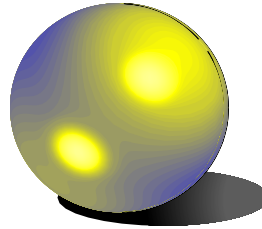


TABS

1 Open a blank Word document

2 Save your work



- Commented [B1]:
- Commented [B2R1]:
- Commented [B3R1]:

3 Set tabs and create data list shown below

Item	→	Quantity	→	Price	→	Total
2x4	→	4	→	4.35	→	8.70
Nails	→	50	→	.03	→	1.50
Hammer	→	1	→	9.99	→	9.99
Plywood Sheet	→	4	→	10.95	→	43.80

st7

tab settings:
Center tab - 2.5"
Decimal tab - 4"
Right tab - 5"

4 Click at last line. Insert two blank lines with no tabs

5 Enter text and format as below using tabs and tab leaders

Food.....	→	1
Shelter.....	→	6
Clothing.....	→	11
Fuel.....	→	20

6 Save and close document

tab setting:
Right tab - 4"
add leader between tabs
(dots)