Tab Leaders

- In this tutorial, you will learn about the **Tab Leaders** you can create in your Microsoft Word 2010 document.

- **Tab Leaders** add a visual link to separated words on one line and can be created using the **TABS DIALOG BOX**.

Example of text with **Tab Leaders**:

Example of text without **Tab Leaders**:
Locating the LEADER settings

The LEADER settings are located in the TABS DIALOG BOX and can be found by opening the PARAGRAPH DIALOG BOX and then clicking the TABS button.

Using the LEADER Settings

Step 1: Open your Microsoft Word document and locate the area in which you would like to add a LEADER. Position your cursor within the line of text by clicking anywhere in the sentence. In this example, we will assume you would like create a dotted LEADER in a sentence with separated text in your document.

 positively or negatively affect a student’s experience.

language barriers and proficiency | (Zhang & Kenny, 2010)
course design and instruction | (Minjuan et al., 2010; Zhang & Kenny, 2010)
cultural differences | (Liu et al., 2010; Tu, 2001)
Step 2: Click the **PARAGRAPH DIALOG BOX LAUNCHER** button on the **HOME** tab in the **PARAGRAPH** group to open the **PARAGRAPH DIALOG BOX**.

Step 3: Once the **PARAGRAPH DIALOG BOX** is open, click the **TABS** button to open the **TABS DIALOG BOX**.
Step 5: Select the dotted setting (second option) in the LEADER section of the TABS DIALOG BOX.

Step 7: Click the OK button in the TABS DIALOG BOX to apply the changes.
positively of a student's experience including:

language barriers and proficiency (Zhang & Kenny, 2010)
course design and instruction (Minjuan et al., 2010; Zhang & Kenny, 2010)
cultural differences (Liu et al., 2010; Tu, 2001)

Finish: By following the steps above, you can create a LEADER between separated words on a line in your document.