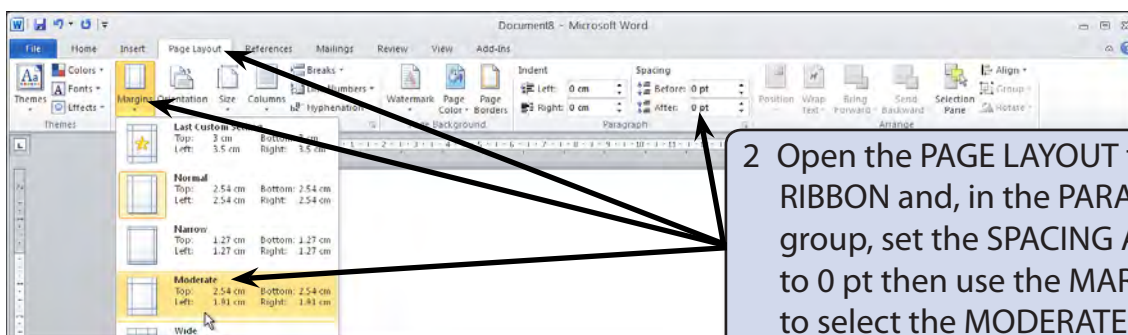# Further Tabs and Indents

To practise the use of tabs, leader characters and indents we will create a letter that has a table and an application form.

Entering the Letter

1   Load Microsoft Word 2010 or close the current file and start a new BLANK DOCUMENT.

2 Open the PAGE LAYOUT tab of the RIBBON and, in the PARAGRAPH group, set the SPACING AFTER box to 0 pt then use the MARGINS icon to select the MODERATE margins.

3   Enter the following text:

> MANICURE GOLF CLUB
> 35 Green Grass Road, Sandringham, Vic. 3191
>
> *4 blank lines*
>
> <today's date>
>
> *4 blank lines*
>
> Mr Anthony Mercuri
> 24 Austin Crescent
> Frankston, Vic 3199
>
> Dear Mr Mercuri
>
> Thank-you for your inquiry about joining the Manicure Golf Club. We believe the club is one of the finest in the area and we certainly welcome new members. Our rates are listed in the following table:

4   Press <enter> twice to complete the paragraph and to leave a blank line.

5   Save the document in your STORAGE folder under the file name: WP Exercise 11
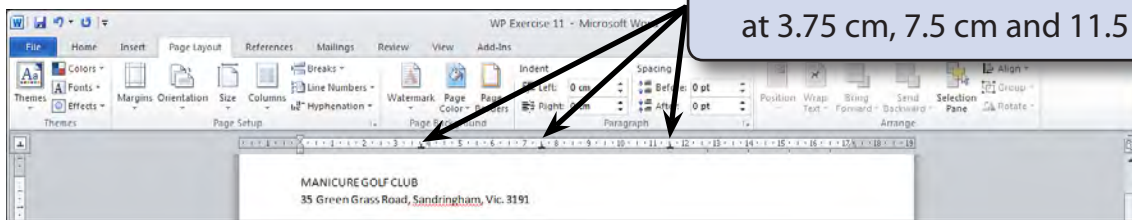
Entering the Table

A variety of TAB STOPS will be used in the production of the table. These are set from the TAB TYPE BOX which is at the left of the RULER.
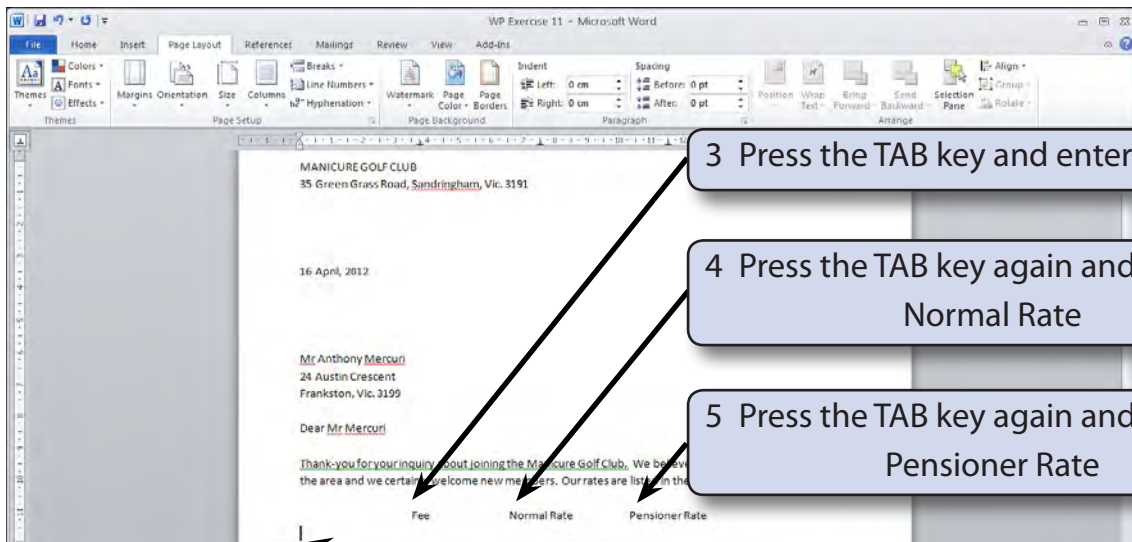
A　The Table Headings
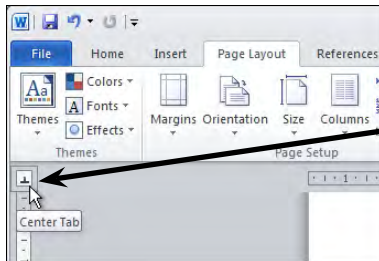
1 Set the TAB TYPE box to a CENTRE TAB.

2 Click three centre tabs in the RULER at 3.75 cm, 7.5 cm and 11.5 cm.
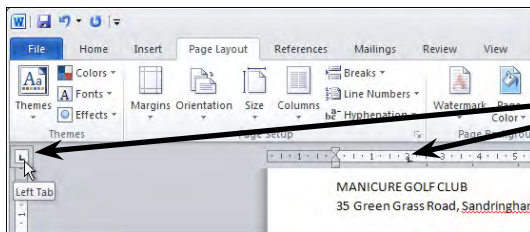
3 Press the TAB key and enter:　Fee

4 Press the TAB key again and enter: Normal Rate

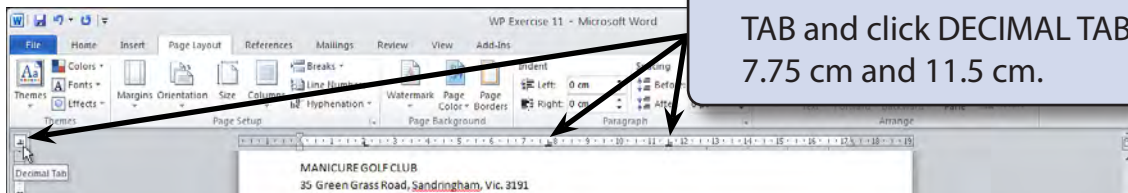5 Press the TAB key again and enter: Pensioner Rate

6 Press <enter> to set the cursor to a new line.

B   The Table Contents

1   Remove the TAB STOPS from the RULER by dragging them straight down and out of the RULER. This has only removed the tabs from the blank line, not the previous lines that contain the headings.

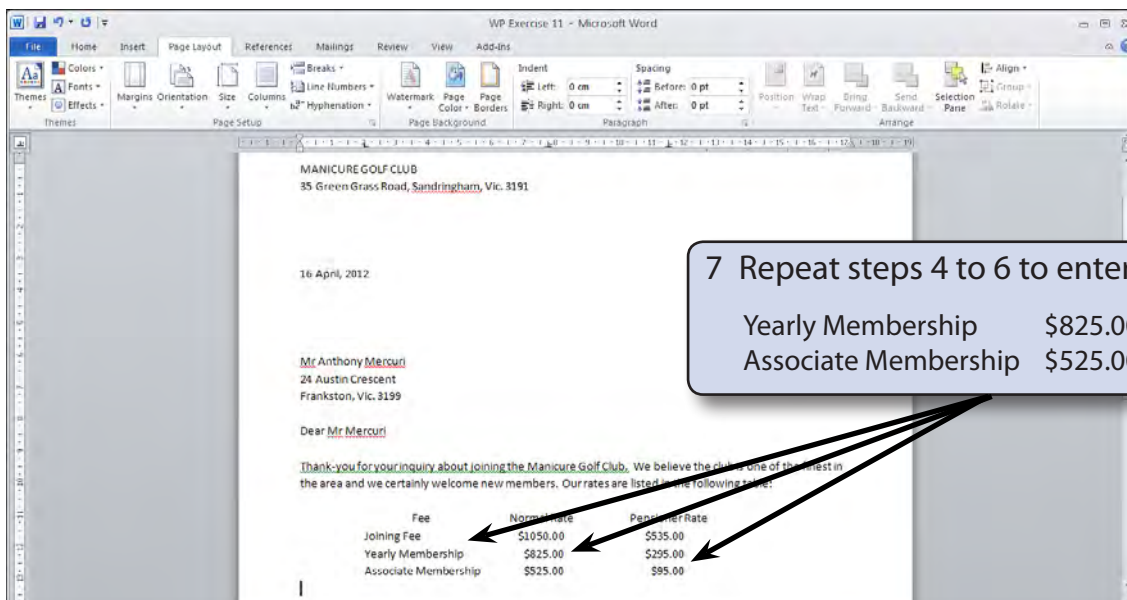2   Set the TAB TYPE box to a LEFT TAB and click a LEFT TAB STOP at 2.0 cm in the RULER.

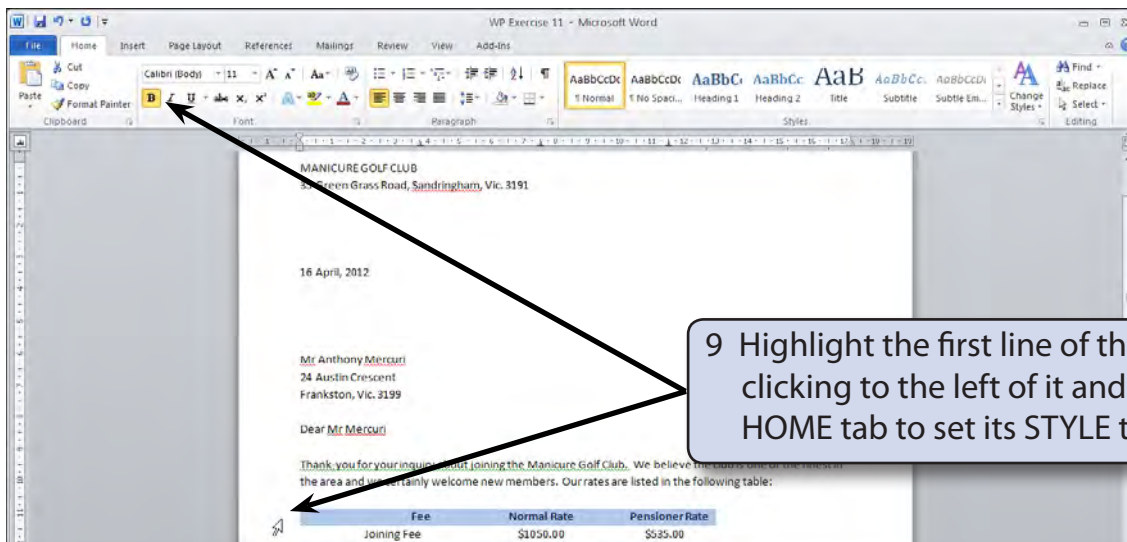3   Set the TAB TYPE BOX to a DECIMAL TAB and click DECIMAL TAB STOPS at 7.75 cm and 11.5 cm.
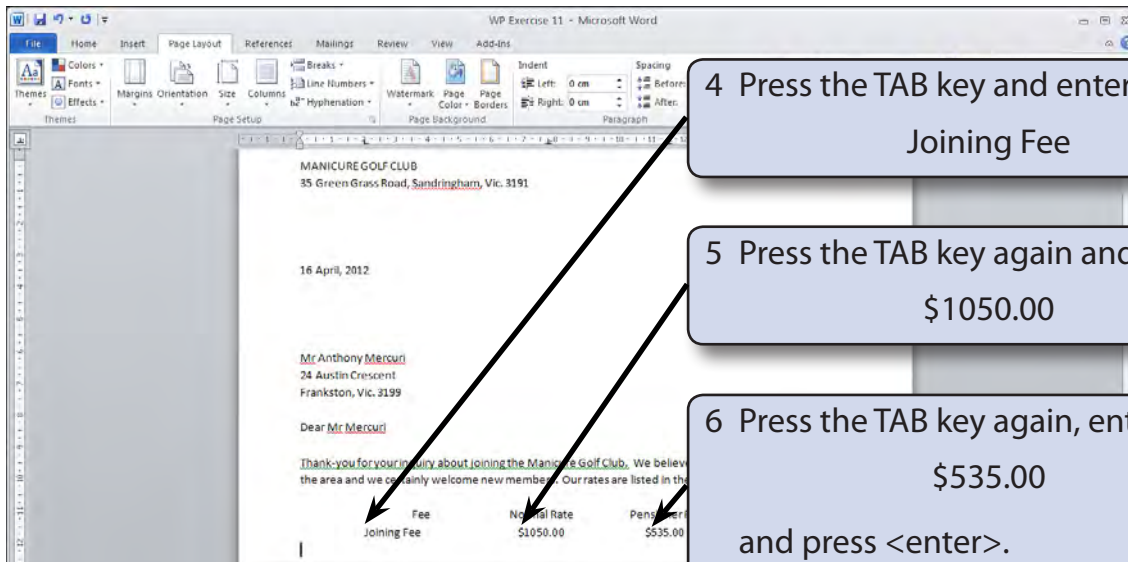
4   Press the TAB key and enter:

Joining Fee

5   Press the TAB key again and enter:

$1050.00

6   Press the TAB key again, enter:

$535.00

and press <enter>.

7 Repeat steps 4 to 6 to enter:

Yearly Membership	$825.00	$295.00
Associate Membership	$525.00	$95.00

8   Press <enter> to leave a blank line.

9 Highlight the first line of the table by clicking to the left of it and use the HOME tab to set its STYLE to BOLD.

10   Resave the document.