Setting Tabs

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

Example of text with a tab stop:

```
positively or negatively affect 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)
```

Example of text without a tab stop:

```
positively or negatively affect 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)
```

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.

![Paragraph Dialog Box](image)

**Using the TABS button**

**Step 1:** Open your Microsoft Word document and locate the text you would like to position at a tab stop. Position your cursor at the beginning of the line by clicking in front of the first word in the sentence. In this example, we will assume you would like to set a 5 inch Right Tab stop.

![Cursor positioned in front of text](image)
Step 2: Click the PARAGRAPH DIALOG BOX LAUNCHER button on the HOME tab in the PARAGRAPH group to open the PARAGRAPH DIALOG BOX.

![ PARAGRAPH DIALOG BOX LAUNCHER ]

Step 3: Once the PARAGRAPH DIALOG BOX is open, click the TABS button to open the TABS DIALOG BOX.

![ TABS DIALOG BOX ]
Step 4: Position your cursor inside of the **TAB STOP POSITION** textbox and type the number **5**.

Step 5: Select “**RIGHT**” in the **ALIGNMENT** section of the **TABS DIALOG BOX**.
Step 6: Click the **SET** button in the **TABS DIALOG BOX** to set the tab stop position.

Step 7: Click the **OK** button in the **TABS DIALOG BOX** to apply the changes.
Step 8: With the cursor positioned in front of the text, type the TAB key on your keyboard to move the text to the 5 inch right tab stop.

Shortcut Tip: Instead of using the TABS button to set a TAB stop, you may use the TAB SELECTOR to select the "right tab" option and then click the "5 inch" marker on the horizontal RULER.

Finish: By following the steps above, you can set a tab stop on a line of text within your document.