Insert Tab

- If you hit the Tab key on the computer keyboard, the tab is set to move the cursor one inch. However, that may not suit your needs. In this tutorial, you will learn how to set various tab types in your document.
- Tab stops are set up on the ruler bar of the document.

Locate the Ruler Bar

To locate the RULER BAR, click on the view tab of the ribbon. The RULER BAR is found under the Show section.

Tab Selector

Step 1: To the far left of the RULER BAR, you will see the TAB SELECTOR. Here you will click the box and choose what type of tab you want to set on the RULER BAR. Selections are review later.

Step 2: Clicking the TAB SELECTOR changes the type of tab you will set (see below for more information on types of tabs). Once the type is selected, click on the RULER BAR at the location you want to set your tabs. The tab indicator will show on the RULER BAR.
**Step 3**: To move your cursor and type at your TAB SET, hit your keyboard TAB key to move forward to each tab.

Step 4: To relocate your TAB SET, click on it, hold down the button and drag to the new position. To clear or delete a TAB SET, click on it, hold down and drag off the ruler (then release and it is gone).
# Types of Tab Stops and Examples

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Left Tab</strong></td>
<td>The start position of the text runs to the right as you type.</td>
</tr>
<tr>
<td><strong>Center Tab</strong></td>
<td>The position of the middle of the text centers on this position as you type.</td>
</tr>
<tr>
<td><strong>Right Tab</strong></td>
<td>The right end of the text is set. As you type, the text moves to the left.</td>
</tr>
<tr>
<td><strong>Decimal Tab</strong></td>
<td>Aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (only works with a decimal character)</td>
</tr>
<tr>
<td><strong>Bar Tab</strong></td>
<td>The tab stop doesn’t position text. It inserts a vertical bar at the tab position.</td>
</tr>
</tbody>
</table>

Graphic from: https://support.office.com

A **Left Tab** stop sets the start position of text that will then run to the right as you type.

![Image of text with tabs](https://example.com/image.png)

Dogs | Cats | Fish
A **Center Tab** stop sets the position of the middle of the text. The text centers on this position as you type.

A **Right Tab** stop sets the right end of the text. As you type, the text moves to the left.

A **Decimal Tab** stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (only works with a decimal character)
A Bar Tab stop doesn’t position text. It inserts a vertical bar at the tab position.

Finish: After following the above steps, you can set, move and delete all tabs types available in Word.