
Exercise – setting tabs and creating a tabulated list in MS Word

Please create the following tabulated list for practice. Please note the right, left and centre alignments used in each column.

Client Appointments, Grouped by Solicitor

Solicitor	Client Name	Day	Time	Previous Visits
Collins	Mowhill S	Fri	17:45	12
	Jenkins Z	Wed	10:30	0
	Dent J	Sat	9:00	12
McBride	Peters H	Fri	18:30	6
	Paul G	Sat	11:00	6
	Clarke F	Thu	9:30	0
Simpson	Stewart J	Sat	12:00	10
	Gregory A	Thu	18:00	10
	Jones L	Wed	9:30	6
	Andrews C	Wed	10:00	4