The horizontal ruler is located at the top of your document just below the tool ribbon.

First Line Indent

Hanging Indent Marker

Left Indent Marker

Right Indent Marker

To Show the Ruler:
Select the **Ruler** checkbox under the **View Tab**.

☑ Ruler
☐ Gridlines
☐ Navigation Pane
Show
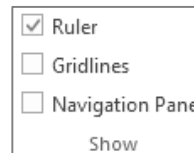
What are Tab Stops?
Tab Stops are used to align text located in different areas of your document.

To Set a Tab Stop:

1. Using the tab selector found on the top of the vertical ruler, select the type of tab stop you'd like to incorporate.
2. Click on the horizontal ruler to place the tab stop. A tab stop marker will appear on the ruler.

To Edit a Tab Stop: Drag the custom tab stop to either the left or right along the horizontal ruler.

To Remove a Custom Tab Stop: Drag the custom tab stop off the horizontal ruler.

Types of Tab Stops

Left Tab	⌊	Aligns the left end of the text with the tab stop.
Center Tab	⊥	Aligns the center of the text with the tab stop.
Right Tab	⌐	Aligns the right end of the text with the tab stop.
Decimal Tab	⊥	Aligns the decimal point in the text end of the text with tab stop.
Bar Tab	⌶	Draws a vertical line at the position of the tab stop.

DIVISION *of* INFORMATION TECHNOLOGY

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What are Tab Leaders?

Tab leaders fill the space between tabs with dots, dashes, or other "leader" characters to line up information, such as a directory.

To Use Tab Leaders:

1. Type your text and on the horizontal ruler set your tab stop (this indicates where the leaders will stop).

2. Select **Page Layout** → Click the small arrow in the bottom of the Paragraph group.
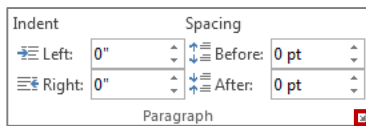
3. In the option window that appears, select **Tabs** and select the appropriate leader option → **OK**
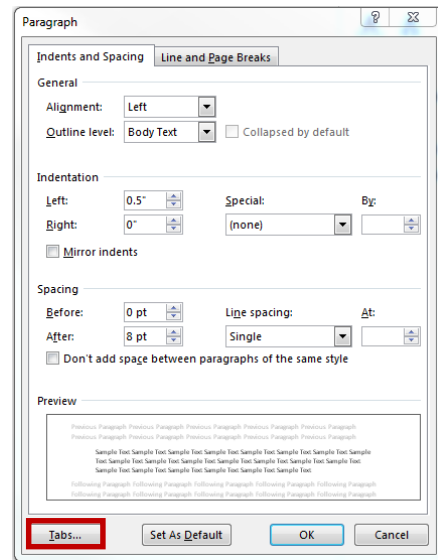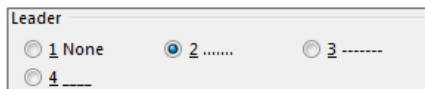
NOTE: *You can have more than one kind of leader if you have multiple tabs. Click each tab in the tab stop position box and select a different leader.*

The following example contains leaders with a tab stop at 5.81". Notice how the tab stop does not prevent additional text following the leaders from being placed.

Example:

Fictional Seminar..8am – 10am	
Make Believe Banquet ....11am – 1pm	
Fake Award Ceremony ....2pm – 5pm	

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