

The graphic features the word "WORD" in a large, blue, serif font. The letter "W" is significantly larger than the other letters and is partially obscured by a 3D wireframe grid that recedes into the background. To the left of the "W", a faint, light blue version of the letter "W" is visible. Below "WORD", the words "Training" and "Series" are stacked in a black, serif font, with "Series" being larger than "Training".

**WORD**  
Training  
Series

Tabs & Indents

# Tabs and Indents

You can set a variety of different tabs in Word. In the upper left portion of Microsoft Word, you should see a little button (see Figure 1). If you do not, the Ruler bar is turned off. Turn it on by clicking on the View menu and choosing Ruler.

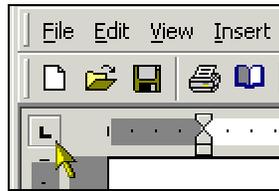


Figure 1

To cycle through all the different tabs available to you, simply keep clicking on the button and stop at the one you want. Your choices are:

## Left Tab

Choosing the Left Tab makes text run to the right of the tab stop.

## Center Tab

Choosing the Center Tab, text is centered on the tab stop.

## Right Tab

All text will run to the left of the Right Tab stop.

## Decimal Tab

Use the Decimal Tab to place numbers (dollars) in your text and align the decimals. Example:

\$524.54  
\$1,254.86  
\$324.89

## Bar Tab

Use the Bar Tab to visually divide your text. Example:

This is an example	This is part two	This is part three
This is an example	This is part two	This is part three
This is an example	This is part two	This is part three
This is an example	This is part two	This is part three

Once you decide which tab you want to use (and it is visible on the Tabs button), you need to click on the Ruler Bar where you want that tab to appear. You need to click the Rule Bar in an area indicated by the red rectangle in Figure 2.



Figure 2

When the tab is set, it will show up on the Rule Bar (Figure 3). To clear your tab, click and hold down the left mouse button over the tab stop on the Rule Bar. Drag it into your document and release the mouse button.



Figure 3

To practice, try setting a variety of different tabs on the Rule Bar.

**Tip** ✓

Set your tabs prior to typing your document. If you have to set or reset your tabs after your text is in your document, you will need to select (highlight) all the text you want the tab to affect. Clearly, it's much easier to set tabs prior to typing than to go back and reset all your text.

***Setting Indents...***

Like setting tabs, it's much easier to set your indents before you begin adding text to your document. In some cases, this isn't practical.

There are three basic indents that can be adjusted on the left margin; one on the right.

With the Flat Indent, all text as you type goes straight down the left margin. Pretty straight forward.

With the Hanging Indent, the first line is more to the left and all succeeding lines are justified, indented, to the right.

First Line Indent does exactly as its name implies.

To set your indents, click and hold down the left mouse button over either the top or bottom triangular buttons on the Rule Bar (Figure 4). Move your mouse to where you want the indent to be set and release the mouse button.



Figure 4

To move both the top and bottom indent markers, click and hold down the left mouse button on the square button on the Rule Bar (Figure 5). Move your mouse to where you want the indent to be set and release the mouse button.

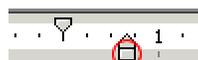


Figure 5

To move the Right Indent, simply click and hold down over the triangular button and move it to the position you want and release the mouse button.

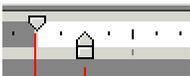
See below for example of the three types of left indents.

### FLAT INDENT



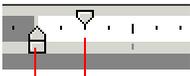
Then go ahead and click on the Rules item. On the right side of the screen in Notes, you should see a set of buttons above a bunch of white space (unless you already have Rules defined) with Condition(s) and Action(s) as the column headers (see Figure 3).

### HANGING INDENT



1- Then go ahead and click on the Rules item. On the right side of the screen in Notes, you should see a set of buttons above a bunch of white space (unless you already have Rules defined) with Condition(s) and Action(s) as the column headers (see Figure 3).

### FIRST LINE INDENT



Then go ahead and click on the Rules item. On the right side of the screen in Notes, you should see a set of buttons above a bunch of white space (unless you already have Rules defined) with Condition(s) and Action(s) as the column headers (see Figure 3).