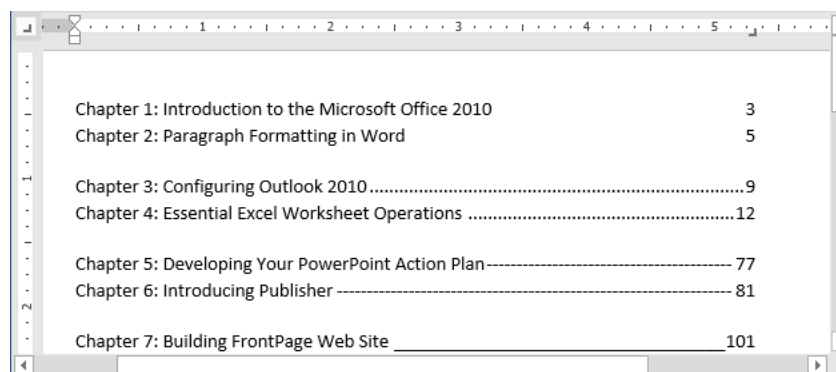




Setting tabs using the Tabs dialog box

Word [2003 \(/word_2003/tips/setting_tabs_using_the_tabs_dialog_box.html\)](/word_2003/tips/setting_tabs_using_the_tabs_dialog_box.html) / [2007 \(/word_2007/tips/setting_tabs_using_the_tabs_dialog_box.html\)](/word_2007/tips/setting_tabs_using_the_tabs_dialog_box.html) / [2010 \(/word_2010/tips/setting_tabs_using_the_tabs_dialog_box.html\)](/word_2010/tips/setting_tabs_using_the_tabs_dialog_box.html) / [2013 \(/word_2013/tips/setting_tabs_using_the_tabs_dialog_box.html\)](/word_2013/tips/setting_tabs_using_the_tabs_dialog_box.html) / 2016

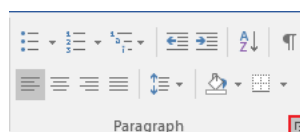
You can add dotted, dashed, or underlined tab leaders. A tab leader links related but separate items across a page, such as entries and prices in a menu or chapters and page numbers in a table of contents.



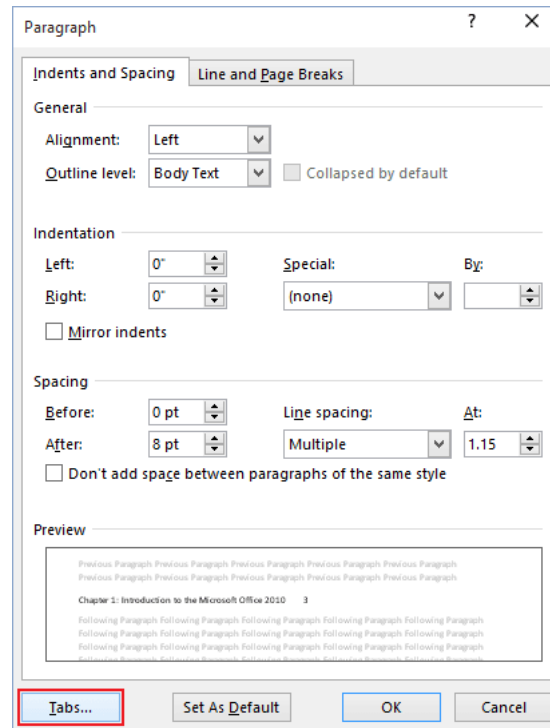
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To set tabs using the **Tabs** dialog box, follow these steps:

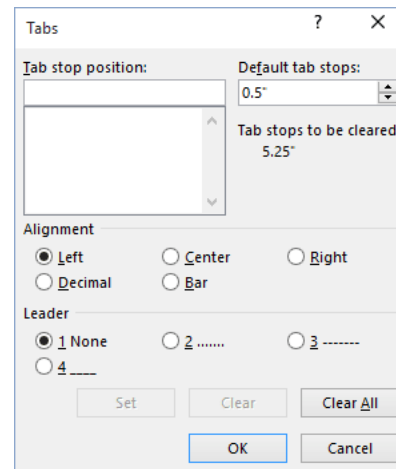
1. Position the insertion point in a paragraph, or select the paragraphs that you want to adjust.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher:



3. In the **Paragraph** dialog box, click **Tabs...** button:



4. In the **Tabs** dialog box:



- Using decimal numbers, type the position of the tab stop that you want to set in the **Tab Stop Position** box
- In the **Alignment** group, select the tab style that you want: *Left*, *Center*, *Right*, *Decimal*, or *Bar*.
- If you want a leader, select the tab leader style that you want in the **Leader** group:
 - 1 None for no leader (the default setting),
 - 2 for a dotted leader,
 - 3 for a dashed leader,

- 4 for a solid underlined leader.
- Click **Set** to set the tab stop. The **Tab stop positions** list box displays your tab stops after you set them.
- Repeat these steps to set additional tab stops.

5. Click **OK** to close the **Tabs** dialog box.

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IF YOU HAVE ANY QUESTIONS OR SUGGESTIONS, PLEASE FEEL FREE TO ASK OFFICETOOLTIPS TEAM.

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