



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. 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 by selecting **File** and **New** from the ribbon.

2) Type the word *Name*.

3) Press the **[Tab]** key. Your insertion point will move to line up with the first tab marker (a little less than 1 ½ cm 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 usually 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 rarely ever be lined up straight.

Name	Score
Bob	6
Ann	7

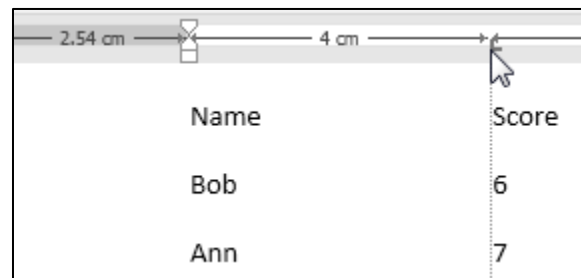
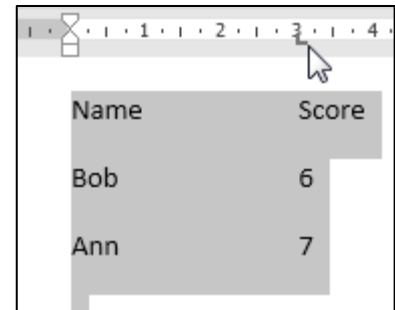
8) Click the **Show/Hide** icon ¶ on the toolbar. When hidden characters are displayed, the tabs will appear as an arrow.


Name→	Score¶
Bob →	6¶
Ann →	7¶

9) Click the **Show/Hide** icon again to turn it off.

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) If your rulers aren't already showing, turn them on by turning on the **ruler** option under the **View** tab. **Ruler**
- 3) 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.
- 4) 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 move it to a specific spot between those steps 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.
- 5) 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.
- 6) Close the document. It is not necessary to save changes.



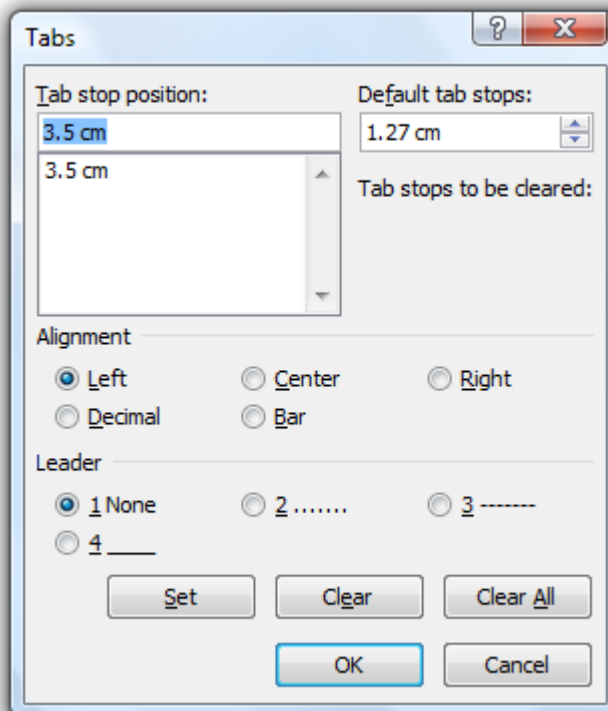
Note If you have modified tabs in a paragraph and want to use the same tabs in another paragraph, you can use the Format painter  that was introduced in the character formatting section. Copying paragraph formats including tabs is the same as copying other paragraph formats and character formats.

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.

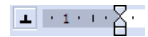


Exercise 3. Setting Aligned Tab Stops

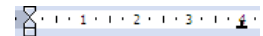
- 1) Create a new blank document.
- 2) Enter the text *Price List* and press enter to create a new line beneath it.
- 3) Format this text so that it is **bold** and *18* point size and then click in the blank line below.
- 4) We'll create a price list using tabs. This time we'll set up the tabs before 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.



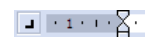
- 6) Click once on the marker so that it shows a centre tab marker.



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



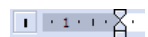
- 8) Click on the tab marker box again so that it shows a right aligned tab marker.



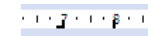
- 9) Once the **Right** tab marker is selected, click the *7cm* mark on the ruler.



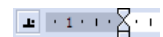
- 10) Click on the tab marker box twice so that it shows a bar tab marker (skipping the decimal tab marker for now).



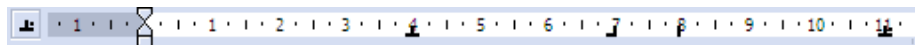
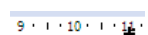
- 11) Once the **Bar** tab is selected, click the *8cm* mark on the ruler.



- 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 text below.

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.

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.

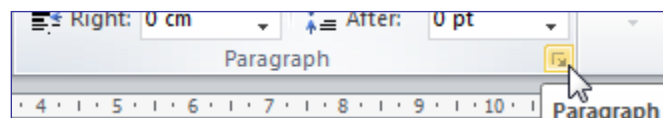
Exercise 4. Creating Tab Stops With Leaders

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

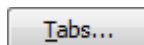
- 1) Close the current document and open the document called *Tab Leaders*. The paragraphs in this document each have a tab between the manager names and department names. Each tab is lined up with the next available tab stop, which is currently not the same for each paragraph,
- 2) Select from *Manager Name* down to *Human Resources* as shown in the example to the right.
- 3) Select the **Home** or **Page Layout** tab in the ribbon and then display the **Paragraph** format dialog.

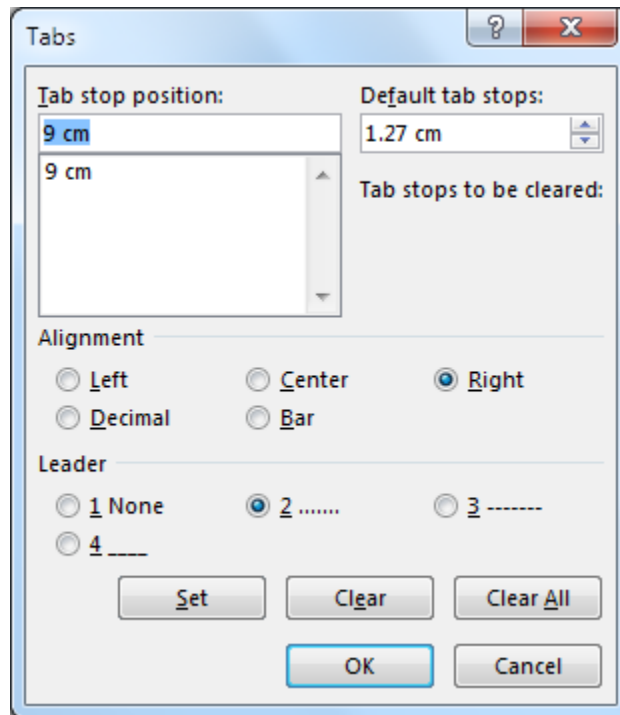
Department Managers

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



- 4) Click the **Tabs...** button at the bottom of the dialog.





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

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

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

- 10) 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 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 |

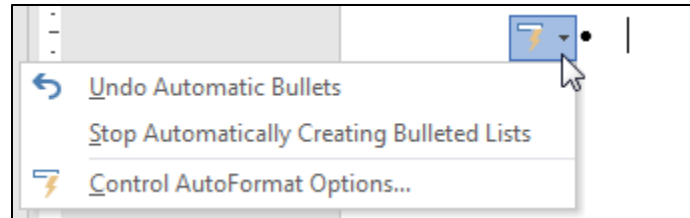
Creating a bulleted or numbered list can be done in a number of different ways.

- 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) On a new line, 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. A smart tag appears next to the new bullet in case you'd rather not have your asterisk converted in to a bullet point.



- 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 (Autocorrect may also capitalise the first letter of *Red* if you didn't type it in uppercase yourself).
- 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 instead of once. 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 (or use the format painter  to copy the formatting from the *Colours* heading).
- 8) Start a new line and 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.

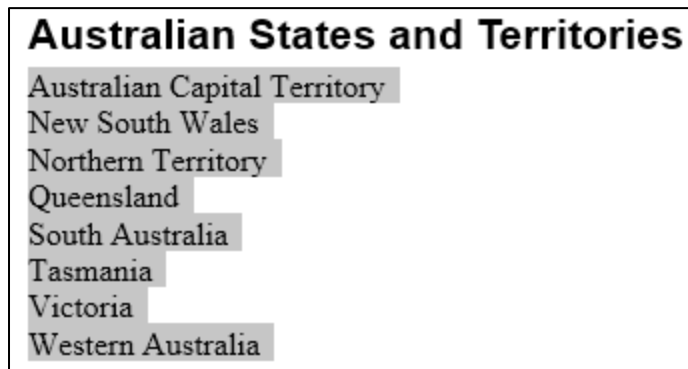
Days of the Week


- 1 Monday
- 2 Tuesday
- 3 Wednesday
- 4 Thursday
- 5 Friday
- 6 Saturday
- 7 Sunday

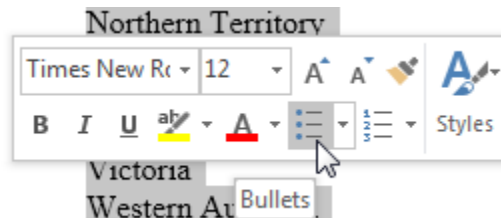
- 11) Press **[Enter]** twice to complete the list (since these are days of the week you can use autocomplete after you have typed the first 4 letters).
- 12) Save the document as *Lists Practice*.


Exercise 6. Converting Existing Paragraphs to Lists

- 1) Open the file called *Australian States and Territories*.
- 2) Select the list of states & territories in the document.




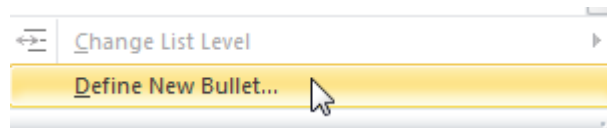
- 3) Click the **Bullets** icon  on the ribbon. The selected paragraphs will be converted to bullet points (you can also right click on the selected paragraphs to get to the Bullets option or use the floating toolbar which appears when you select the text).



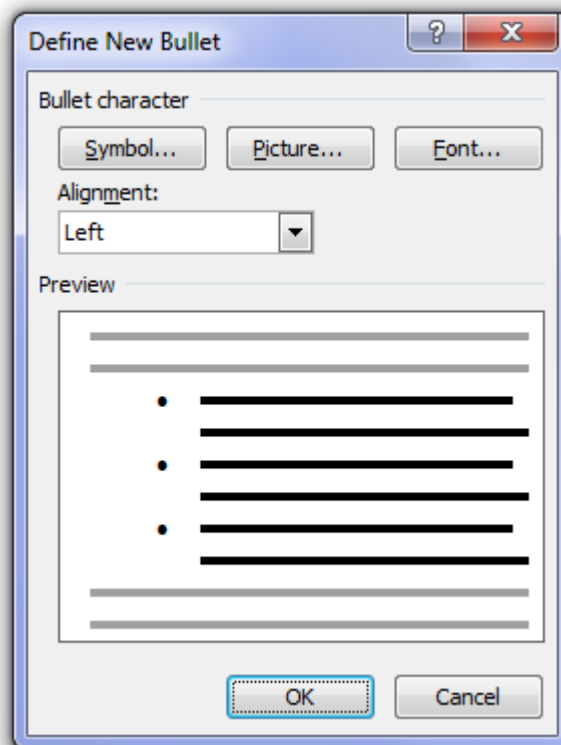
- 4) Click the **Bullets** icon again. The paragraphs will return to normal. The icon can be used to turn bullet points on and off for selected paragraphs. The arrow next to the icon can be used to customise the way the bullet points look (more on that later).
- 5) Click the **Numbering** icon  on the ribbon. The paragraphs will change to a numbered list.
- 6) Click the **Numbering** icon again. The paragraphs will return to normal.

Exercise 7. Customising a Bulleted List

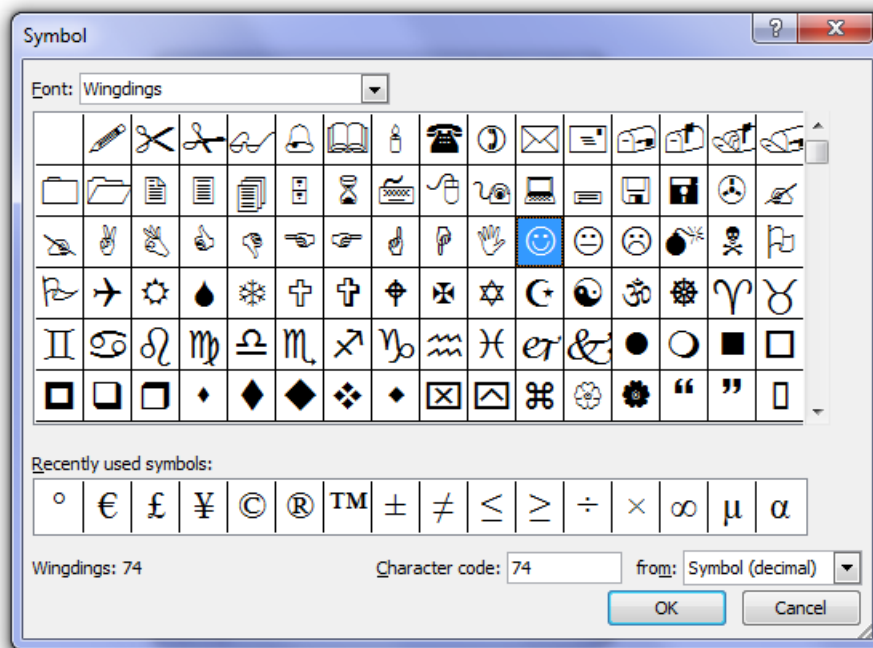
- 1) Make sure the *Australian States and Territories* document is still open.
- 2) Select the paragraphs that were selected in the last exercise.
- 3) Click the arrow next to the **Bullets** icon. 
- 4) From the menu which appears, select **Define New Bullet**.



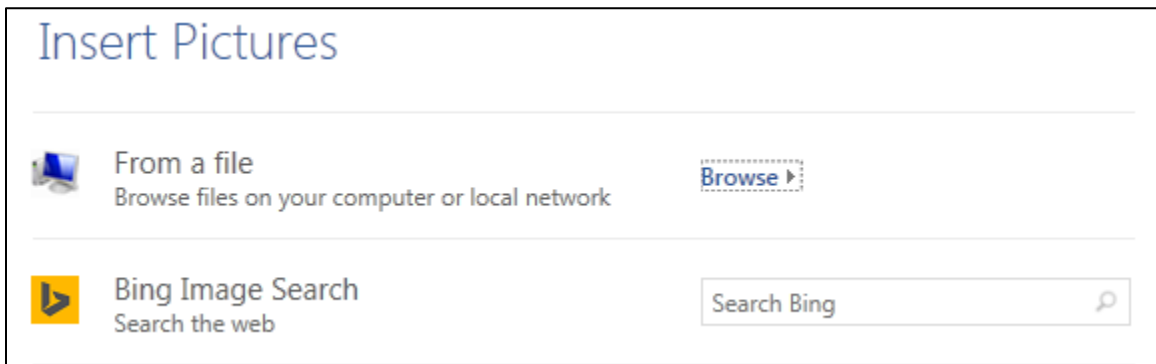
The **Define New Bullet** dialog will appear.



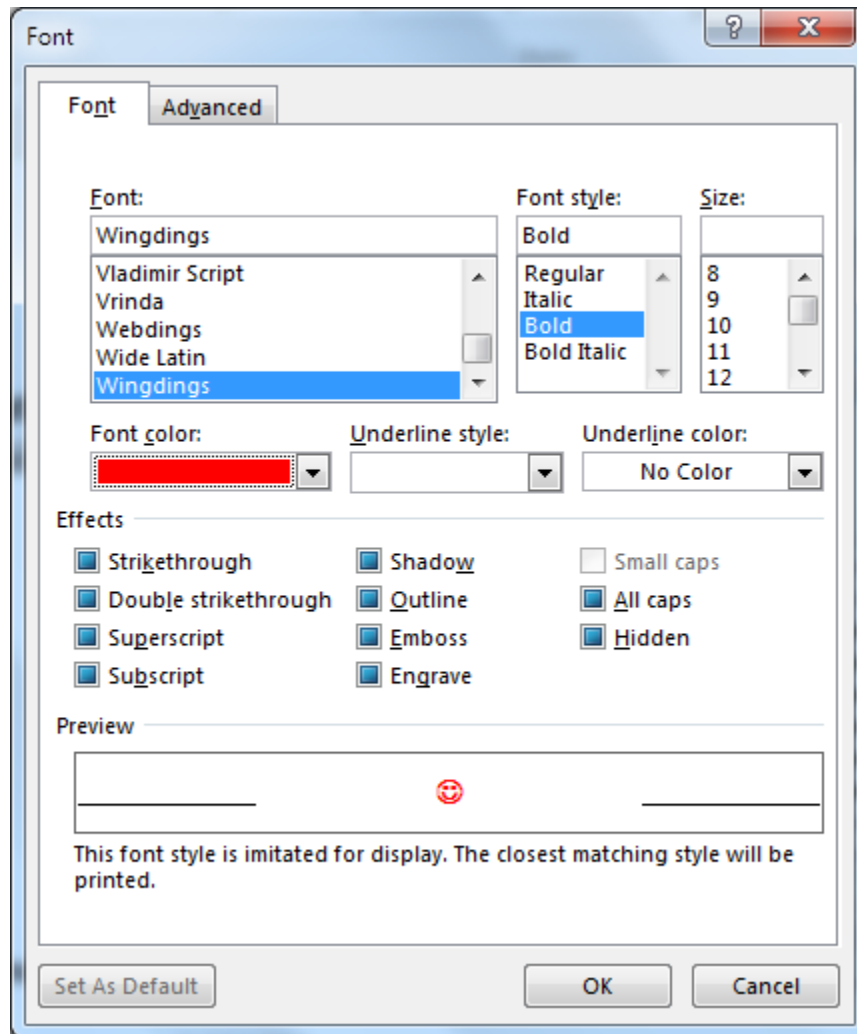
- 5) Click the **Symbol** button.
- 6) From the font list at the top choose *Wingdings*, then select a symbol from the range available and click **OK** to return to the **Define New Bullet** dialog.



- 7) Click the **Picture** button. You can now choose whether you want to open an image from your computer or find an image on the Internet using the Bing Image search.




- 8) Click on **Cancel** for now to return to the **Define New Bullet** dialog.
- 9) Click the **Font** button.
- 10) Any options selected here will change the formatting of the bullets in your list. It will use the Symbol you already selected. Select a colour for your bullet and then click **OK** twice to return to your page.



Australian States and Territories

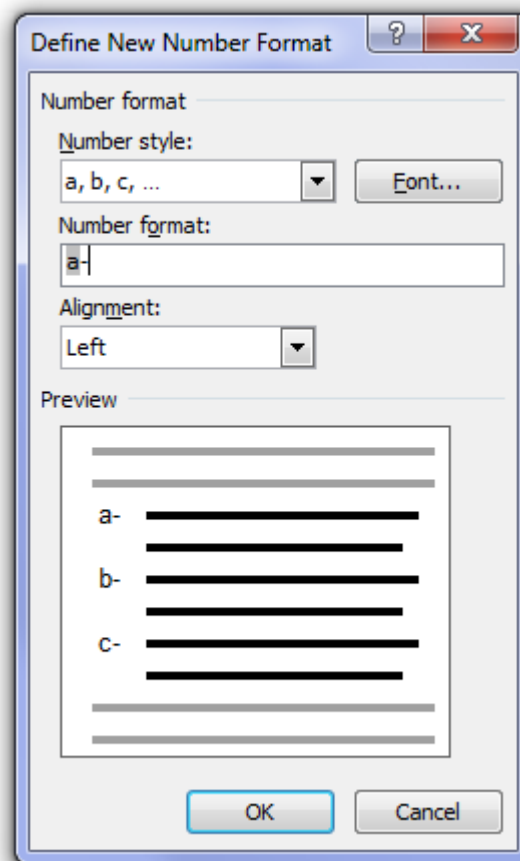
- ☺ Australian Capital Territory
- ☺ New South Wales
- ☺ Northern Territory
- ☺ Queensland
- ☺ South Australia
- ☺ Tasmania
- ☺ Victoria
- ☺ Western Australia

Exercise 8. Customising a Numbered List

- 1) Make sure the *Australian States and Territories* document is still open.
- 2) Scroll down the page until you see the *Largest States and Cities* list.
- 3) Select the paragraphs from *Western Australia* to *Darwin* as shown to the right.
- 4) Click the arrow next to the **Numbering** icon  (or right click inside the list and select **Numbering**).
- 5) Select **Define New Number Format**.
- 6) Change the **Number style** so that it is set to lowercase letters.
- 7) Change the **Number format** to replace the bracket with a dash as shown below. The number format allows you to add characters before and after the numbers. The **Font** button of course will open the Font dialog so you can change the font options for the number. You can make some changes in there if you like.

Largest States and Cities

Land Area	
Western Australia	2 526 786
Queensland	1 723 936
Northern Territory	1 335 742
South Australia	978 810
New South Wales	800 628
Victoria	227 010
Tasmania	64 519
Australian Capital Territory	2 358
City Population 1994 (000s)	
Sydney	3,736.7
Melbourne	3,197.8
Brisbane	1,454.4
Perth	1,238.8
Adelaide	1,076.1
Canberra	300.5
Hobart	194.2
Darwin	78.1



- 8) Click **OK** when done.

Since these paragraphs have tab stops in them, the text might jump to where the tab stop is. You might need to add a tab stop to specify where you want to text on each line to start.



Largest States and Cities

One problem with the current selection is that the line *City Population 1994 (000s)* is included, even though that shouldn't be a numbered line.

9) Click on the *City Population 1994 (000s)* line (remember you don't need to select the whole paragraph since bullets and numbers are part of the paragraph formatting).

10) Click the Numbering icon to turn off the numbering on that line.

Now you will notice that the list of cities continues the numbering from the list of states, even though there is a non-numbered paragraph in between. We can easily choose whether we want a list to continue from a previous list or not.

h-	Australian Capital Territory	2 358
City Population 1994 (000s)		
i-	Sydney	3,736.7
j-	Melbourne	3,197.8

11) Right-Click inside the first line under the *City Population* line (the *Sydney* line).

12) From the menu which appears, select  Restart at a



The numbering (or in this case lettering) will now re-start from that line.

13) Save the changes to the document. The numbered list should now look like the example below.

Largest States and Cities		
Land Area		
a-	Western Australia	2 526 786
b-	Queensland	1 723 936
c-	Northern Territory	1 335 742
d-	South Australia	978 810
e-	New South Wales	800 628
f-	Victoria	227 010
g-	Tasmania	64 519
h-	Australian Capital Territory	2 358
City Population 1994 (000s)		
a-	Sydney	3,736.7
b-	Melbourne	3,197.8
c-	Brisbane	1,454.4
d-	Perth	1,238.8
e-	Adelaide	1,076.1
f-	Canberra	300.5
g-	Hobart	194.2
h-	Darwin	78.1

Exercise 9. Nested Lists

In some situations it is necessary to create 'lists within lists' as in the following example.

- 1) Make sure the *Australian States and Territories* document is still open.
- 2) Scroll to the second page of the document until you see the *Major Australia Cities* heading.
- 3) Select all of the paragraphs from *Australian Capital Territory* down to *Perth*.
- 4) Click the **Bullets** icon  on the toolbar to convert the paragraphs to bullet.
- 5) Click on the second paragraph (*Canberra*).
- 6) Click the **Increase Indent** icon  on the ribbon. The paragraph will now become indented and will be formatted with a different type of bullet. Remember that if you don't like the way the indented paragraph has been formatted, you can change the bullet formatting using the methods shown previously.
- 7) Select the *NSW* cities (from *Newcastle* to *Woolongong*).
- 8) Hold down **[Alt] [Shift]** and press the right arrow key **[→]**. This is the same as clicking the **Increase Indent** icon. The *NSW* cities will now be indented with the same bullet formatting that was used for *Canberra*.
- 9) Indent the rest of the cities so that the rest of the list looks similar to the one to the right.

Note If you accidentally indent a paragraph that you didn't mean to, you can decrease indent using the Decrease indent icon or by pressing **[Alt] [Shift] [←]**.

- 10) Save the changes and close the document.

Major Australian Cities

- Australian Capital Territory
 - Canberra
- New South Wales
 - Newcastle
 - Parramatta
 - Sydney
 - Woolongong
- Northern Territory
 - Alice Springs
 - Darwin
- Queensland
 - Brisbane
 - Cairns
 - Gold Coast
- South Australia
 - Adelaide
 - Port Augusta
- Tasmania
 - Hobart
- Victoria
 - Geelong
 - Melbourne
- Western Australia
 - Bunbury
 - Kalgoorlie
 - Perth