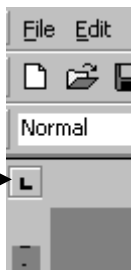

Using the Ruler in MS Word to create a tabulated lists

In case the 'Ruler' does not show up in your Word Document, you can activate it by clicking on the 'View' tab on the Ribbon and put a ✓ tick in the 'Ruler' check box. The 'Ruler' already has its set of default tabs which can be modified to suit our requirements.

- 1 Open an MS Word Document. Type **Tabs practice** and press the ENTER key to start a new line.

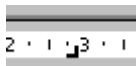
- 2 Look at the Tab button at the top left corner of the window:



Click on it twice (or more if necessary) until you see the Right tab symbol:



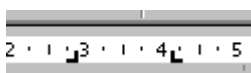
- 3 Move your mouse pointer over the ruler and click at approx 3cms:



- 4 Click on the Tab button on the ruler until you see the Left tab symbol:



- 5 Move your pointer over the ruler at the top of your window and click at approx 4cms:



- 6 Press the **TAB** key on your keyboard then type **Deli**. Press the TAB key again and type **Bacon**. Press the ENTER key to start a new line.
- 7 Press the **TAB** key twice, and then type **Olives**. Continue till you have a list something like this. Remember, you must press TAB at least once at the beginning of every line:

Deli	Bacon
	Olives
	Cheese
Bakery	Loaf
	Jam tarts
Greengrocers	Onions
	Carrots

- 8 Press ENTER to start a new line.
- 9 Save the document as **Tabs Practice**.

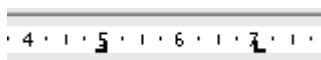
Reposition existing tabs

When moving or deleting tabs, make sure that all the lines containing the tabs you want to change are selected first . . .

- 10 Select all the lines that make up your shopping list:

Deli	Bacon
	Olives
	Cheese
Bakery	Loaf
	Jam tarts
Greengrocers	Onions
	Carrots

- 11 On the ruler, drag the Left tab until it is at approximately 7cms on the ruler and then drag the right tab until it is at approximately 5cms on the ruler:



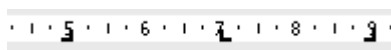
If you accidentally drag a tab down and off the ruler, click the Undo button and try again.

Add an extra tab

- 12 If necessary, select all the lines that make up your shopping list:

Deli	Bacon
	Olives
	Cheese
Bakery	Loaf
	Jam tarts
Greengrocers	Onions
	Carrots

- 13 Add a RIGHT tab at approximately 9cms on the ruler:



Delete a tab

- 14 If necessary, select all the lines that make up your shopping list:

Deli	Bacon
	Olives
	Cheese
Bakery	Loaf
	Jam tarts
Greengrocers	Onions
	Carrots

- 15 Drag the Left tab that is at 7cms down and off the ruler. You should see the second column of text move to the right tab you added before.

Practise what you have learned

- 16 Start a new line and delete all tabs by dragging them off the ruler.
- 17 The following menu uses a right tab at 5cms, a left tab at 6cms and a decimal tab at 10cms. See if you can copy it:

House Wine	125ml	£1.95
	250ml	£3.25
	Bottle	£10.25
Lager	330ml	£2.50
All spirits	25ml	£1.25

- 18 Start a new line and delete all tabs from the ruler.
- 19 See if you can recreate the following. Start by roughly positioning the correct tabs using the ruler and then typing the first line of the list. If necessary, you can then adjust the position by dragging the tabs on the ruler. The titles Envelopes and Ballpoint Pens should be left aligned with no indent or tab.

ENVELOPES

VS02	Very Large	1000	£6.99
VSC00040	Medium	250	£13.99
VS0C50	Small	10	£22.99

BALLPOINT PENS

BG00030	Medium	250	£7.50
BG01	Fine	20	£0.59
BG20007	Retractable	5000	£147.50