

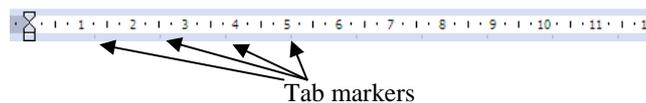
Using Microsoft Word

Tabs and Lists

Tabs and lists are common elements in many types of documents and are an important feature to learn in a Word Processing application. Tabs allow you to create spaces at even intervals so you can line text up on a page. Bulleted and numbered lists allow you to present related information in neat lists on a page with a lot of options for changing the way the list appears.

Tab Spaces

Tabs are created on a page every time you press the **[Tab]** key while you are in a document. If you look at the ruler at the top of the document you will notice faint marks evenly spaced along the bottom of the ruler. These indicate tab markers. Every time you press the **[Tab]** key, a space will be inserted that will extend to the next available tab marker. Normally these are placed 1.27 centimetres apart, but you can create your own tab markers in any position you choose. You can also choose how text will line up with a tab marker you have created.



Exercise 1. Creating a Simple Tabbed List

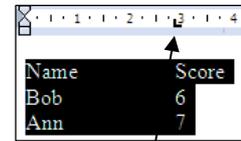
- 1) When you begin Word, you will usually already have a blank document. If you don't already have a blank document ready for use, then create a new blank document by pressing **[Ctrl] [N]** or click the icon  on the toolbar.
- 2) Type the word *Name*.
- 3) Press the **[Tab]** key. Your insertion point will move to line up with the first tab marker on the ruler.
- 4) Type *Score* and press **[Enter]** to start a new paragraph on a new line.
- 5) On the new line type *Bob* and press **[Tab]**. The insertion point will once again line up with the first tab marker.
- 6) Type 6 and press **[Enter]**.
- 7) On the next line type *Ann*. Press **[Tab]** and type 7. Because of the tab markers, each of the scores will be perfectly lined up. It is not possible to get text lined up this precisely by pressing the space bar, since the letters that make up the text in front of the spaces will be all different widths. Try lining up the same text by inserting several spaces instead of one tab and they will never quite be lined up straight.
- 8) Click the **Show/Hide** icon  on the toolbar. When hidden characters are displayed, the tabs will appear as an arrow.
- 9) Click the **Show/Hide** icon again.

Name	Score
Bob	6
Ann	7

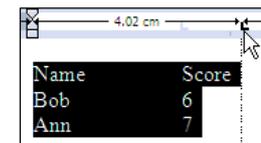
Name	Score
Bob →	6↵
Ann →	7↵

Exercise 2. Setting a Tab Stop

- 1) Press **[Ctrl] [A]** to select all of the paragraphs on the page. Since Tabs are a part of paragraph formatting, we need to make sure all of our paragraphs are selected before we create a manual tab stop.
- 2) Move your mouse to the *3cm* mark on the ruler and click on that point. A small tab indicator will appear on that position in the ruler. Also, any text that was lined up with the first tab stop will now be lined up with your new tab stop.
- 3) You can adjust the position of a manually placed tab stop simply by dragging it. Make sure the paragraphs are still selected. Move your mouse over the tab stop on the ruler and drag it to the *4cm* mark on the ruler. Remember that if the tab stop moves in steps, you can be more precise by holding down the **[Alt]** key as you drag. When you have moved the tab stop, all of the text that was lined up with that tab stop will also move to the *4cm* position.
- 4) Move your mouse over the tab stop. Drag the tab stop away from the ruler in an upward or downward direction. This is an easy way to remove a tab stop. When a manual tab stop has been removed, the tab on each line will revert to the default tab stop position.
- 5) Close the document. It is not necessary to save changes.



Text lined up with manually placed tab marker.



Note If you have modified tabs in a paragraph and want to use the same tabs in another paragraph, you can use the Format painter  that was introduced in the character formatting section. Copying paragraph formats including tabs is the same as copying other paragraph formats and character formats.

Aligned Tab Stops

Normally when you press **[Tab]** any text after the tab will be lined up so that the left of the text is in line with the tab stop. Word provides 5 different tab alignment options, described below.

Left The left edge of text after the tab will line up with the tab stop.

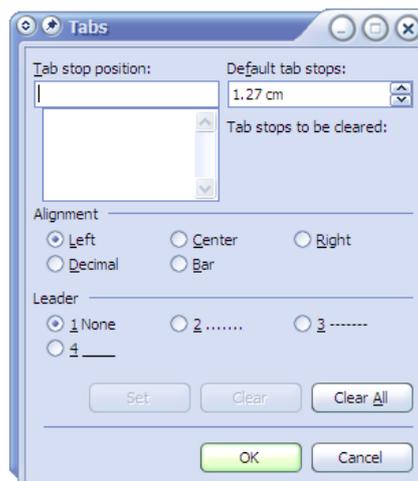
Centre The centre of text after the tab will line up with the tab stop.

Right The right edge of text after the tab will line up with the tab stop.

Decimal If the text after the tab is a number with a decimal point, the decimal point will be lined up with the tab stop

Bar A vertical bar will be placed in line with the tab stop.

You can place aligned tabs using the ruler as shown in the previous exercise or you can place them using the **Format Tabs** dialog shown below.



Exercise 3. Setting Aligned Tab Stops

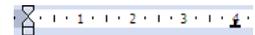
- 1) Create a new blank document.
- 2) Enter the text *Price List*.
- 3) Format this text so that it is bold and 18 point size.
- 4) We'll create a price list using tabs. This time we'll set up the tabs before we type any text
- 5) To the left of the ruler you will see a tab alignment box that allows you to choose a tab marker type.



- 6) Click once on the marker so that it shows a centre tab marker.



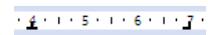
- 7) Once the **Centre** tab marker is selected, click on the *4cm* mark on the ruler.



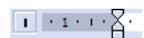
- 8) Click on the tab marker box again so that it shows a right aligned tab marker.



- 9) Once the **Right** tab marker is selected, click the *7cm* mark on the ruler.



- 10) Click on the tab marker box twice so that it shows a bar tab marker (skipping the decimal tab marker for now).



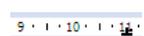
- 11) Once the **Bar** tab is selected, click the *8cm* mark on the ruler.



- 12) Clicking the tab marker box again will show markers to place first line indents and then hanging indents. Keep on clicking until the box shows a **Decimal** tab marker.



- 13) Once the decimal marker is selected, click the *11cm* mark on the ruler. When all the tabs are in place, the ruler will look like the example below.



Now to add the text and see how it lines up with the tabs. We'll start with the headings.

- 14) Enter the following text. Each arrow indicates that you need to press the [Tab] key.

Item Name → Category → Price → Weight (kgs)

- 15) On the following lines, enter the following text.

Stapler → Stationery → \$2.30 → 0.3

Guillotine → Stationery → \$12.50 → 8.54

Printer → Computer → \$320 → 11

Scanner → Computer → \$150 → 4.5

- 16) Format the headings in bold text.

- 17) Save the file as *Price List*. Your completed list should look similar to the following example.

Price List			
Item Name	Category	Price	Weight (kgs)
Stapler	Stationery	\$2.30	0.3
Guillotine	Stationery	\$12.50	8.54
Printer	Computer	\$320	11
Scanner	Computer	\$150	4.5

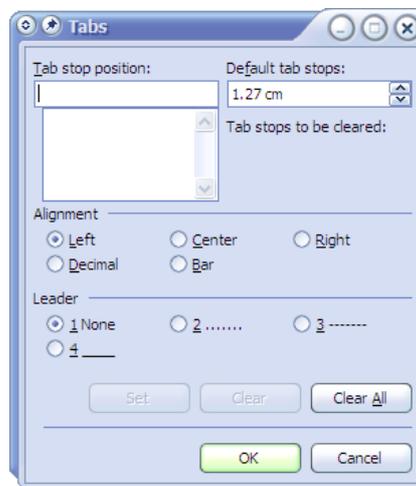
Notice the way text lines up with the tab stops depending on what type of tab stop has been used. Also notice the way the bar tab stop has created a vertical dividing line in the list.

Exercise 4. Creating Tab Stops With Leaders

Normally a tab will be a blank space. Using a tab leader, however, you can have this blank space filled with a line.

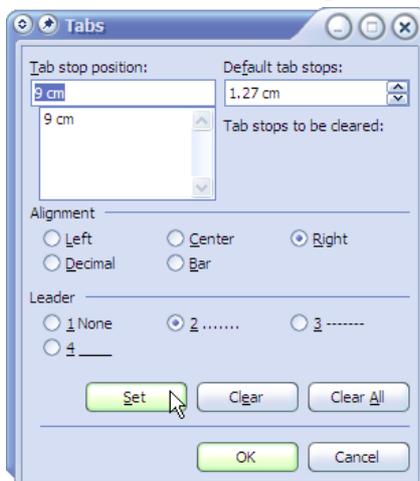
- 1) Close the current document and open the document called *Tab Leaders*. The paragraphs in this document each have a tab between the manager names and department names. Each tab is lined up with the next available tab stop, which is currently not the same for each paragraph,
- 2) Select from *Manager Name* down to *Human Resources* as shown in the example to the right.
- 3) From the **Format** menu select **T**abs. The Tabs dialog box will appear.

<u>Department Managers</u>	
Manager Name	Department
Jerry Andrews	Marketing
Ivan Wilson	IT Support
Candice Sheppard	Advertising
Tim Owens	Accounts
Sandy Turner	Human Resources



We will create a tab stop that includes a dotted underline as the tab leader.

- 4) In **Tab stop position** type 9.
- 5) Under the **Alignment** options click **Right**.
- 6) Under the **Leader** options click **2** (the dotted underline option).
- 7) When each of those options is selected, click **Set**. The new tab stop will appear in the list.



- 8) Click **OK** to set the tab. Your list will appear like the example below.

Manager Name	Department
Jerry Andrews	Marketing
Ivan Wilson	IT Support
Candice Sheppard.....	Advertising
Tim Owens	Accounts
Sandy Turner	Human Resources

- 9) Save and close the document.

Bulleted and Numbered Lists

In these exercises, there have been many examples of both bulleted lists and numbered lists as they are a common feature in many types of documents. Bullet lists are lists where each paragraph begins with a dot point. Numbered lists are lists where each item is ordered using a number. These lists can be customised in a number of different ways such as changing the symbol used for bullet points or changing a numbered list to use letters or roman numerals.

Examples

- | | | | |
|-----------|-----------|------------|------------|
| • Point 1 | ➤ Point 1 | 1. Point 1 | a. Point 1 |
| • Point 2 | ➤ Point 2 | 2. Point 2 | b. Point 2 |
| • Point 3 | ➤ Point 3 | 3. Point 3 | c. Point 3 |

Creating a bulleted or numbered list can be done in a number of different ways.

- You can use the AutoFormat options to create a list as you type.
- You can choose the type of list and then begin typing.
- You can select a range of existing paragraphs and then convert it in to a list.

The following exercises will demonstrate each of these methods for creating a list.

Exercise 5. Using AutoFormat to Create Lists

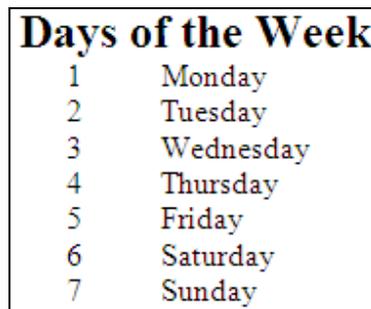
- 1) Create a new blank document.
- 2) Enter the heading *Colours*, formatted as *bold size 18* text.
- 3) Type an asterisk * symbol (**[Shift] [8]**) and press **[Tab]**. When you type an asterisk and then insert a tab before typing, Word will convert the completed paragraph in to a bulleted paragraph.
- 4) After the tab type *red* and press **[Enter]**. As soon as you press **[Enter]** Word will know the paragraph is ended and the paragraph will be automatically converted to a bullet point. A new bullet point on the following line will also be created.

Note If this happens when you don't want a bulleted list to be created, you can undo straight away to undo the automatic change.

- 5) Continue to type the list so that it looks like the following example.



- 6) After you have typed the last item in the list, press **[Enter]** twice. Pressing it a second time indicates that you are ending the list and the next paragraph will be normal.
- 7) On the new line type *Days of the Week*. Format the text as *bold* and *18* point size.
- 8) Type a number *1*, press **[Tab]** and then type *Monday*.
- 9) Press **[Enter]** to complete the paragraph and it will be automatically formatted as a numbered list.
- 10) Complete the list so that it appears like the example below.



- 11) Press **[Enter]** twice to complete the list.
- 12) Save the document as *Lists Practice*.

Exercise 6. Converting Existing Paragraphs to Lists