

Microsoft Word - Displaying Rulers



Displaying Rulers.

There are two Ruler bars in Word.

Horizontal Ruler: Located above the document, functionality to:

1. **Length** of the typing line
2. Allows adjustment of the **Left** and **Right** margin as well as **Indents**, set **Tabs** and change **Column** widths.

Vertical Ruler: Located along the left edge of the document, functionality to:

1. Adjust Top and Bottom margins
2. Change table row heights.

The ruler bars can be turned on / off when required.

The process to Display Hide Rulers:

1. **Select** the **View** tab → **Select** or clear the **Ruler** check box.

