

Tabs

What is a Tab?

A tab is a feature in Word which allows us to create aligned columns of text without using tables or cells. Below is an illustration of an example of tabs.

Team	Team 1	Team 2	Team 3
Colour	Red	Blue	Yellow
Mascot	Bear	Snake	Bird
Members	12	12	12
Age	5-12	12-16	16-18
Backup Coach	2	5	11
	M. Andris	S. Nanda	R. Bange

By clicking here you can change the type of Tab to select

Left Aligned Tab

Centre Aligned Tab

Right Aligned Tab

Horizontal Ruler

Inserting Tabs into a Document

Tabs can be inserted into a document using two different methods.

- You can insert tabs by selecting your tab icon as shown in the image above and then clicking on the horizontal ruler (above your document) where you want to position your tab.
- Or you can select Format/Tabs from the menu bar and then enter your precise tab measurements and type of tab to insert and then press Set.

Tab stop position: 3 cm, 6 cm

Default tab stops: 1.27 cm

Alignment: Left, Center, Right, Decimal, Bar

Leader: None, 1, 2, 3, 4

Buttons: Set, Clear, Clear All, OK, Cancel

Tabs setup Dialog window

Document11 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Font... Paragraph... Bullets and Numbering... Borders and Shading... Tabs... Text Direction... Change Case...

Format/Tabs from Menu Bar

Moving and Changing Tabs

As there are two methods of setting tabs, there are also two methods of moving or changing tabs. Lets look at the tab set dialog window first. The tab setup dialog window is composed of three parts. Tab stop position, Alignment and Leader.

Tab stop Position:
This is the section of the window where we can type in the position where we want our tabs to appear on the ruler. Here we have one set at 6cm.

Alignment:
In this section of the Tab options we can choose from Left, Center, Right, Decimal and Bar Tabs. We will explain each one below.

Leader:
In this section we can choose how we want our tabs to appear. Lines, dots, dashes or none.

Set/Clear/Clear All:
Once you have selected your type alignment, position and leader, press "Set" and your tab will appear in the listbox above. To clear a tab, select the tab to clear in listbox and press "Clear". To clear all tabs press "Clear All" (tabs).

The second method is not quite as precise as the first, however it has the advantage of being extremely fast. It is as simple as clicking on the tab markers on the ruler (as shown to the right - the "L" - Left tab on the ruler) and dragging it to a new location on the ruler. Looking at the image to the right, just click on the black "L" (left aligned tab) tab situated at the 6cm mark on the ruler and drag it to the 7cm marker on the ruler. This is how to increase your tab position by 1cm just by dragging it there. The disadvantage of using this method is, it may not be exactly at the 7cm mark but only at 6.98cm or even less accurate. In the instance that you are trying to accomplish precise templates this method would not serve you very well.

