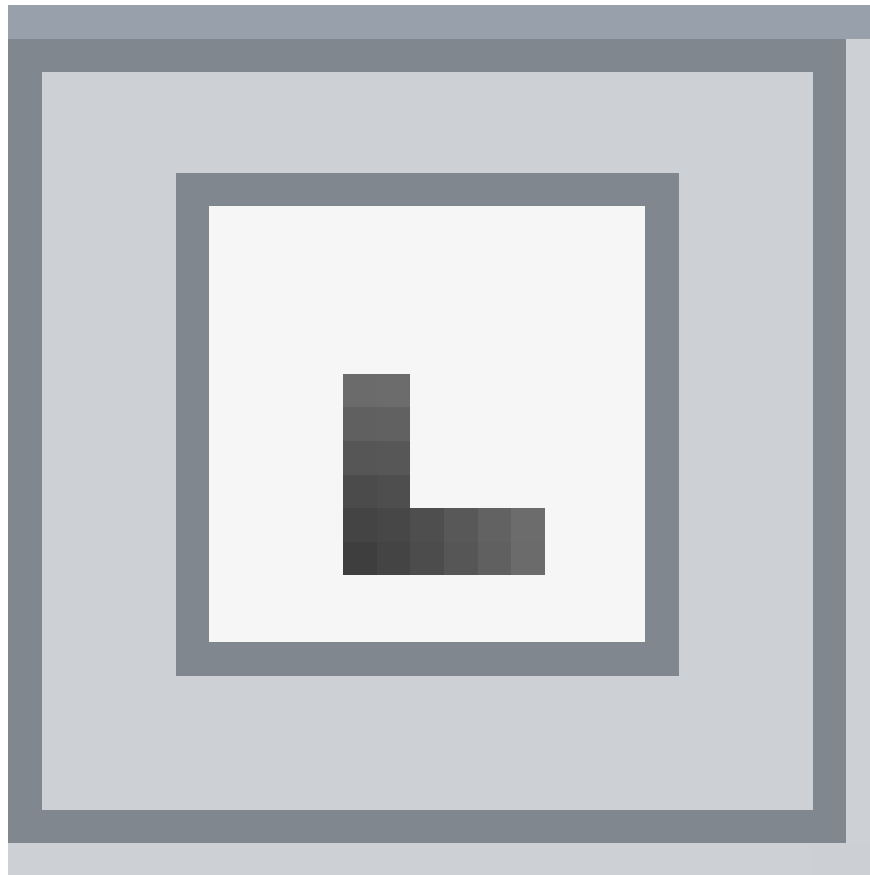


Instructions to put Tab in Word

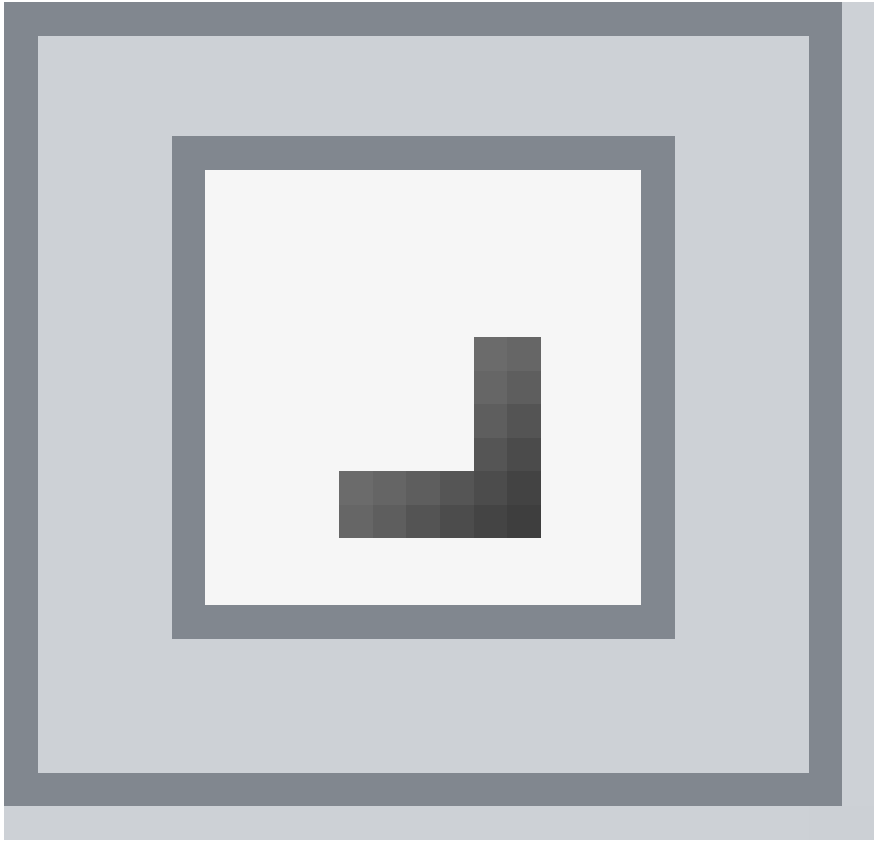
In Word, there are many tabs that can help you a lot in the process of drafting different types of documents, helping you to write text and write text at any position but still in line and still aligned.

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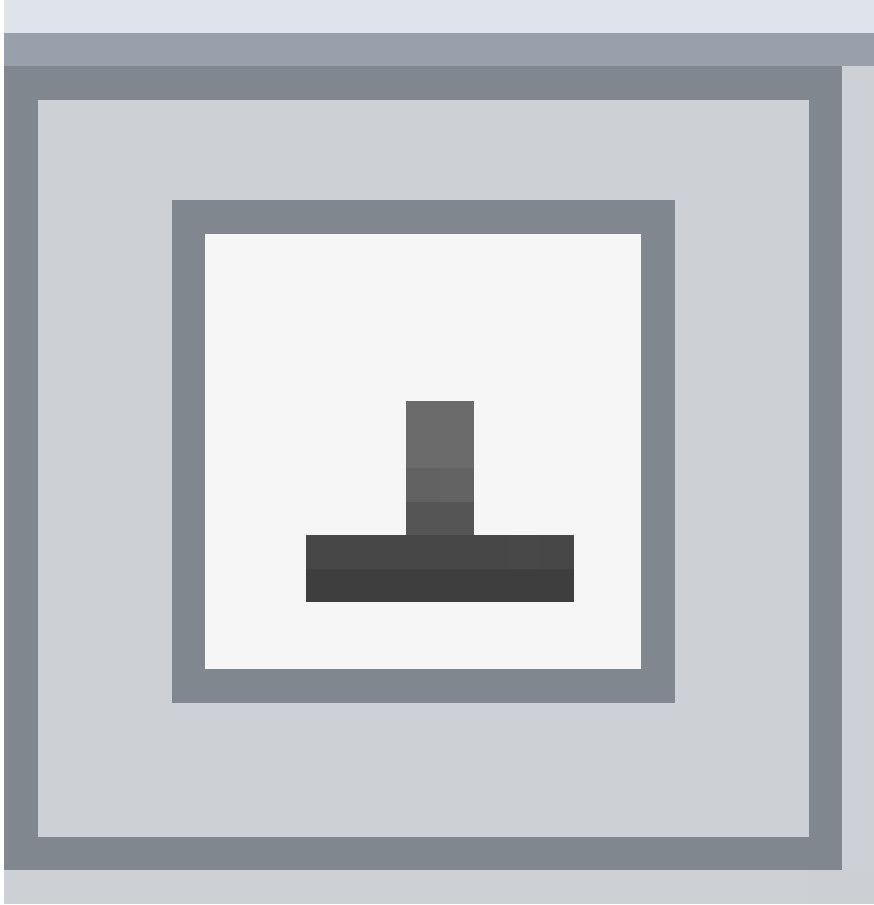
There are 3 most common types of tabs: Left tab (Left -



text tab at the position of the tab aligned to the left), Right Tab (Right - the

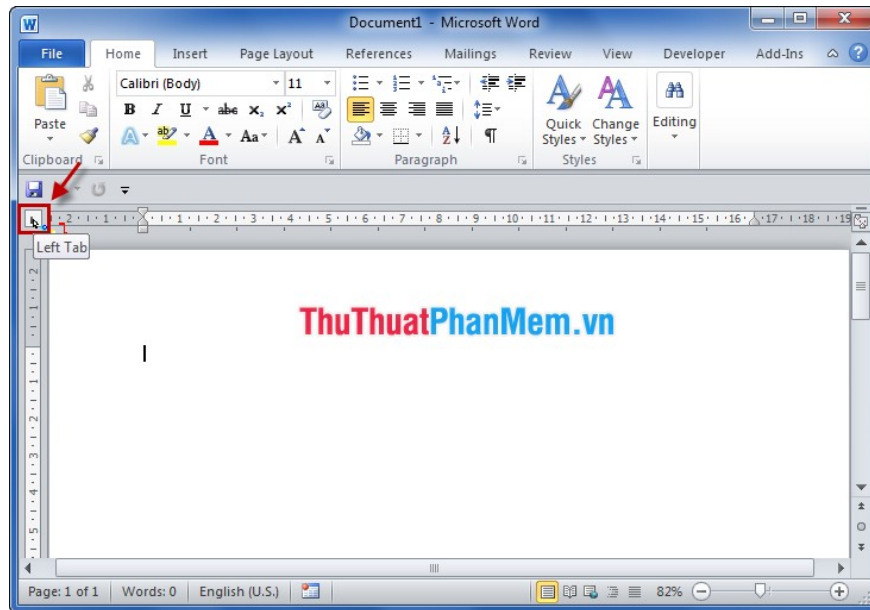


text tab at the tab position is aligned to the right), the Middle Tab (Center - The

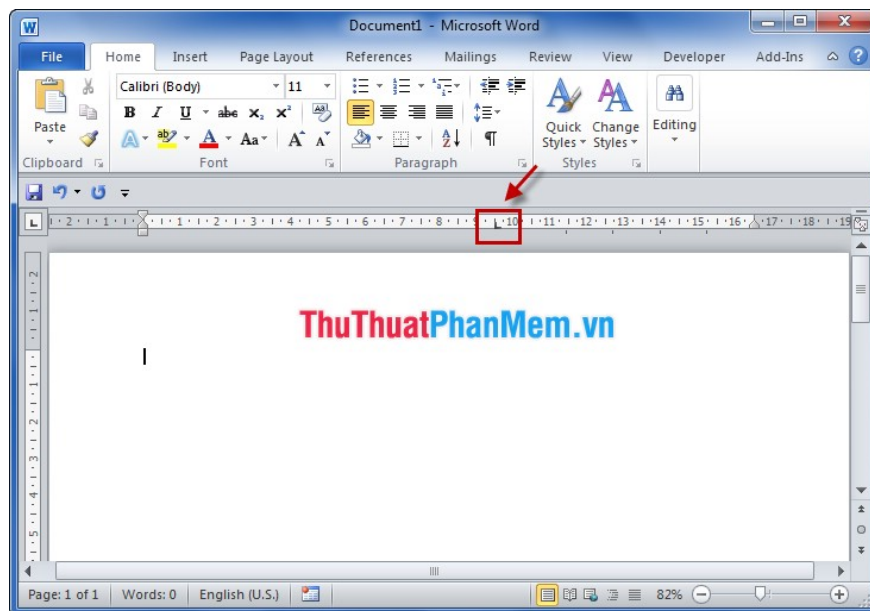


text tab at the position of the tab is centered evenly on the tab).
The following article will guide the placing Tab in Word.

Step 1: Click and select the tab you want to place.

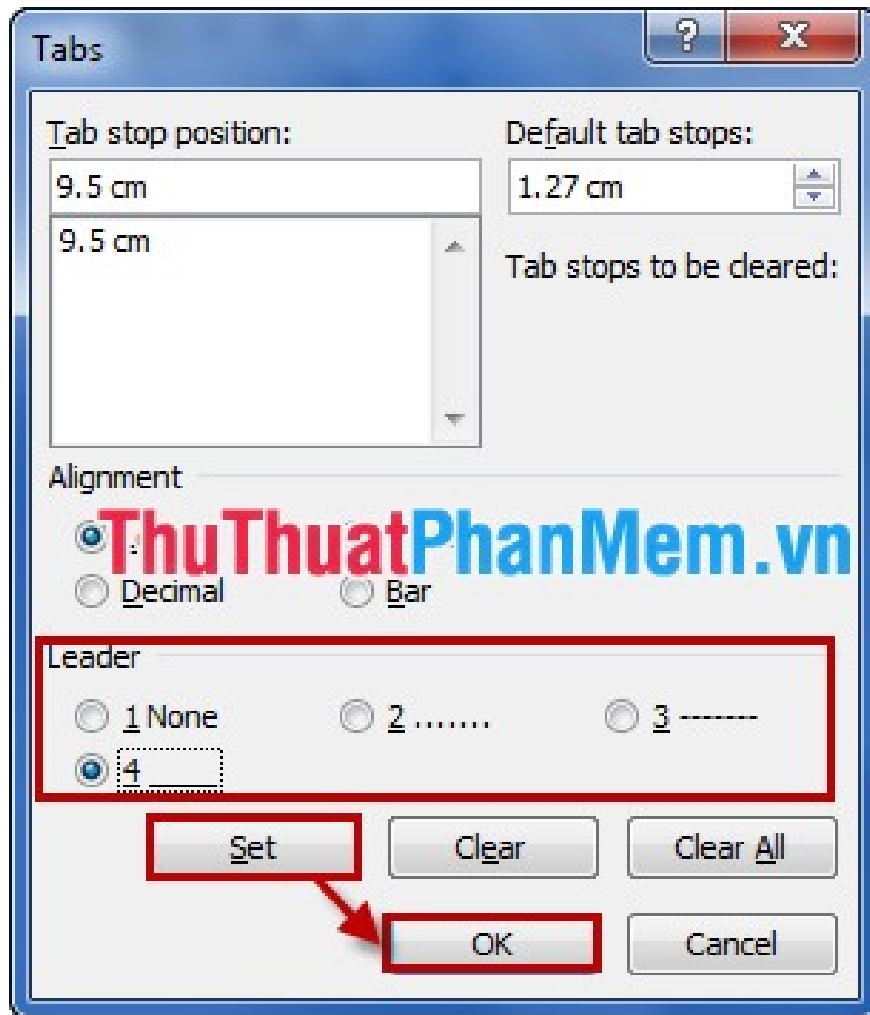


Step 2: After selecting the type of tab you want to put, click on the position in the bar above to select the position to put Tab in Word.

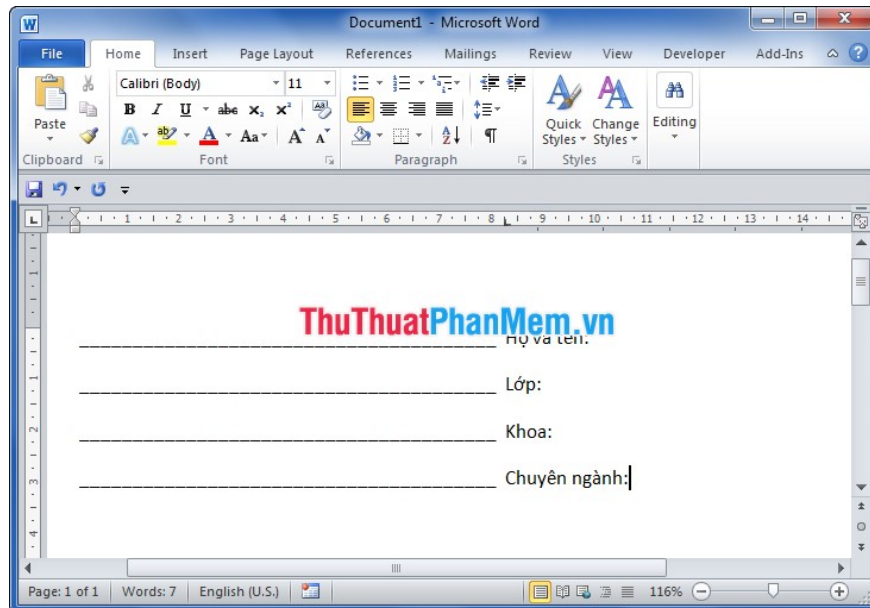


Step 3: The tab's default is not formatted, you need to format the template shown for the tab you just set (dots, dashes, underscores). You need to double click on the position you just placed Tab on the ruler.

In the dialog box **Tabs** you choose the format for Tab in **Leader** , after you finish selecting you click **Set** and click **OK** .



Step 4: At the position of the mouse, press the **Tab** key , see the result, because the left Tab should be aligned to the left.



With **Tab - right** and **Tab- between** you do the same thing. Tutorial articles on Word 2010 but with Word 2007 and Word 2013 you all do the same. Good luck!

You finished reading the article "**Instructions to put Tab in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.