


Microsoft Word 2007 Mini Skills

Tabs

[Demo](#)

Tabs are tools that help to align text at specific locations along the horizontal ruler.

To set tabs:

- Click on the  in Page Layout Tab.
- Click on **Tabs** in the lower left hand corner.
- The default tabs are set to 0.5 inches. You may adjust that distance as you like.
- Type the tab stop position for your new tab.
- Select the type of tab,
- Select a leader if desired.
- Click Set and Click OK.

