Changing Tabs

- In this tutorial, you will learn how to change Tabs in your Microsoft Word 2010 document.
- The **TABS** button in the **PARAGRAPH** dialog box may be used to change a tab.

Locating the TABS Button

To locate the **TABS** button you must first open the **PARAGRAPH DIALOG BOX** by clicking the **PARAGRAPH DIALOG BOX** launcher button found on the **PARAGRAPH** group of the **HOME** tab.

Once the Paragraph Dialog Box is open, the **TABS** button can be found at the bottom of the dialog box.
Using the TABS Button to Change a Tab

Step 1: Open your Microsoft Word document and locate the tab stop you would like to change. Position your cursor in the line with the existing tab by clicking anywhere in the sentence. In this example, we will assume you would like to change a Right Tab stop to a Center Tab stop.

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**.

**Shortcut Tip:** Instead of opening the **TABS DIALOG BOX** from the PARAGRAPH DIALOG BOX, you can double click the **TAB MARKER** on the horizontal **RULER** to open the **TABS DIALOG BOX** in a single step.
Step 4: Select “Center” in the ALIGNMENT section of the TABS DIALOG BOX.

Step 5: Click the OK button in the TABS DIALOG BOX to apply the change.
Finish: By following the steps above, you can change a tab within your document.