

Microsoft Word - Paragraph and Tabs



Paragraph Tabs.

Tab stops are predefined stopping point along the document's typing line. Word's default tab setting is every half-inch.

There are various different tab stops to choose from which to choose from, to select the different tabs use the Tab button located at the top of the vertical ruler bar.

Available Tab Stops

Purpose.

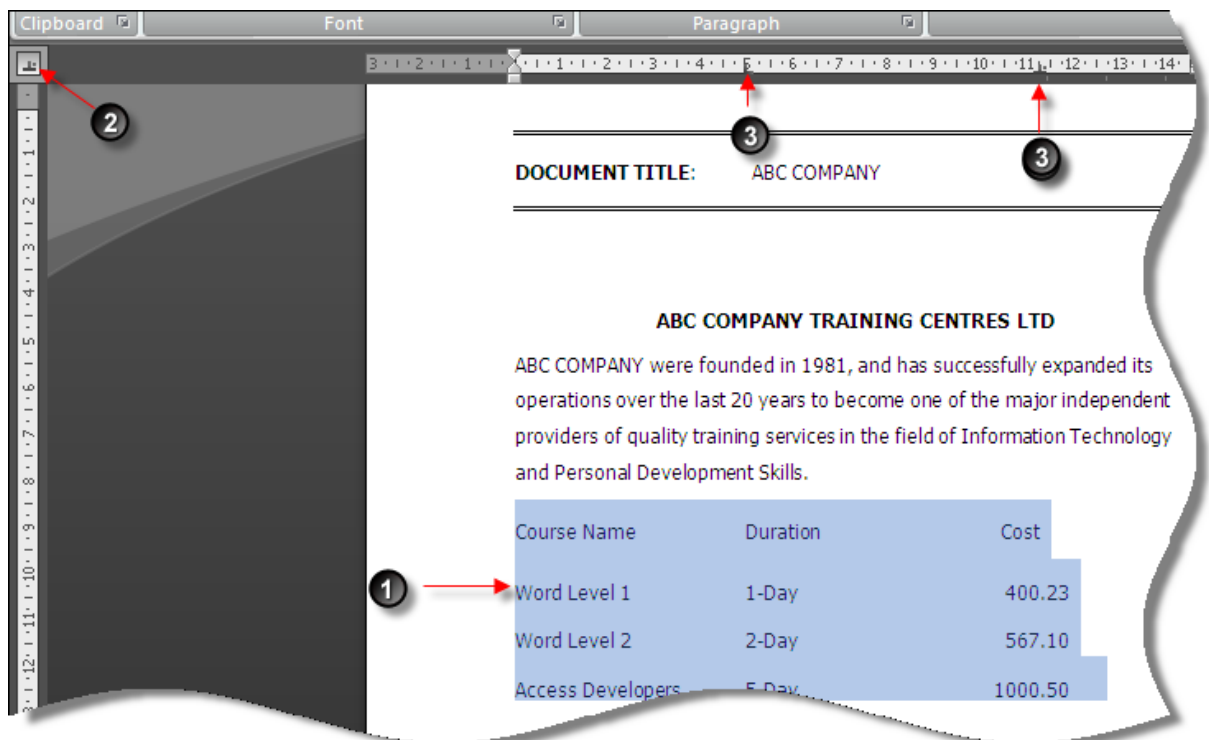
- Aligns** text to the left of the tab stop.
- Aligns** text to the right of the tab stop.
- Centres** text on the tab stop.
- Aligns** numbers on the decimal point.
- Inserts** a vertical bar at the tab stop.

Tab Stop.



Setting Tab stops.

1. **Select** the paragraph(s) which you wish to set a tab stop.
2. **Click** on the **Tab** button to select the type of tab required.



3. **Click** the ruler where you wish to **position** the tab stop.

If you wish to **modify** a tab's position after it has been set simply **drag** the tab stop to the desired position.

It is also possible to **display** a numerical measurement in the ruler bar when dragging, hold down the **Alt** key as you drag the tab stop.

To **remove** a tab stop, drag the tab off of the ruler.