Section Four: Tabular

Tab Settings

Tabs occur naturally on your page every half-inch (1.3 cm).
To see where the tab settings are on the ruler, click **View** on the Menu bar
and then **Ruler**. You can also click the **Show/Hide** ¶ button on the toolbar
to see tab stops in your work.
You can insert a tab stop either before or after you type a paragraph.

Types of Tab Settings
Left ⌐ ~ align from left.
Right ⌐ ~ align from right.
Centre ⊥ ~ paragraph centres on tab stop.
Decimal ⊥ ~ use for numbers with decimals, centres decimal on tab stop.

Example:

Sales Person	Region	Hours Worked	Amount
Marissa Smoke	West Man	40 --------	$240.00
Theresa MacDonald	East Coast	30 --------	$180.00
Ruth Hykawy	North End	5 ----------	$30.00
Lisa Scott	South Border	250 -------	$1500.00
Margaret McCulloch	Center Region	1 -----------	$6.00

This column is left aligned   This column is center aligned   This column is right aligned   Leader   This column is decimal aligned

Insert Your Own Tab Stops
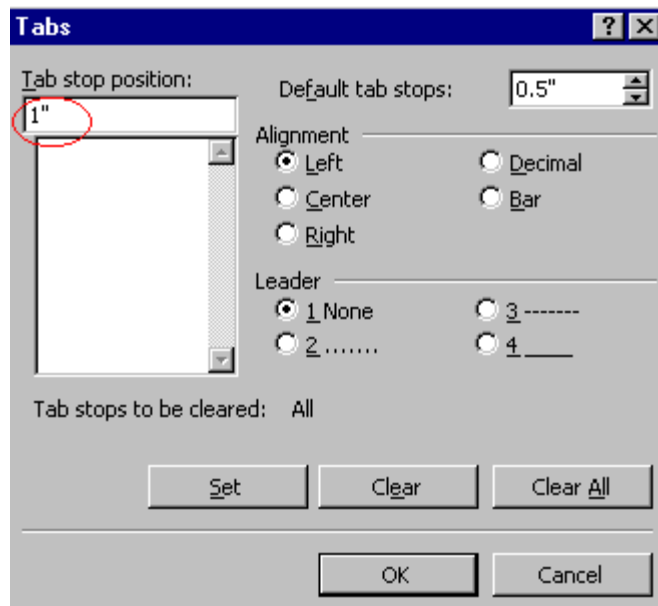**To Insert Your Own Tab Stops:**
Method one:

♦ Click on the ruler where you want to insert the tab stop, and then tab forward on each sentence. Remember, this will create left tab stops only.

Method two:
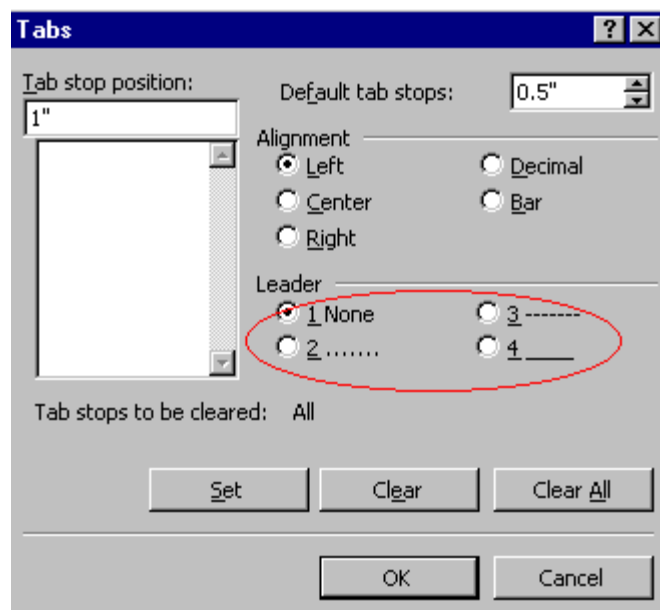
♦ Highlight the paragraph.
♦ Double click on the ruler to open the Tabs dialogue box.
♦ Type your tab stop position into the Tab stop position box.

♦ Choose the tab stop alignment setting you desire.
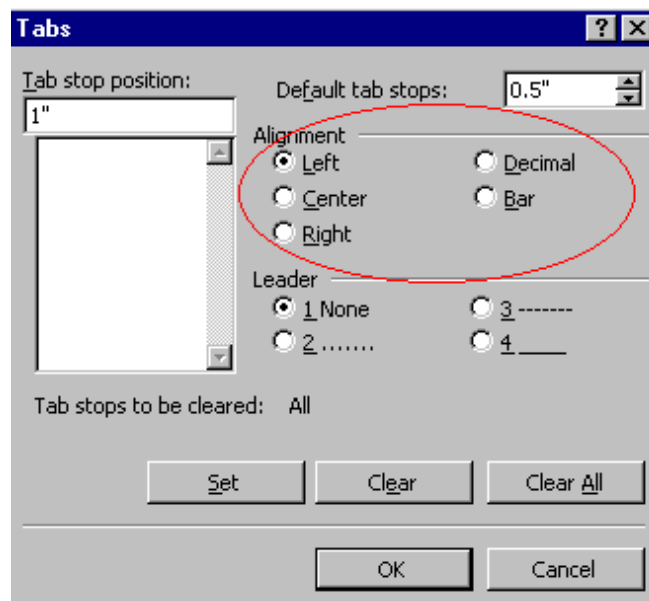
♦ Select the leader setting you desire.

♦ Click The **Set** button.

♦ Repeat the last 4 steps for all the tab stops you want to set.
♦ Click the **OK** button.

Method three:
- ◆ Highlight the paragraph.
- ◆ Click on Format and then on Tabs.
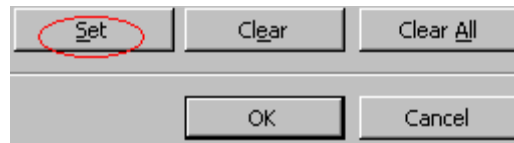- ◆ Type your tab stop position into the Tab stop position box.
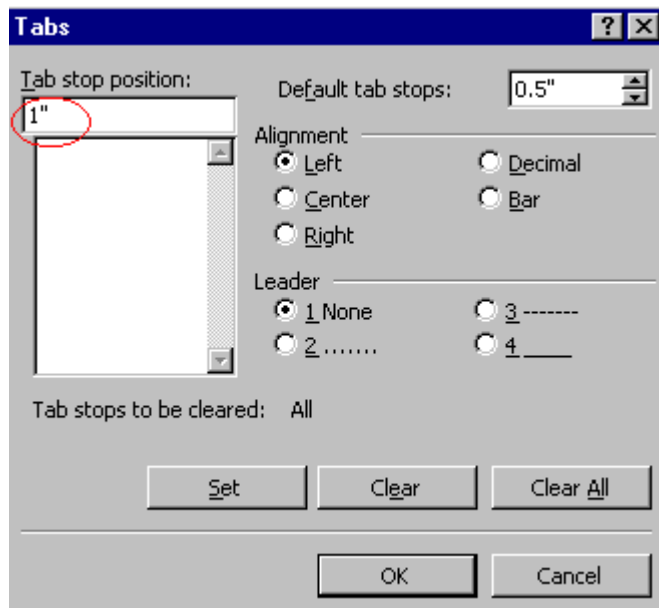
- ◆ Choose the tab stop alignment setting you desire.
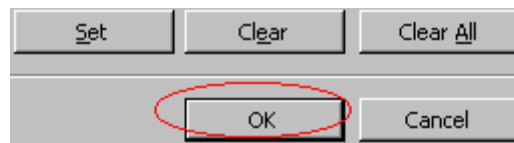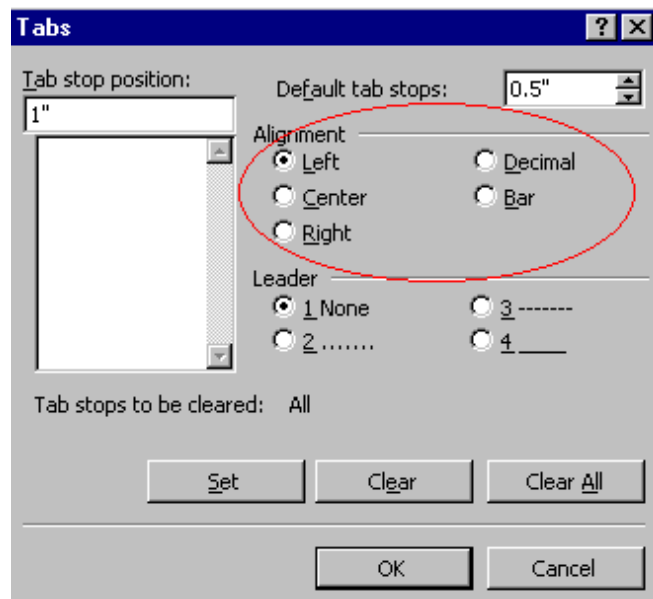
♦ Select the leader setting you desire.
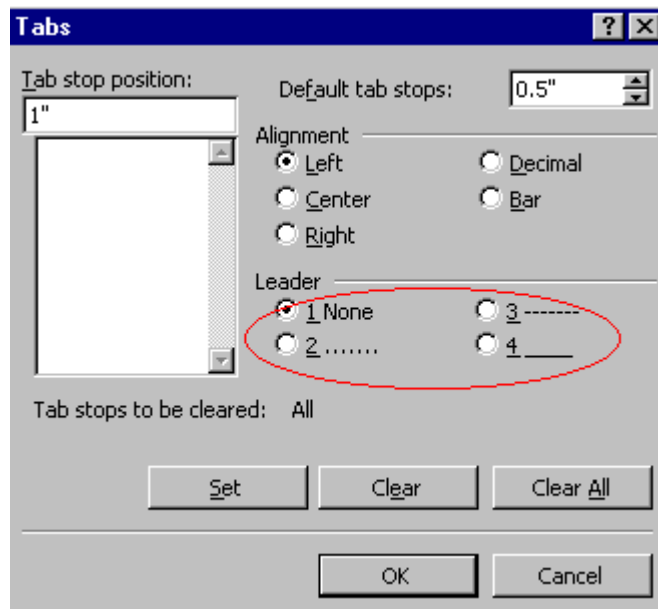
♦ Click The **Set** button.
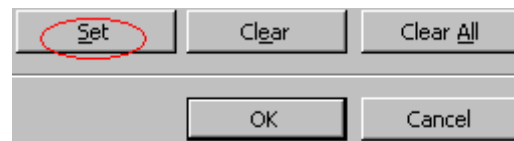
♦ Repeat the last 4 steps for all the tab stops you want to set.
♦ Click the **OK** button.
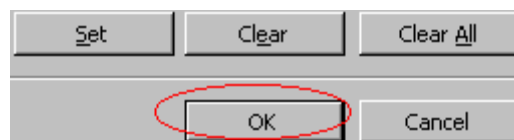
Method four:
♦ Highlight the paragraph, and then click on the ruler where you want the tab stop to be.

Move or Remove a Tab Setting
To Move or Remove a Tab Setting, You Either:
1. Use the mouse to move (drag) the tab marker to a different place on the ruler, or drag the tab marker off the ruler to remove the tab completely. Or
2. You can bring up the Tab dialogue box, and change or delete the tab.

Exercise (Tabs)

Create the following table.

♦ Type in the following information, putting in one tab space between the two columns. (No shading is required.)

<u>Employee</u>	**<u>Holiday Schedule</u>**
Davis	July 31 to August 13
Fishman	August 6 to August 20
MacDuff	September 3 to September 17
Zachary	September 9 to September 25

♦ Highlight all of the information.
♦ Click on **Format**, and then on **Tabs**.
♦ Create a left-aligned tab setting at 2.5" (5cm).
♦ Save and print your assignment.

Exercise (Set Tab Stops)

- ◆ Open a new document under Microsoft Word.
- ◆ Click **File** on the Menu bar. Choose **Page Setup**.
- ◆ Click the **Margins** tab.
- ◆ Set both left and right margins at 1".
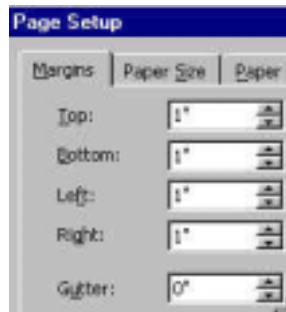
- ◆ Click **Format** on the menu bar. Choose **Tabs**.

- ◆ In the **Tab stop position:** box enter **0.5** .
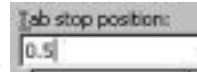
- ◆ Under **Alignment**, click **Left** .
- ◆ Click the **Set** button .
- ◆ In the **Tab stop position:** box enter **1.75**.

- ◆ Under **Alignment**, click **Left** .
- ◆ Click the **Set** button .
- ◆ In the **Tab stop position:** box enter **3**.

- ◆ Under **Alignment**, click **Right** .
- ◆ Click the **Set** button .
- ◆ In the **Tab stop position:** box enter **4**.

- ◆ Under **Alignment**, click **Center** .
- ◆ Click the **Set** button .
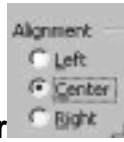
- In the **Tab stop position:** box enter **6**.

- Under **Alignment**, click **Decimal** .
- Click the **Set** button .
- Click the **OK** button.
- Type in the following information, putting in one tab space between the columns:

Name	ID	Date	Region	Commission
Sandy Smith	045	Nov. 98	Region 1	$43.00
Tom Johnston	213	Dec. 97	Region 4	$345.23
Barb Lee	145	Feb. 99	Region 2	$54.09
David Scott	087	Feb. 99	Region 3	$13.23
Laura Sims	435	May 99	Region 2	$78.25

- Start a new page by: Clicking **Insert** on the **Menu bar.** Choosing **Break**, then clicking **Next Page.**
- Click **Format** on the Menu bar. Choose **Tabs.** Click the **Clear All** button to clear all tabs.
- Set new Tab stops at:
Left: 0.5"
Right: 3"
Center: 4"
Decimal: 5.5"
- Type in the following information, putting in one tab space between the columns:

8 1/2" * 11" Papers	40 Cases	Brandon, MB	$200.00
8 1/2" * 14" Papers	35 Cases	Winnipeg, MB	$180.00
3 1/2" Floppy Disks	40 Boxes	Toronto, ON	$100.25
Report Covers	50 Boxes	Ottawa, ON	$123.78
HP Printers	2	Vancouver, BC	$1234.45
Sony 15" Monitor	1	Calgary, AB	$832.45

- Save your document.

Exercise (Create Table Using Tabs)

Tables are used to organize information, and to make information easier to read and understand.

1. Create a new word processing file, and enter the following table, separating the Student column from the Marks column with a single tab character. Underline your column titles. Your table should look like this:

<u>Student</u>   <u>Mark</u>
Goertzen   86%
Hayward   78%
Hykawy   72%
McCulloch   93%
McDonald   75%
Robins   69%
Sandersons   79%
Smoke   93%

2. Highlight your entire table. Format the table by setting a **right** aligned tab stop at **3 1/2"**. Bold your column titles. Your table should look like this:

<u>Student</u>   **<u>Mark</u>**
Goertzen   86%
Hayward   78%
Hykawy   72%
McCulloch   93%
McDonald   75%
Robins   69%
Sandersons   79%
Smoke   93%

3. Add the following **Subject** column by tabbing over from each entry in the **Marks** column. Do not use the Enter key to move from line to line; instead, use the arrow keys. Bold and underline the new column heading. Your table should look like this:

Student	**Mark**	**Subject**
Goertzen	86%	Mathematics
Hayward	78%	Social Studies
Hykawy	72%	Home Economics
McCulloch	93%	Science
McDonald	75%	Language Arts
Robins	69%	Drama
Sandersons	79%	Woodworking
Smoke	93%	History

4. Highlight the entire table and add a **centred 5"** tab setting. Your table should look like this:

Student	**Mark**	**Subject**
Goertzen	86%	Mathematics
Hayward	78%	Social Studies
Hykawy	72%	Home Economics
McCulloch	93%	Science
McDonald	75%	Language Arts
Robins	69%	Drama
Sandersons	79%	Woodworking
Smoke	93%	History

5. This one is a challenge! Add a **Grade column at a centred tab setting of 2.5"**. Change the **middle column to a centred tab** setting. Change the **last column to a 4.5" left** aligned tab setting. Your table should look something like the next page:

Student	**Grade**	**Mark**	**Subject**
Goertzen	9	86%	Mathematics
Hayward	11	78%	Social Studies
Hykawy	10	72%	Home Economics
McCulloch	11	93%	Science
McDonald	12	75%	Language Arts
Robins	9	69%	Drama
Sandersons	10	79%	Woodworking
Smoke	11	93%	History

Exercise (Create Table Using Tabs)

➢ Create the following table using a font style you have not previously used. Set a centre-aligned tab at 3". Bold and underline your column headings. The font size of the headings should be one size larger than the body.

<u>Film</u>   **<u>Release Date</u>**
Out of Danger   01/17/99
My Friend Flicka   02/03/99
Call of the Wild Pt. III   03/22/99
Thunderhead   03/25/99
Don't Tell Him It's Me   05/30/99
Big Red   06/15/99
A Christmas Story   08/01/99
Three Wishes   09/09/99
Gary   11/25/99
Due South, True North   12/31/99

Now, add a third column at **4 ½ "**. Choose **decimal** alignment for this column. Bold and underline the heading.

<u>Est. Gross</u>
1.35
0.85
3.5
1.0
2.25
2.2
4.65
3.75
5.5
7.85

Your table should look something like the next page:

Film	Release Date	Est. Gross
Out of Danger	01/17/99	1.35
My Friend Flicka	02/03/99	0.85
Call of the Wild Pt. III	03/22/99	3.5
Thunderhead	03/25/99	1.0
Don't Tell Him It's Me	05/30/99	2.25
Big Red	06/15/99	2.2
A Christmas Story	08/01/99	4.65
Three Wishes	09/09/99	3.75
Gary	11/25/99	5.5
Due South, True North	12/31/99	7.85

➢ Add a final, **right-aligned column at 2 ½"**. Move the **centred Release Date column to 3 ¾"**, and the **decimal-aligned Est. Gross column to 5 ¼"**. Add the two additional rows of information as shown. Italicize the numbers in the Est. Gross column. Add an extra line between the headings and the body of your table. Finally, add your own centred title. Your completed table should look like this:

1999 Film Listings

Film	Rating	Release Date	Est. Gross
Out of Danger	PA	01/17/99	*1.35*
My Friend Flicka	G	02/03/99	*0.85*
Call of the Wild Pt. III	PG	03/22/99	*3.5*
Thunderhead	PG	03/25/99	*1.0*
Don't Tell Him It's Me	PA	05/30/99	*2.25*
Big Red	G	06/15/99	*2.2*
A Christmas Story	R	08/01/99	*4.65*
Three Wishes	R	09/09/99	*3.75*
HP Smithson	PG	10/28/99	*4.65*
Gary	PA	11/25/99	*5.5*
Meet in the Middle	G	12/15/99	*2.3*
Due South, True North	PA	12/31/99	*7.85*

Exercise (Enter Memo)

Open a new word document and enter the interoffice memorandum shown on the following page.
Save your file under "HolidaySchedule".

Memorandum

To: Salaried Personnel

From: Your Name

Subject: Holiday Schedule

Date: February 13, 2000

This year's holiday schedule is as follows:

Friday	Apr. 21	Good Friday
Monday	Apr. 24	Easter Monday
Monday	May 22	Victoria Day
Friday	July 1	Canada Day (observed)
Monday	Aug. 7	Civic Day
Monday	Sep. 4	Labour Day
Monday	Oct. 9	Thanksgiving Day
Friday	Nov. 11	Remembrance Day (observed)

Christmas / New Years schedule:

Friday	Dec. 22	Christmas Eve (observed)
Monday	Dec. 25	Christmas
Tuesday	Dec. 26	Boxing Day
Wednesday	Dec. 27	**Regular Workday**
Thursday	Dec. 28	**Regular Workday**
Friday	Dec. 29	New Year's Eve (observed)
Monday	Jan. 1	New Year's Day

We will operate the factory and offices as usual on Wednesday, December 27 and Thursday, December 28.

Although we no longer have floating holidays, notice that two new holidays have been added: Boxing Day and New Year's Eve.

Anyone wanting to schedule vacation for Dec. 27 & Dec. 28 should arrange it with their supervisor. As usual, we expect business to be relatively quiet on those days, but we will need to provide ample coverage for all essential business operations.

Exercise (Enter Memo)

Open a new word document and enter the interoffice memorandum shown on the following page. (Apply shading to the title **Memorandum.**) Save your file under "StaffGiftFund".

Memorandum

To: All Staff

From: Your Name

Subject: Staff Gift Fund

Date: February 13, 2000

The $40.00 staff gift fund must be submitted to the Accounting Office by December 10, 2000. Joyce Sanders in our Accounting Office is responsible for collecting the donations.

We will also need volunteers to help prepare for the Christmas Staff Party. If you are interested in helping, please contact Diane Chambers as soon as possible so that we can make this year's party the best one we have ever had.

Exercise (Enter Memo)

Open a new word document and enter the interoffice memorandum shown on the following page. (Apply shading to the title **Memorandum**.)
Save your file under "Presentation".

Memorandum

To: All Staff

From: Your Name

Subject: "Computers in the Year 2001"

Date: February 13, 2000

Mr. Henry Harlan, a motivational speaker, has prepared an excellent information kit that highlights "Computers in the Year 2001". Mr. Harlan will be in our staff meeting area on Friday, November 17, 2000 at 1:00 p.m. to give a presentation. It will take approximately three hours.

I look forward to seeing all of you there, as the presentation will be very informative.

Refreshments will be provided after the presentation.

Exercise (Memo Assignment)

Choose three of the following five memoranda options, and write a memo for each. Save and print your memos.

1). Let Joanne Peeler, Office Manager, know that you will be late for work for the next seven Thursdays, as you must see your physiotherapist about a sport's injury before coming to work. Explain how you will make up the time.

2). Your holidays are scheduled for the first two weeks in November. Ask Joanne if you can change them to the last two weeks in December.

3). Write to Joanne and invite her to a Friday afternoon get-together to honour a colleague for a particular reason. You are to choose a name for the colleague, the when and where of the get-together, and the reason for the celebration.

4). Create a memo to all staff reminding them that their TD/4 forms are due in the payroll office. Failure to comply will result in the maximum tax being deducted from their paycheques.

5). Write to Joanne and convince her to buy a new piece of equipment for the office. Give good reasons for your request. Identify the item that you are requesting.