Using Tab Stops

You were introduced to the use of TAB STOPS in Chapter 2. This chapter will extend their use. Using TAB STOPS efficiently is essential for the production of professional documents. The main TAB STOPS available are described in the following diagram.
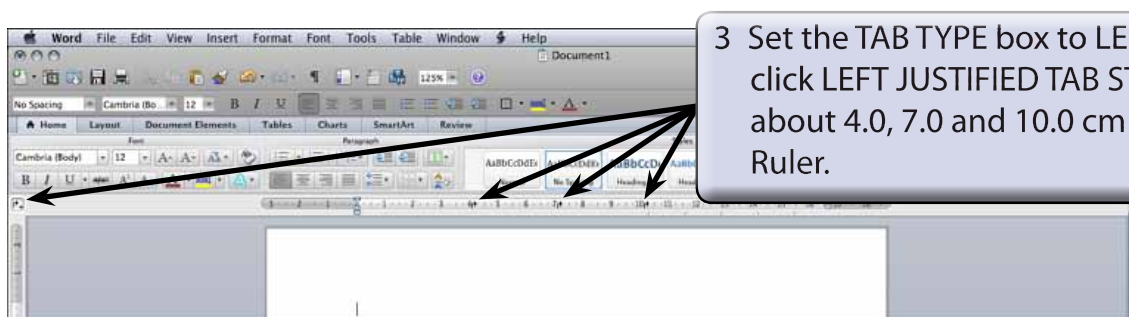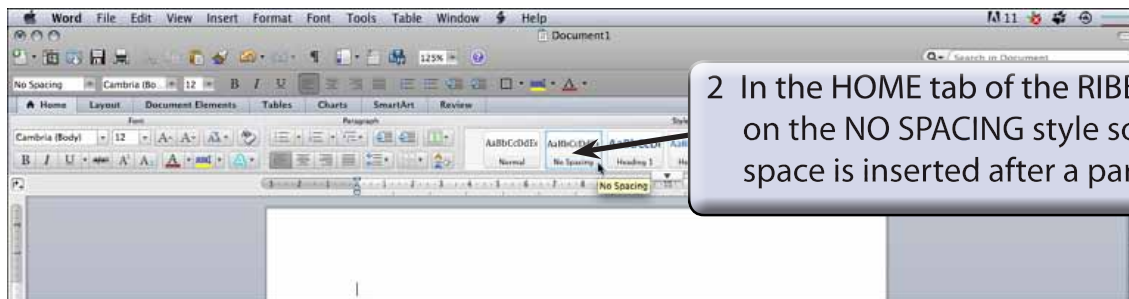
> ⌐ Represents a Left Justified Tab
> ↑ Represents a Centre Justified Tab
> ⌐ Represents a Right Justified Tab
> ↕ Represents a Decimal Tab

Using Tab Stops to Enter a Discount Table

Let's enter a simple table that uses the different types of TAB STOPS.

A Setting Left Justified Tab Stops

1 Load Microsoft Word and start a NEW WORD DOCUMENT, or close the current file and select NEW BLANK DOCUMENT from the FILE menu.

2 In the HOME tab of the RIBBON click on the NO SPACING style so that no space is inserted after a paragraph.

3 Set the TAB TYPE box to LEFT and click LEFT JUSTIFIED TAB STOPS at about 4.0, 7.0 and 10.0 cm in the Ruler.

NOTE: If the Ruler is not displayed under the RIBBON, display the VIEW menu and select RULER.

4 Press the <tab> key once and enter: ITEM

5 Press the <tab> key again and enter: PRICE

6 Press the <tab> key again, enter: DISCOUNT and press <return>.

B   Removing Tab Stops

A fresh set of TAB STOPS will be needed on the second line so the current ones will need to be removed.
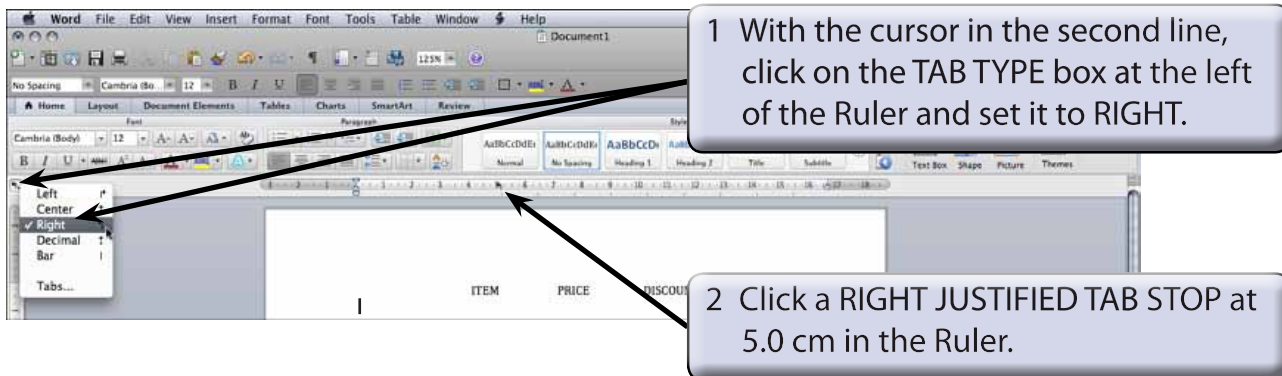

1 Remove the TAB STOPS from the Ruler by dragging each out of the Ruler in turn.

2 This has only removed the TAB STOPS from the second line, not the first.

NOTE: If your headings have been affected, the cursor was in the first line or you didn't press <return> after the DISCOUNT heading.
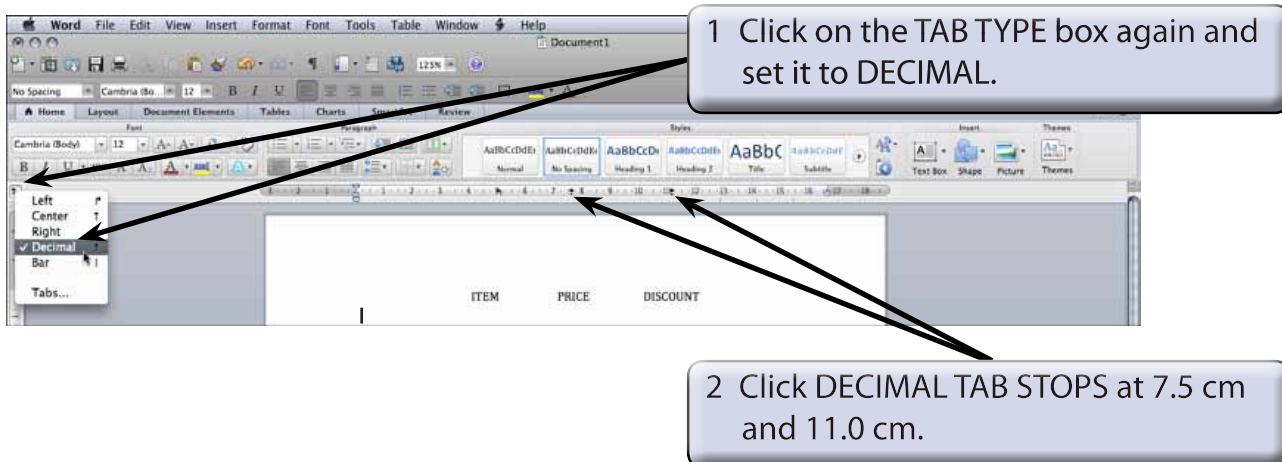
C Setting a Right Justified Tab Stop

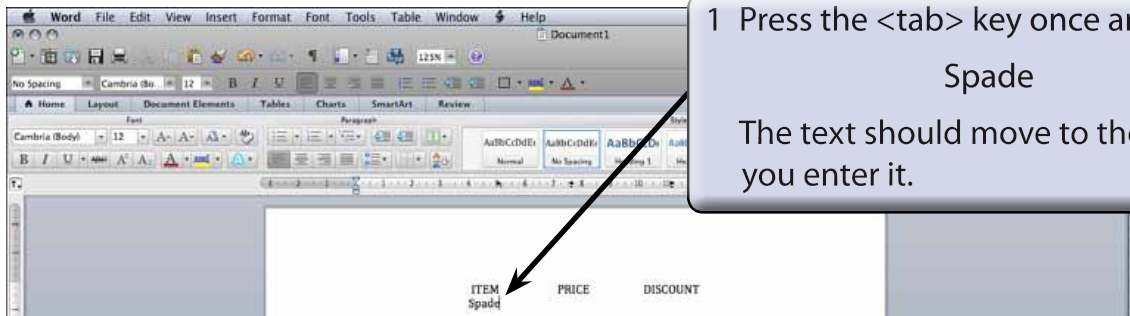Right justified tab stops allow you align the right edges of text.

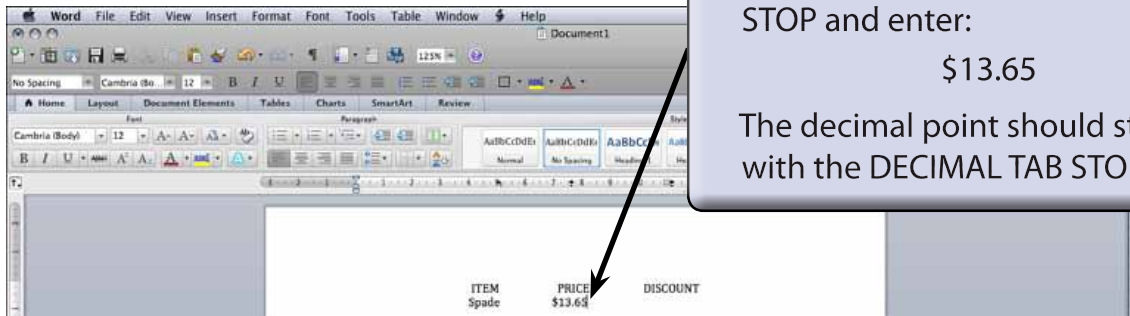1 With the cursor in the second line, click on the TAB TYPE box at the left of the Ruler and set it to RIGHT.

2 Click a RIGHT JUSTIFIED TAB STOP at 5.0 cm in the Ruler.

D Setting Decimal Tab Stops

Decimal Tab Stops allow you to align text on characters such as decimal points.

1 Click on the TAB TYPE box again and set it to DECIMAL.

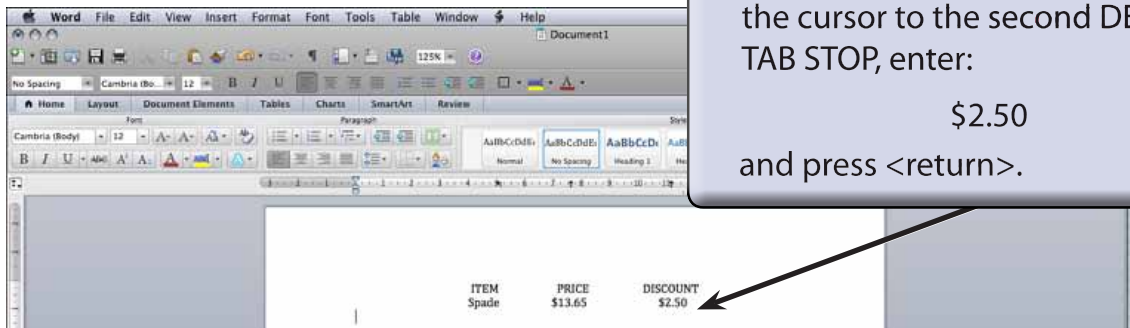2 Click DECIMAL TAB STOPS at 7.5 cm and 11.0 cm.

E Completing the Table

1 Press the <tab> key once and enter:

    Spade

The text should move to the left as you enter it.

2 Press the <tab> key again to move the cursor to the first DECIMAL TAB STOP and enter:

    $13.65

The decimal point should stay level with the DECIMAL TAB STOP.

3 Press the <tab> key again to move the cursor to the second DECIMAL TAB STOP, enter:

    $2.50

and press <return>.

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