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## Formatting text

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# Exercise: Align text using tabs

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Word.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

**Note:** Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

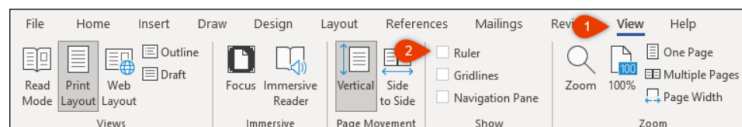
## Let's get started!

In this exercise, you will practice customizing text alignment using tabs.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

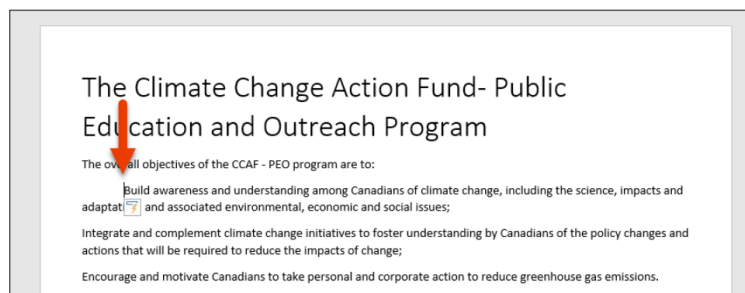
[Exercise: Align text using tabs](#)

2. Click View → Ruler to show the rulers:

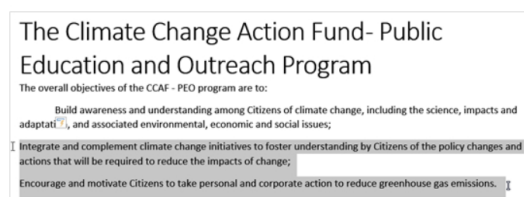


If the rulers are already displayed, skip to the next step.

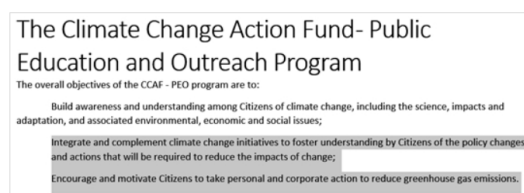
3. Click to place your cursor in the third line of the document and press "Tab." This will move the text to the first default tab stop at half an inch:



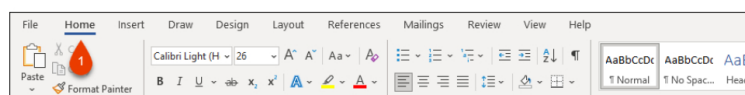
4. Select the remaining lines in this list:

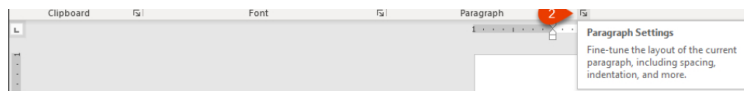


5. Press "Tab" to indent them:

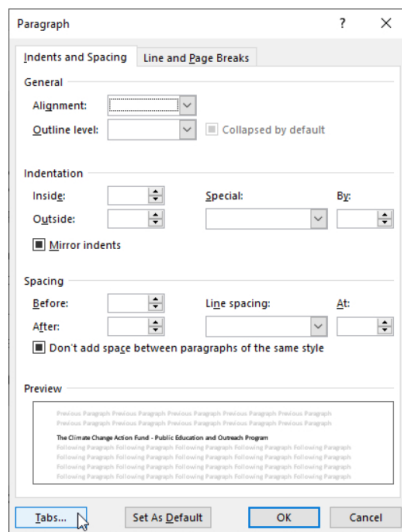


6. Press Ctrl + A to select the entire document. Click the Home tab and then click the option button in the Paragraph group:

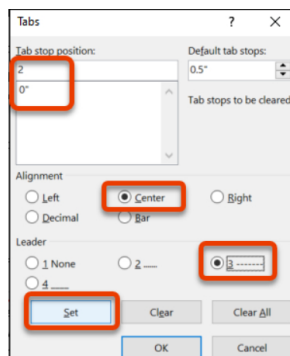




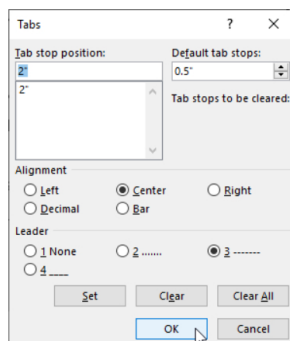
7. In the Paragraph dialog box that opens, click the Tabs button:



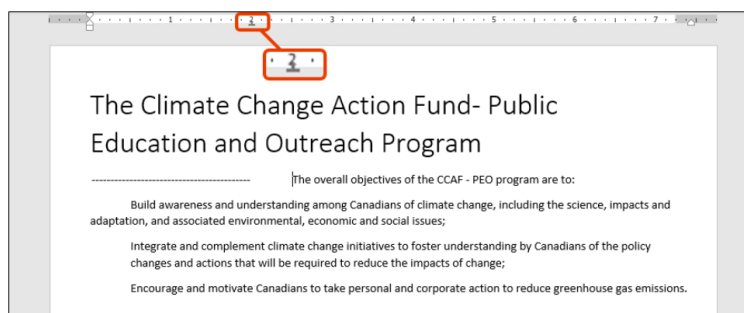
8. At the top of the dialog box, enter "2" as the tab stop position. Choose a Center alignment with the third type of tab leader. Click "Set:"



9. Click "OK" to apply the new settings:

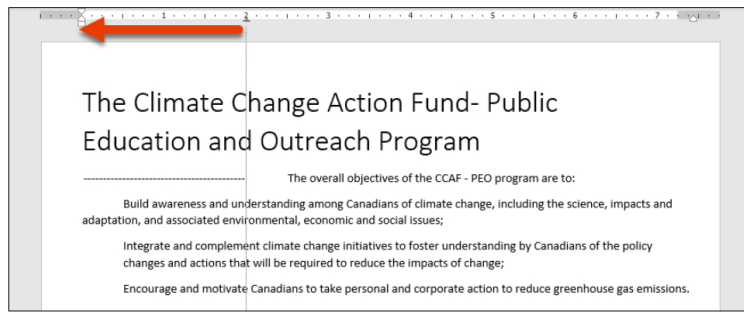


10. Click to place your cursor at the beginning of the second line in the document. Press Tab twice. The tab you just created will be applied. Notice the icon on the ruler:

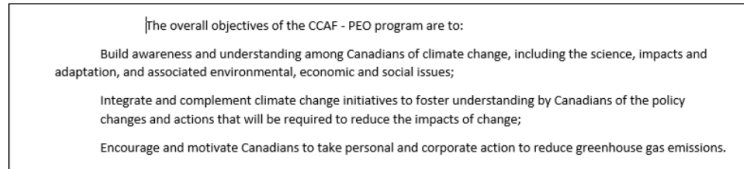


11. Click and drag the icon off the ruler:

11. Click and drag the icon on the ruler.



12. The tab formatting will revert to the default 0.5 inch setting:



13. Save your document as **Activity 3-2 Complete**.

14. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Align text using tabs](#) [↗](#)

Mark as completed

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