat process.

MOVE / DELETE TAB STOPS

Select all text.

To **move** a tab stop – Left click tab on the ruler, hold and drag to the left or right.

To **remove** a tab stop – Left Click tab marker hold and pull down off the ruler. When released the tab disappears.

```
SEASON → FLOWER → TYPE¶
Spring → daffodil → bulb¶
Summer → rose → shrub¶
Autumn → aster → perennial¶
Winter → winter-sweet → shrub¶
```

INSERT A ROW OF TEXT

Position cursor at the **end** of the previous line.

Press **Enter**

Key in text as required.

SEASON	→	FLOWER	→	TYPE
Spring	→	daffodil	→	bulb
Summer	→	poppy	→	annual
Summer	→	rose	→	shrub
Autumn	→	aster	→	perennial
Winter	→	winter-sweet	→	shrub

DELETE A ROW

Select row(s) to be deleted and press delete key.

SEASON	→	FLOWER	→	TYPE
Spring	→	daffodil	→	bulb
Autumn	→	aster	→	perennial
Winter	→	winter-sweet	→	shrub

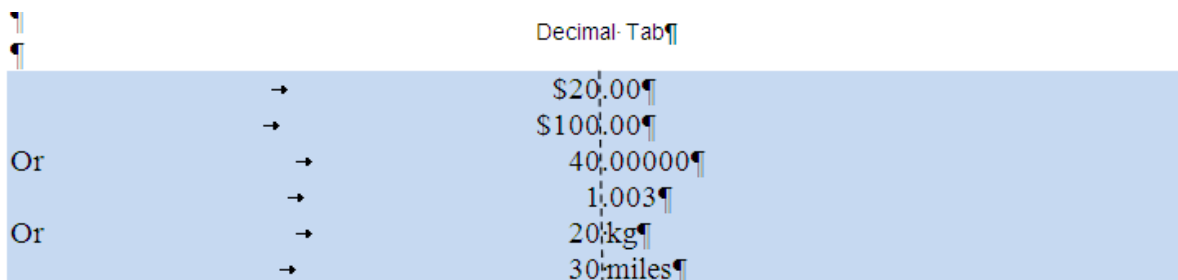
CHANGE TAB ALIGNMENT

- **Select the text**
- **Remove the tab** to be changed
- Change **tab button option**
- Click **new tab** on ruler

SEASON	Centre Tab	Right Tab
spring	daffodil	bulb
summer	rose	shrub
autumn	aster	perennial
winter	winter sweet	shrub

DECIMAL TABS

Decimal tabs are generally used to align figure text. But there may be times when you are required to align text and figures together.



Note that the decimal tab aligns after the number to the right and just before the decimal point if used.

BAR TABS

The Bar tab stop creates a vertical bar line.

You do not need to press the TAB key.

The line runs up and down through your paragraphs at the location of the bar tab stop.

SEASON	→	FLOWER	→	TYPE
Spring	→	daffodil	→	bulb
Summer	→	rose	→	shrub
Autumn	→	aster	→	perennial
Winter	→	winter-sweet	→	shrub

LEADER TABS

You can add **lines, dots or dashes** between tab stops in the **Tabs dialog box**.

1. **Type text** or **select all lines of text**.
2. On the horizontal ruler, set a **right tab stop** where you wish the line to end.
3. **Page Layout** tab, click **Paragraph** Dialog Box Launcher.
4. In the **Paragraph** dialog box, click **Tabs**.
5. Under **Leader**, click the leader option required
6. Click **Set**
7. **Click OK**

NB: tab leaders jump from right to left until they reach text or the margin.

SEASON	→	FLOWER
Spring.....	→	daffodil
Summer.....	→	rose
Autumn.....	→	aster
Winter.....	→	winter-sweet

Right Tab with leader

Tip ➡ leave one character space between leaders and text for an attractive layout

VIEWING TABS ON RULER

Always select the paragraph(s) you wish to view.

If the tabs are not visible or are pale grey it may be that you have different tabs set in different paragraphs.

CONTROL TABS – indenting to a specified position

A controlled tab (Ctrl T) is set at the position of the left tab stop to enable subsequent lines of a paragraph return to the position of the tab stop.

1. **Type text** in first column at margin
2. Set **left tab** on ruler
3. Pres **Tab key** once
4. Press **Ctrl T** together
5. Key in **paragraph text**. Text will wrap to the controlled tab for every line.
6. Press **enter** to start a new heading and paragraph.

Daffodil	These treasured bulbs are often the first harbinger of spring. They brighten up the garden after a very long cold winter.
Rose	The queen of flowers – loved by people from many countries around the world. They repeat flower over a long period of time from late spring to late autumn.
Aster	A hardy perennial that flowers from late summer to late autumn. Asters come in many varieties of shape and colour. A favourite for picking at Easter.



NB these are often called **marginal headings**