





Tabs

Tabs can be used to set out information in columns. In WORD however, you can use the Table function to create columns without using Tabs. You will be learning both ways.

WORD has preset tabs set at 1cm intervals, left align.

Different Types of Tabs

Left		Aligns text to the left of the tab stop
Centre		Centres text on the tab stop
Right		Aligns text to the right of the tab stop
Decimal		Aligns numbers by the decimal points

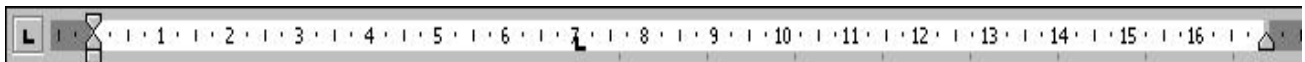
An Example

Item	Quantity	Cost/Unit	Total
Cats	2	23.50	47.00
Snakes	10	45.00	450.00
Mice	2	23.50	47.00

Centre Right Decimal

Note: for the Total column the heading is aligned on the decimal point because this is a decimal tab stop. If you want to change the alignment so it aligns with the zeros, click on the work Total and drag the tab stop over to the right.

How to set Tabs



The Tab types are displayed to the left of the Horizontal Rule which is displayed just above your document window.

1. Type the heading of the Table you want to create, and press Enter twice
2. Click on the Tab types button to select the type of tab you want to insert.
3. Click on the Horizontal Rule once where you would like the Tab to be (see above example a left tab has been set at 7)
4. Go through 2+3 until you have set all the tabs you need for your table
5. Type in the first piece of text (usually this will be aligned to the left margin of the page)
6. Press your tab key, then type the first item in the second column of data, continue for the whole first row and then press Enter. Continue for each row of the table

How to delete Tabs

1. Choose the tab you want to delete
2. Place your cursor over the top of the Tab symbol on the Horizontal Rule, press and hold down your left mouse button and drag the Tab down away from the Horizontal Rule

Note: if you have set tabs they are set for the whole document. You will have to delete the tabs you have set before you can change them or go back to the preset ones – make sure you go to the end of the Table you have created before deleting.