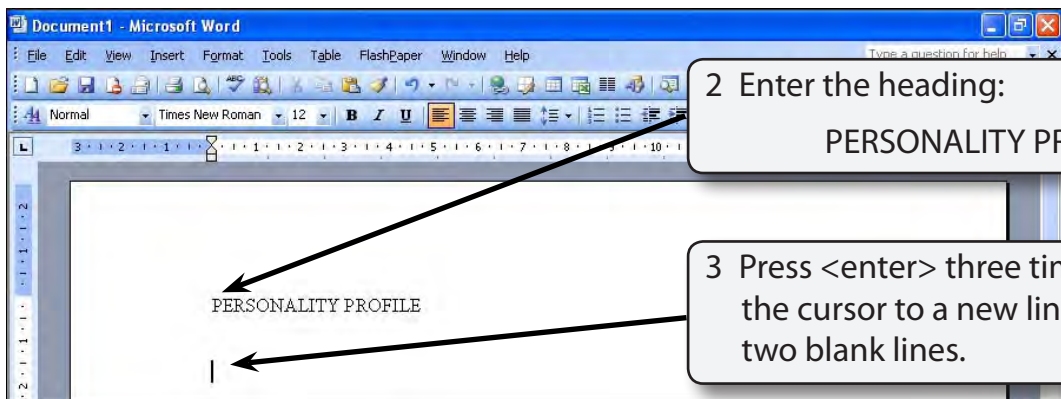# Combining Tabs and Indents

In this exercise you will create a personality profile. You can either use the sample information provided or enter your own details.

Entering the Heading

1   Start a NEW BLANK DOCUMENT.

2 Enter the heading:

PERSONALITY PROFILE

3 Press <enter> three times to move the cursor to a new line and to leave two blank lines.

Setting the Tabs and Indents

1 Click on the TAB box at the left of the RULER until the RIGHT JUSTIFIED TAB STOP is selected.
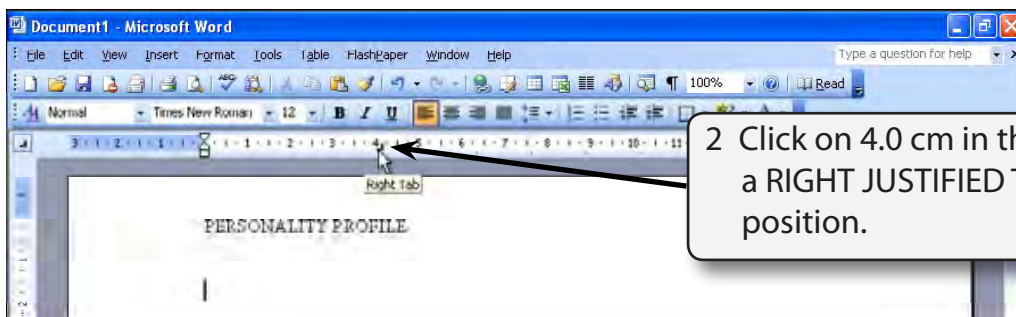
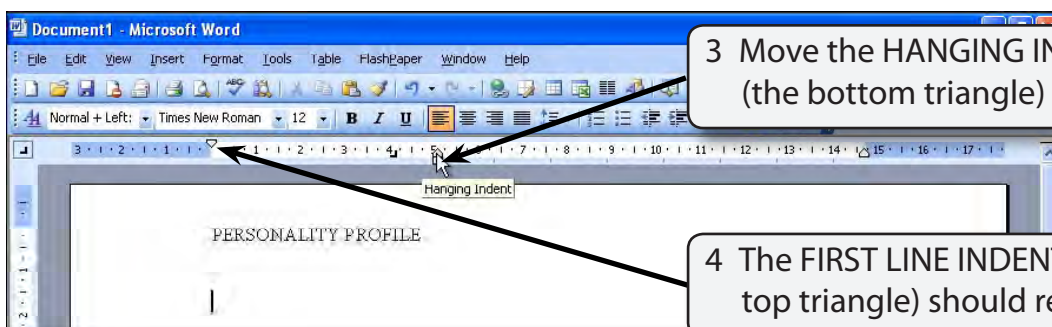2 Click on 4.0 cm in the RULER to set a RIGHT JUSTIFIED TAB STOP at that position.

NOTE: The RIGHT JUSTIFIED TAB STOP will set the right sides of all the sub-headings to be in line.
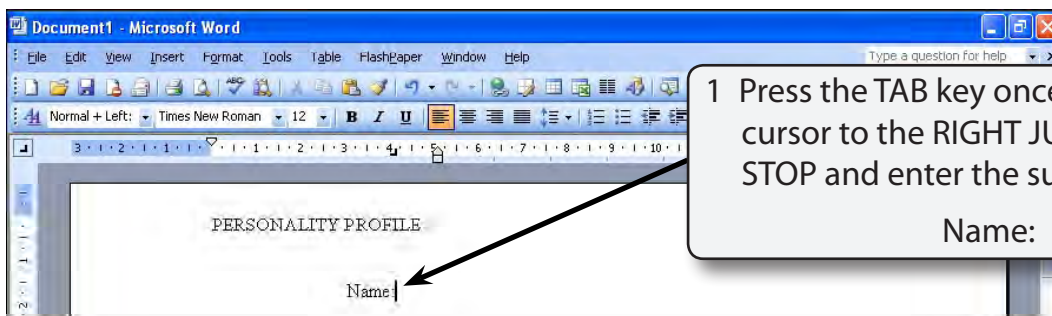

3 Move the HANGING INDENT marker (the bottom triangle) to 5.0 cm.

4 The FIRST LINE INDENT marker (the top triangle) should remain at 0.

NOTE: These indents will cause the first line of a paragraph to start at 0 cm and all subsequent lines to begin at 5.0 cm.

Completing the Profile

1 Press the TAB key once to move the cursor to the RIGHT JUSTIFIED TAB STOP and enter the sub-heading:

Name:

> **NOTE:** Notice that the letters move to the right as you type them. The last letter (in this case a colon) will be in line with the TAB STOP at 4.0 cm.
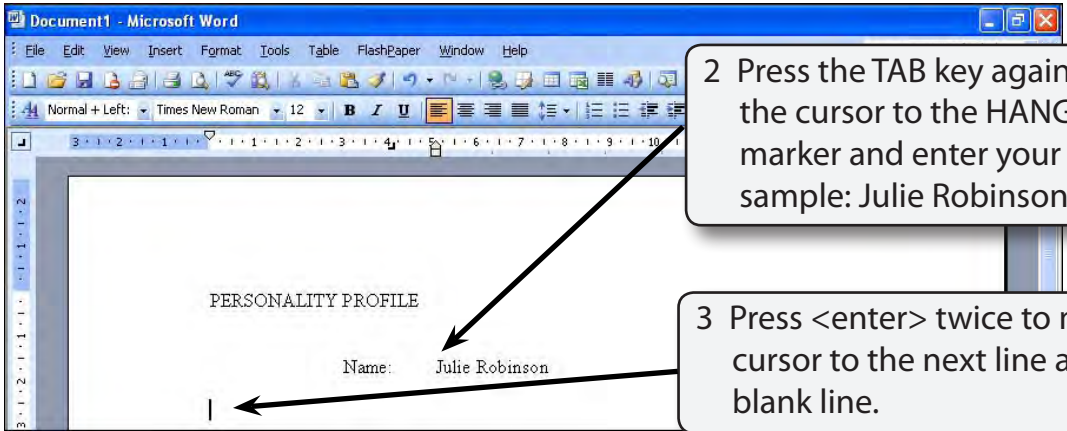
2 Press the TAB key again to move the cursor to the HANGING INDENT marker and enter your name (or the sample: Julie Robinson).

3 Press <enter> twice to move the cursor to the next line and to leave a blank line.
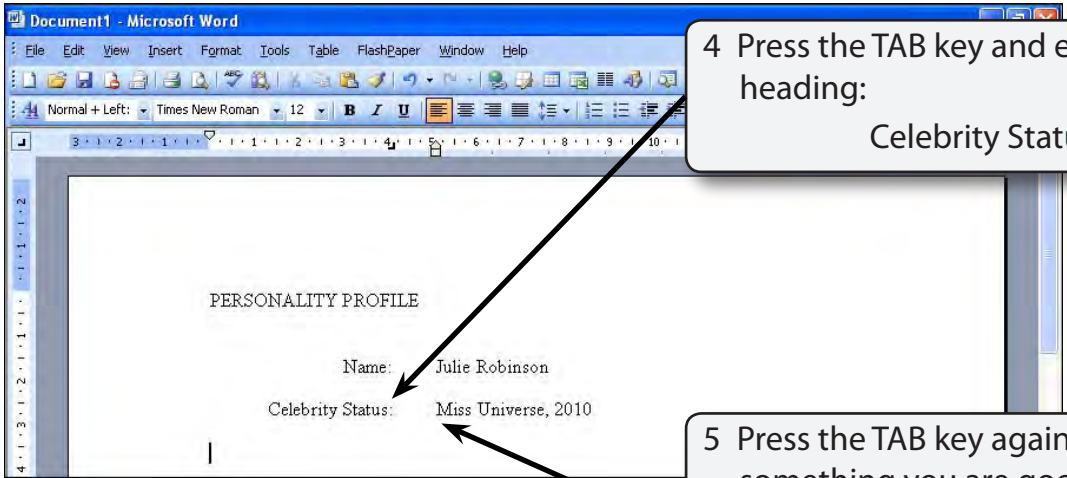
4 Press the TAB key and enter the sub-heading:

> Celebrity Status:

5 Press the TAB key again and enter something you are good at or a reason for your importance (or enter the sample: Miss Universe, 2010), then press the <enter> key twice.