### What Is A Tab?

Tabs  in  Salesforce  help  users  view  the  information  at  a  glance.  It  displays  the  data  of  objects  and  other  web  content  in the application.   
 There are mainly 4 types of tabs:

 (A)  Standard  Object  Tabs:  Standard  object  tabs  display  data  related  to  standard  objects

(B)Custom  Object  Tabs:   
 Custom object tabs displays data related to custom objects. 

(C) Web Tabs: Web Tabs display any external Web-based application or Web page in a Salesforce tabs. 

(D) Visualforce Tabs: Visualforce Tabs display data from a Visualforce Page.

 Now create a custom tab. Click the Home tab.

1. Enter Tabs in Quick Find and select Tabs.
2. Under Custom Object Tabs, click New.
3. For Object, select **Department.**
4. For Tab Style, select any icon.
5. Leave all defaults as is. Click Next, Next, and Save
6. In  the  same  way  create  Tabs  for  all  Custom  Objects  -  Employee  Detail,  Expense,  Expense  Items  &  Travel

 Approval.



