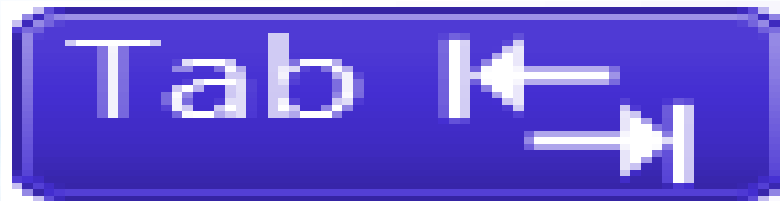


COMPUTER APPLICATIONS

Setting Tab Stop Positions

- ❑ A Tab Stop in word processing terms is the jump your cursor makes from one position to another when you press the tab key on your keyboard.
- ❑ Your tab key looks like this:

Illustration;



Cont...

- Press the tab key on your keyboard and watch what happens.
- You'll see the cursor jump from left to right in your document.
- Press the backspace key on your keyboard to get back to where you were.
- Or just click with your left mouse button.

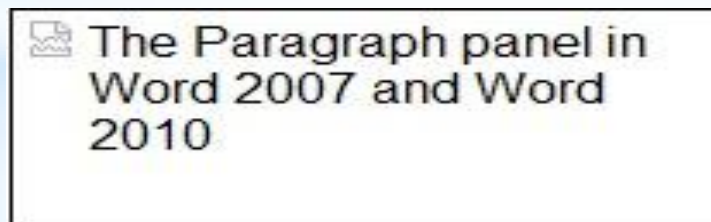
Cont...

- ❑ You can control how far the cursor jumps when you press the tab key on the keyboard. But why would you want to?
- ❑ You typically set tab stop positions for things like indenting the first line of a paragraph, or if you wanted text to start three or four centimetres along the line.
- ❑ We're going to set three tab stops for our line of text with the months of the year.

Cont...

- ❑ With your Crime Statistics document open, do the following:
- ✓ Move your cursor to the start of the January, February, March line of text in your document
- ✓ Locate the Paragraph panel in the Home ribbon at the top of Word
- ✓ Click the small arrow in the bottom right of the Paragraph panel:

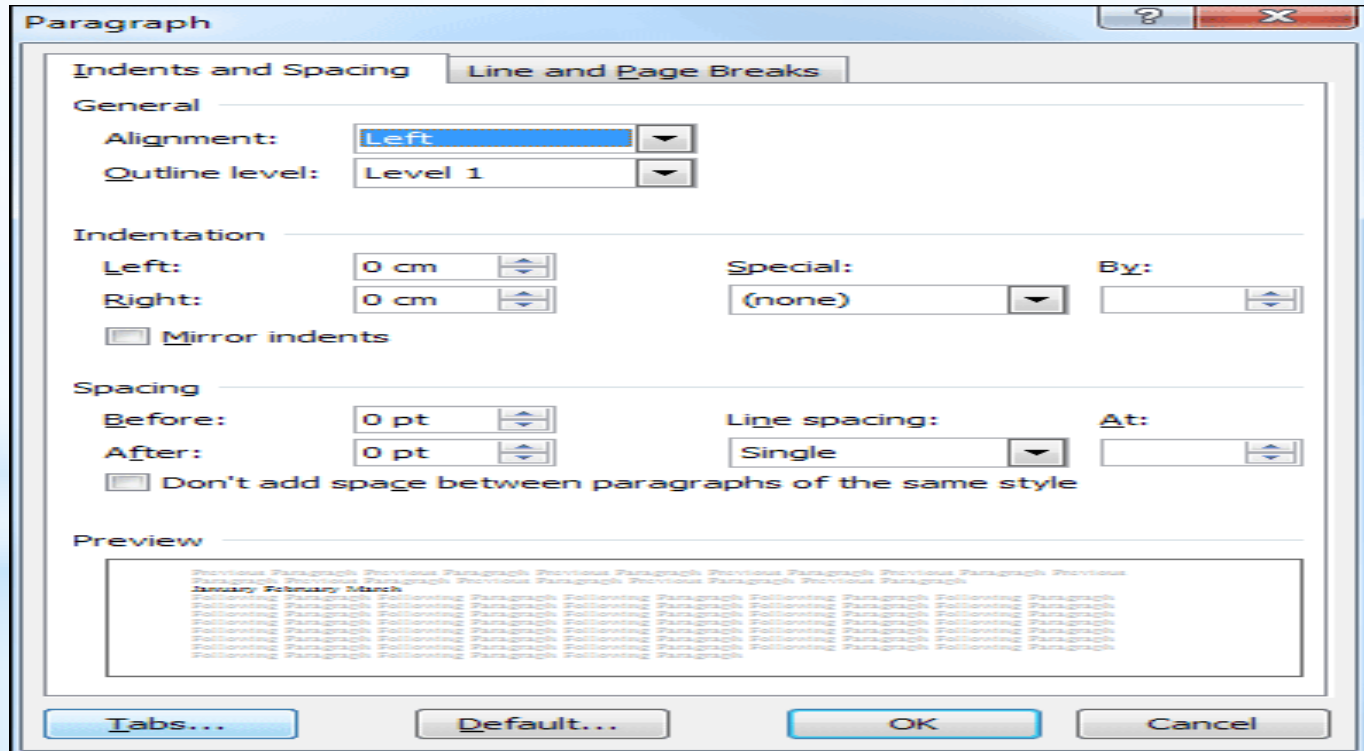
Illustration;



Cont...

- When you click the arrow you should see a dialogue box appear. This one:

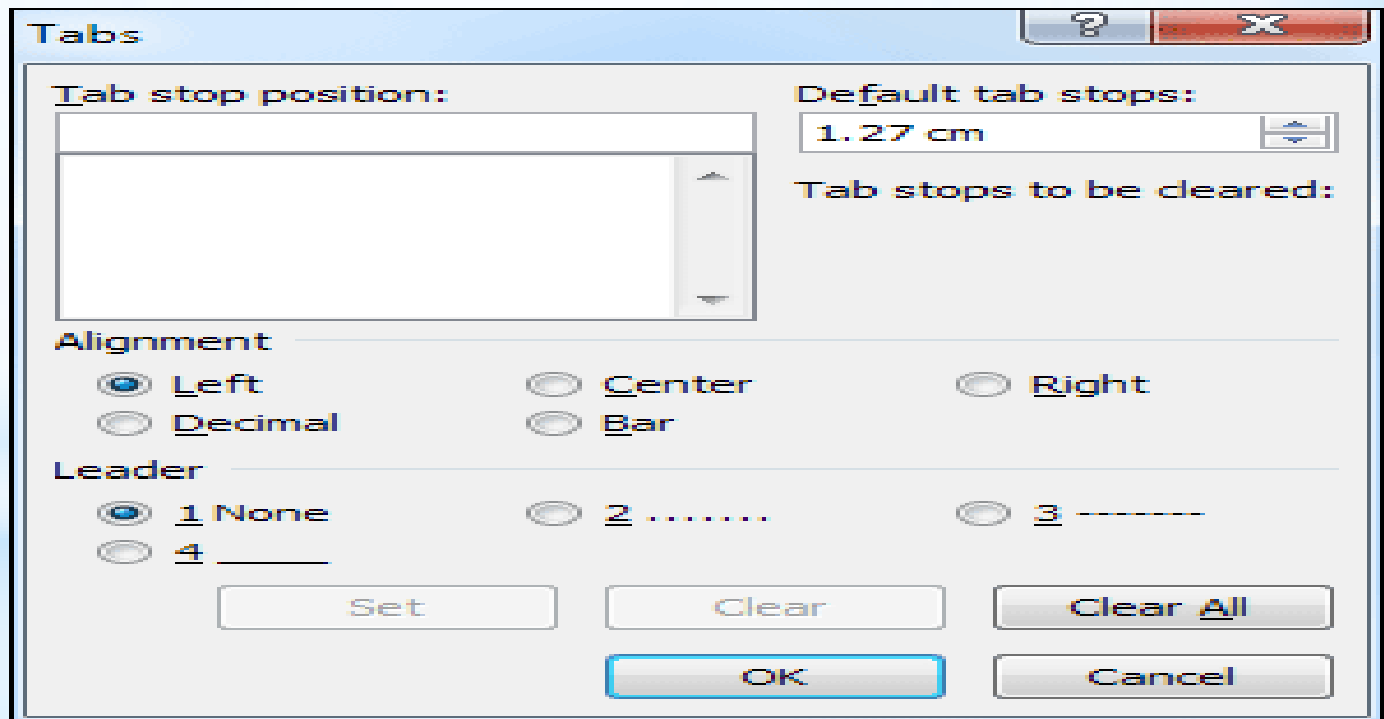
Illustration;



Cont...

- ❑ Click the Tabs button in the bottom left.
- ❑ Another dialogue box will appear, and will look like this:

Illustration;



Cont...

- The area to concentrate on is Tab stop position, right at the top.
- When you want to set a tab stop, you type in a number in the text box below the words "Tab stop position".
- Then you press the "Set" button.

- We are going to set tab stop positions at 3, 5 and 7 centimetres from the left hand side.
- (If your Word measurements are set to inches the figures to use are 1.18, 1.97, and 2.75.)

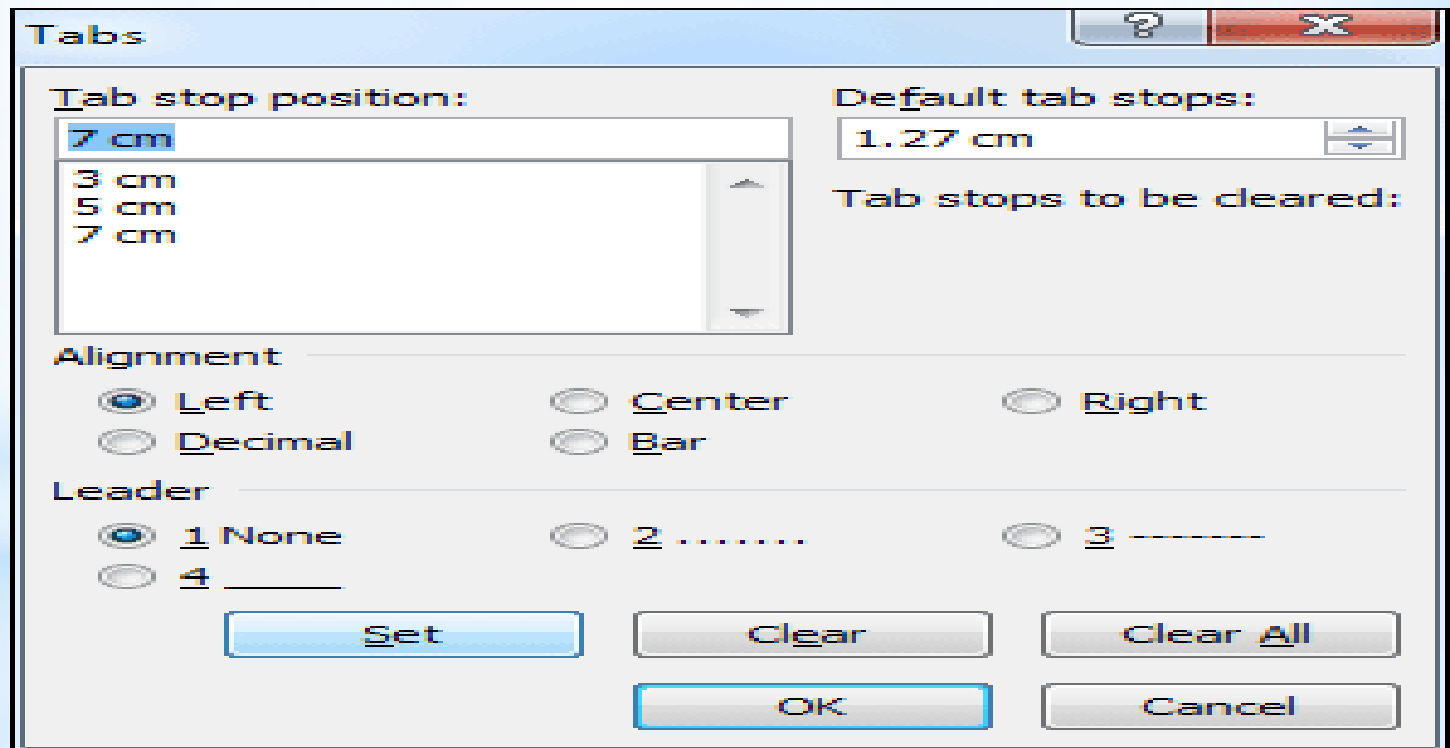
Cont...

- ✓ Enter a 3 in the Tab stop position text box
- ✓ Click the "Set" button
- ✓ Enter a 5 in the Tab stop position text box
- ✓ Click the "Set" button
- ✓ Enter a 7 in the Tab stop position text box
- ✓ Click the "Set" button

Cont...

- When you are finished, your Tab dialogue box should look like this:

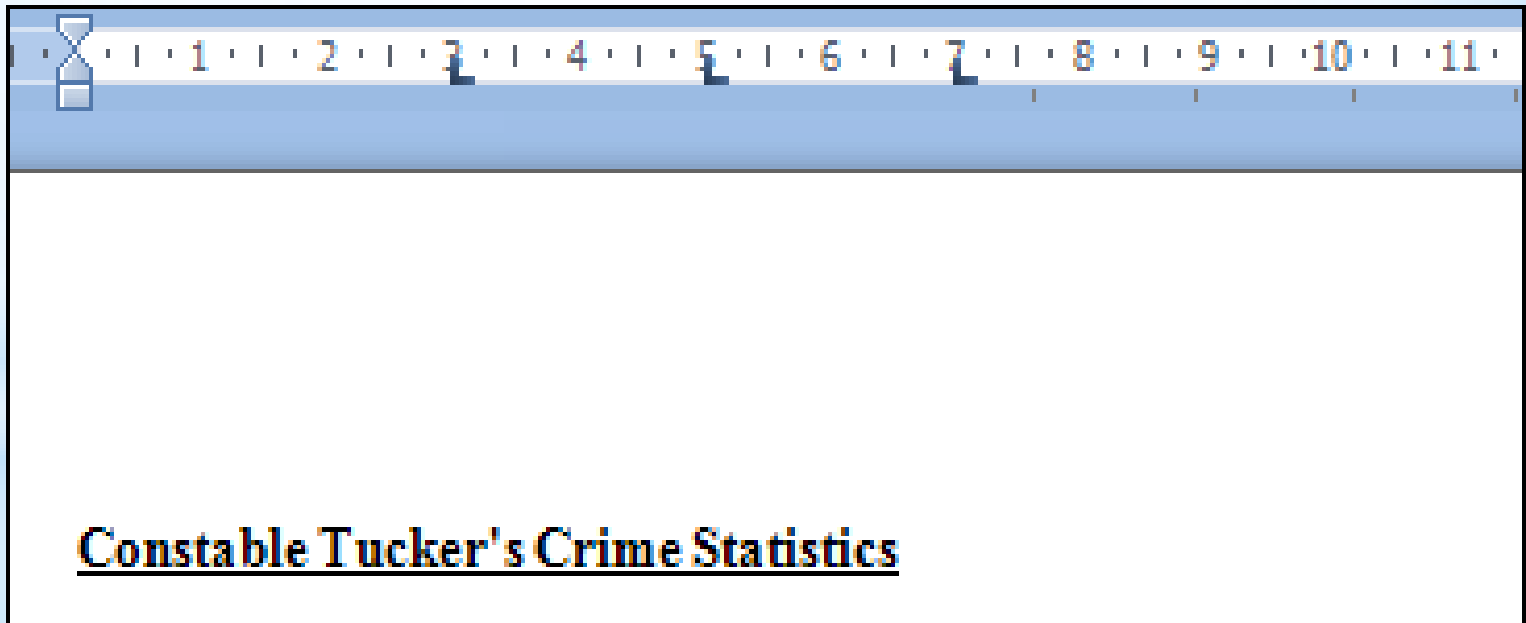
Illustration;



Cont...

- Click the OK button when you have finished.
- With your cursor still flashing before the J of January, your top ruler bar will look like this:

Illustration;

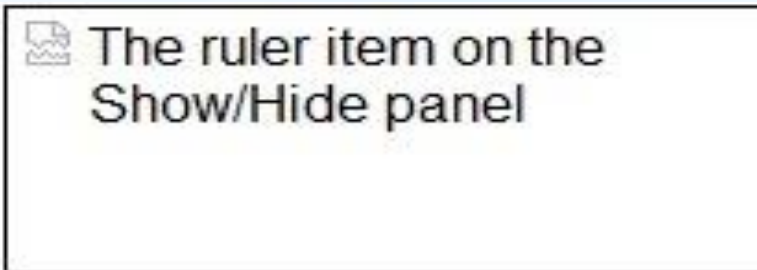


Cont...

- Notice the three L-shaped lines on your ruler bar.
- These are your three tab stop positions.
- If you can't see the ruler bar, click the View ribbon at the top of Microsoft Word.
- Locate the Show/Hide panel and select the ruler item:

Cont...

Illustration;

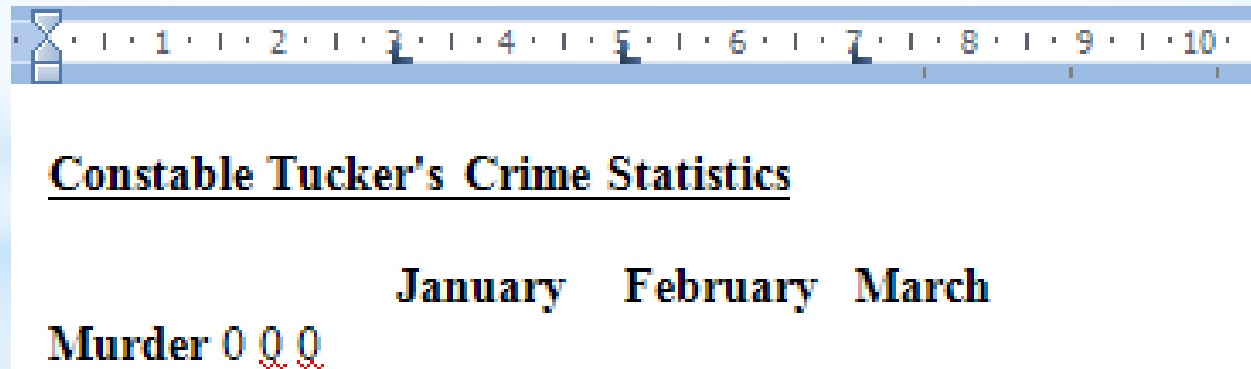


- To move your text along, position your cursor before the J of January.
- Press the tab key on your keyboard.
- The entire line will shift to right, and January will now be lined up with your first tab stop at position 3.
- Position your cursor before the letter "F" of February, and then press your tab key again.
- February will be lined up with your second tab stop at position 5.

Cont...

- ❑ Position your cursor before the letter "M" of March, and then press your tab key again.
- ❑ March will be lined up with your third tab stop at position 7.
- ❑ Your document will now look like this:

Illustration;



Cont...

- ❑ You can see that the three months are lined up with the three tab stops in the ruler bar at the top.
- ❑ Now move your cursor down one line and watch what happens to the ruler bar at the top. The tab stops have vanished!
- ❑ The tab stops have vanished because we only set them for one line - the months of the year line.

Cont...

- To set tab stops for the numbers, highlight the same area of text as in the image below:

Illustration;

Constable Tucker's Crime Statistics

| | January | February | March |
|----------------|---------|----------|-------|
| Murder | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| House Burglary | 0 | 0 | 0 |
| Shop Burglary | 0 | 0 | 0 |
| Other Burglary | 0 | 0 | 1* |
| Drunk Driving | 1 | 1 | 1 |
| Speeding | 1 | 1 | 1 |

**Does not include Mr Irate's alleged theft from his sweet shop*

Cont...

- When your text is highlighted, bring up the Tabs dialogue box again.
- Set three tabs at the following tab stop positions: 3.5, 5.5, 7.5 centimetres. (In inches, 1.37, 2.16, 2.95.)
- When you're finished, every line in the highlighted area will have tab stops at those three positions.
- You now need to shift the numbers across so that one number is underneath one month.

Cont...

- So position your cursor before the first number and press your tab key.
- Position your cursor before the second number and press your tab key.
- Position your cursor before the third number and press your tab key.
- Do that for every line of numbers. When you're done, it should look like this one:

Cont...

Illustration;

Constable Tucker's Crime Statistics

| | January | February | March |
|-----------------------|---------|----------|-------|
| Murder | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| House Burglary | 0 | 0 | 0 |
| Shop Burglary | 0 | 0 | 0 |
| Other Burglary | 0 | 0 | 1* |
| Drunk Driving | 1 | 1 | 1 |
| Speeding | 1 | 1 | 1 |

**Does not include Mr Irate's alleged theft from his sweet shop*

Cont...

- I'm sure you'll agree that Constable Tucker's statistics are looking a lot tidier.
- We can do something else, though, and that is add some bullets to the list of crimes.
- After all, what crime list would be complete without bullets!