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**INTERMEDIATE  
WORD**

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**TEACHUCOMP, INC.**

*...it's all about you*

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# INTERMEDIATE WORD

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# INTRODUCTION AND OVERVIEW

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Welcome to TeachUcomp, Inc.'s Intermediate Word course. This class expands the student's knowledge base in Microsoft Word, one of the most popular word processing programs available today.

Word is an excellent first program to learn, as the skills that we learn in Word apply to many other programs as well. It is the recommended starting point for learning the Microsoft Office.

Word is a multi-featured word processing program in which you can create documents like memos, letters, faxes, and labels. It is a very powerful program, and has many advanced features that can automate and simplify your work. Whether you want it to create charts and reports, envelopes and labels, or create a mail merge, Word can assist you in accomplishing your tasks quickly and easily.

This class will focus on adding skill enhancements to the student's skill set. We will learn how to insert and modify the properties of multiple graphic elements, add colors and borders, bullets and numbers, Word Art, and other effects. The remainder of the class will focus on creating tables in Word to store information, modifying these tables, using formulas, and sorting the data in the tables. This will prepare you for the more advanced features of Word that use table data.

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# **CHAPTER 12-**

## **WORKING WITH TABS**

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**12.1- USING TAB STOPS**

**12.2- USING THE TABS DIALOG BOX**

*Sample- for evaluation purposes only!*

# WORKING WITH TABS

## 12.1- Using Tab Stops:

In this lesson, we will examine how to create tab stops in Word documents. This can be useful when creating an organized list in a Word document. For example, suppose that you had to create a document that listed the names of the people in your company and also in which department they worked. In this case, it may be helpful to create a document that contains two columns of information: one for the names of the people, and another for the names of the departments. Using tabs in your Word document can allow you to easily accomplish this type of task.

While it is more common to insert tabs into your document prior to writing the lines of text, tabs can be inserted either before or after text has been written. Tabs can also change from paragraph to paragraph within a single document. Each paragraph, which may be no longer than a single line of text, can have its own unique set of tab stops. So, in summary, tabs do not have to be placed in a strictly uniform fashion throughout your entire document.

Before you add tab stops to a paragraph in your document, ensure you have the ruler enabled. Once you have the ruler turned on, you will be able to see the tab stop toggle button at the far left end of the horizontal ruler. It is called a “toggle” button because when you click the button, you toggle between the various types of tabs that are available : “Left,” “Center,” “Right,” “Decimal,” and “Bar.”

To insert a tab stop, click into the paragraph where you will type the text or select existing lines of text to which you want to add tab stops. Then click the tab stop button in the horizontal ruler until its face displays the type of tab stop you want to insert. If you want to know which tab stop type is currently selected, hold your mouse pointer over this button to see a screen tip that shows the name of the tab stop type. If you click the button to change the tab stop type, move your cursor away and back over the button again to display the name of the newly selected tab stop type.

Next, click into the horizontal ruler at the position at which you want to place a tab stop of the currently selected type. The type of tab stop you insert affects the way text will align when text is entered after a user presses the “Tab” key on the keyboard to arrive at the tab stop. Left tabs left-align adjacent text, right tabs right-align adjacent text, center tabs center-align adjacent text, and decimal tabs align numbers by their decimal points. The bar tab, often used in conjunction with the other tabs, draws a vertical bar wherever you position it within the ruler. It does not affect the alignment of text or act as a tab stop. It is purely for aesthetics.

To remove a tab stop from text, click into the paragraph you want to change or select the paragraphs that have the same tabs stops that you want to change. Next, click and drag the tab stop you want to remove from the horizontal ruler and drop it into the document area to remove the tab stop from the selection. You can reposition tab stops that have added to the horizontal ruler by simply clicking and dragging the small black icons of the tab stops shown within the ruler to a new location within the ruler.

You should also be aware that if you set tab stops for a paragraph, when you press the “Enter” key on your keyboard to create a new paragraph, the tab stops you created for the previous paragraph will continue for the next paragraph. If you no longer want to have the same tabs stops, you will need to remove them from the new paragraph.

After you have placed your tab stops in a new paragraph, press the “Tab” key on your keyboard to indent the line to the tab stop you inserted. Any text you then type will align itself using the alignment of the associated tab stop type.

# WORKING WITH TABS

## 12.2- Using the Tabs Dialog Box:

In this lesson we will examine the use of the “Tabs” dialog box. To access this dialog box, click the “Home” tab in the Ribbon, and then click the “Paragraph” dialog box launcher button in the lower right corner of the “Paragraph” group. This will open the “Paragraph” dialog box. In the lower left corner of the “Paragraph” dialog box is the “Tabs...” button. Click this button to open the “Tabs” dialog box. You can use this dialog box to set any and all attributes of the tab stops for the currently selected paragraphs in your document.

Any tab stops you have added to the current section will be shown in the list below the “Tab stop position:” text box. Tabs stops are noted by their position on the horizontal ruler. You can click on a tab stop to edit in this list to change the attributes of the selected tab stop.

In the “Alignment” section, you can select one of the available option buttons to change the type of tab stop, if necessary. In the “Leader” section below that, you can add a decorative “leader” to the selected tab stop by selecting the desired option button. Adding a leader to a tab stop lets you apply a dashed or dotted line when you press the “Tab” key on your keyboard to move to the selected tab stop. Leader tab stops are often used when manually creating an index or table of contents.

You can remove all tabs from the current selection by clicking the “Clear All” button in the “Tabs” dialog box. That will clear all of the tab stops from the list shown in this dialog box.

You can also create new tabs stops in this dialog box. Start by typing the desired tab stop’s position on the horizontal ruler (in inches) into the “Tab Stop Position” text box. Then select the desired alignment for the tab stop from the options shown in the “Alignment” section. If desired, select the desired leader for the tab stop from the options shown in the “Leader” section. Once you have changed the options for any tab stop you have either created or modified, click the “Set” button to set the tab stop and add it to the list of tab stops shown in this dialog box.

To delete a single tab stop, select the tab stop to delete from the list of tabs stops shown. Then click the “Clear” button to remove it.

Once you have finished setting the tab stops, click the “OK” button to apply your changes. If you made a mistake or simply don’t want to implement any changes, click the “Cancel” button to return the tab stops to the settings that had before you opened the “Tabs” dialog box.

# ACTIONS- WORKING WITH TABS

## USING TAB STOPS:

1. **To insert a tab stop**, ensure you have the ruler enabled.
2. Click into the paragraph where you want to place the tab stop or select the paragraphs to which you want to add tab stops.
3. Click the tab stop button in the horizontal ruler until its face displays the type of tab stop to insert.
4. Click at the position within the horizontal ruler at which you want to place the selected type of tab stop.
5. Repeat steps 3 and 4 until you have placed all the desired tab stops for the selected paragraphs onto the horizontal ruler.
6. **To remove a tab stop from selected paragraphs**, click into the paragraph to change or select the paragraphs to change.
7. Click and drag the small black icon of the tab stop you want to delete from the horizontal ruler and release it over the document area.
8. **To reposition an existing tab stop in the horizontal ruler**, click and drag the tab stop icon to the left or right within the horizontal ruler and release it in its new location.
9. **To use the tab stops you created**, press the “Tab” key on your keyboard to indent the line to the tab stop you inserted.
10. Any text you then type will align itself using the alignment of the associated tab stop type.

## USING THE TABS DIALOG BOX:

1. **To access the “Tabs” dialog box**, click the “Home” tab in the Ribbon and then click the “Paragraph” dialog box launcher in the lower right corner of the “Paragraph” button group.
2. Click the “Tabs...” button in the lower left corner of the “Paragraph” dialog box.
3. Any tab stops you added will be listed below the “Tab stop position:” text box.
4. Tab stops are noted by their position on the horizontal ruler.
5. **To edit an existing tab stop**, click on the tab stop to edit in this list.
6. **To change the tab stop type, if necessary**, select one of the available option buttons in the “Alignment” section.
7. **To add a decorative “leader” to the selected tab, if desired**, select one of the option buttons from the “Leader” section.
8. **To remove all tab stops from the current selection**, click the “Clear All” button.
9. **To create a new tab stop in the “Tabs” dialog box**, type the desired position, in inches, into the “Tab stop position:” text box.
10. Select the desired alignment for the tab stop from the options shown in the “Alignment” section.
11. **To add a decorative “leader” to the selected tab, if desired**, select one of the option buttons from the “Leader” section.
12. **To apply changes to a tab stop after adding or editing a tab stop**, click the “Set” button to add it to the list of tab stops shown in this dialog box and apply any changes to the tab stop.
13. **To delete a single tab stop**, select it from the list shown and click the “Clear” button.
14. **To apply your changes after you have finished adding or editing tab stops**, click the “OK” button to save your changes.
15. **Alternatively**, click “Cancel” to close the dialog box and cancel any changes you made.



# EXERCISES- WORKING WITH TABS

## Purpose:

1. To be able to effectively use tab stops when creating a new Word document.

## Exercises:

1. Open Word and create a new, blank document, if needed.
2. Click the "Home" tab in the Ribbon.
3. Click the "Paragraph" dialog box launcher button in the lower right corner of the "Paragraph" group.
4. Click the "Tabs..." button in the lower left corner of the "Paragraph" dialog box.
5. In the "Tab stop position:" text box, type 2.5.
6. In the "Alignment" section, select "Left."
7. In the "Leader" section, type "None."
8. Click the "Set" button.
9. In the "Tab stop position:" text box, type 5.5.
10. In the "Alignment" section, select "Right."
11. In the "Leader" section, type "None."
12. Click "Set."
13. Click "OK."
14. Type the following information, pressing "Tab" on your keyboard between elements in a line and pressing "Enter" on your keyboard at the end of each line:

Name:	Project:	Hours Worked:
Joe	New Clients	20
Joe	Marketing Strategies	15.5
Jane	New Clients	10
Bob	Staff Attendance	20
Bob	Employee Morale	25
Kim	Marketing Strategies	10

15. Click the "Save" button in the Quick Access Toolbar.
16. Save the document to your "Computer" within your "Documents" folder with the file name of "Sample 2."
17. Click the "X" button in the upper right corner of the application window to close the document and exit Word.