

- ❖ Open Microsoft Word 2007 on your computer
- ❖ Open a new document
- ❖ Copy-Paste the example text from page 6 of the PowerPoint presentation

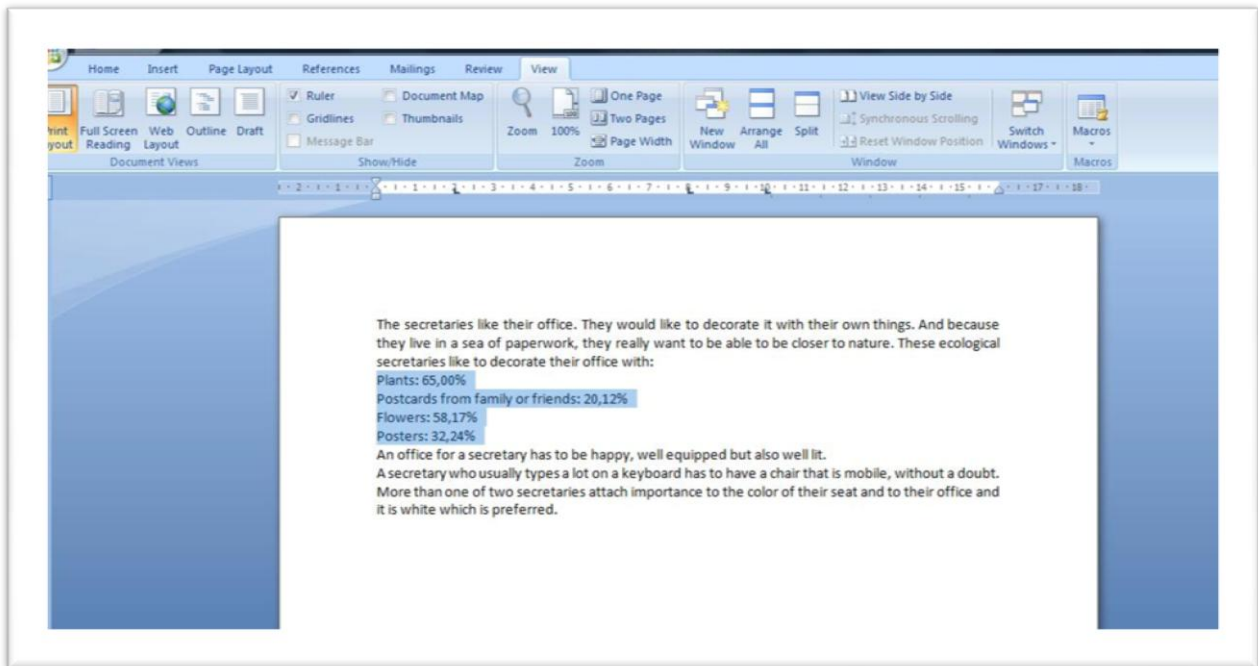
**Objective: obtain the layout page 7 OF THE PPT**

For that purpose, we will set 3 tabs:

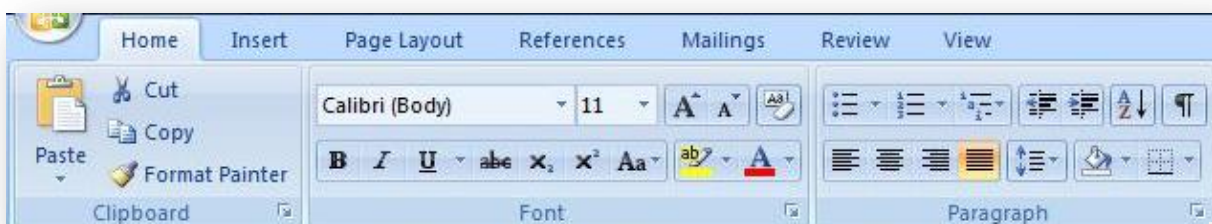
- 1) The first one (2 cm) would be will located at the beginning of each line corresponding to an item,
- 2) The second one (8 cm) would be located just before the « : »,
- 3) And the third one (10 cm) would be located just before the percentage values.

HOW TO PROCEED?

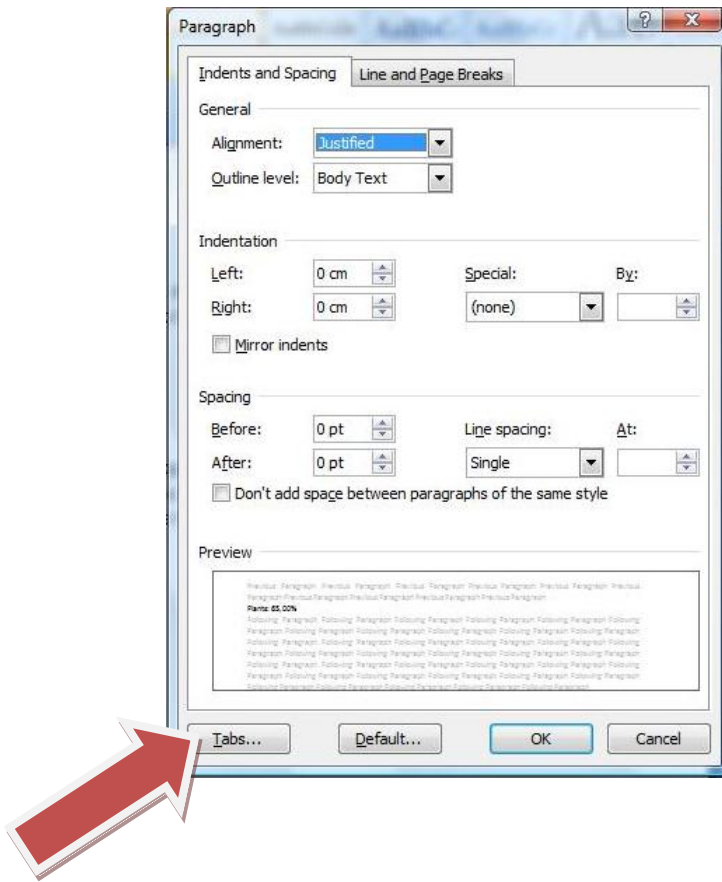
1. Select the text area for which you want to set tabs:



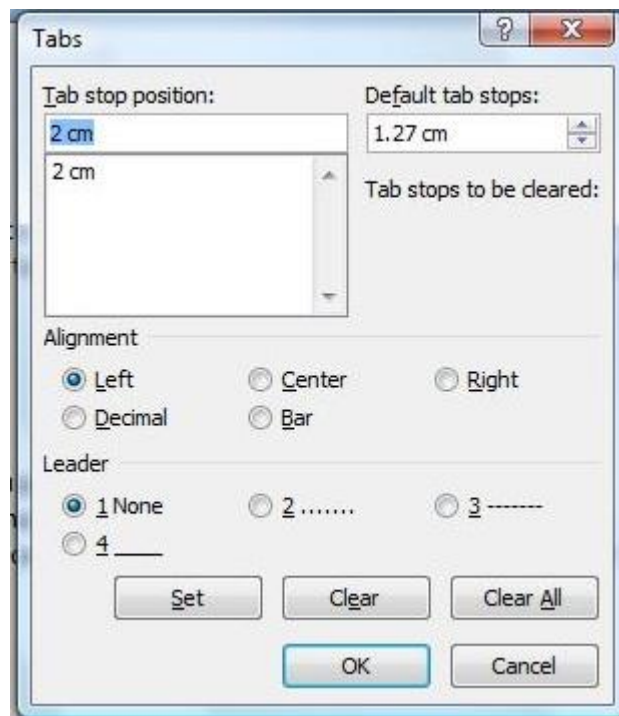
2. Go to Home -> Paragraph. Then open the Paragraph tool box by clicking on the bottom right:



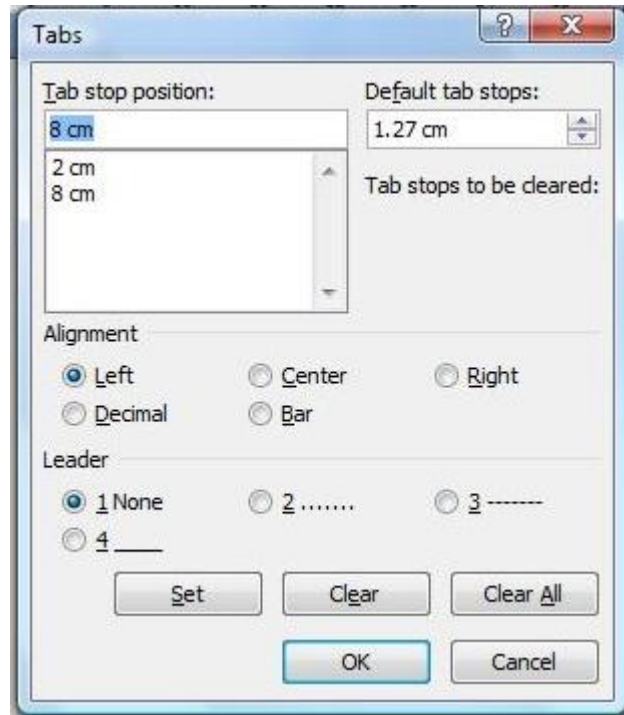
3. A window pops up : press “Tabs”



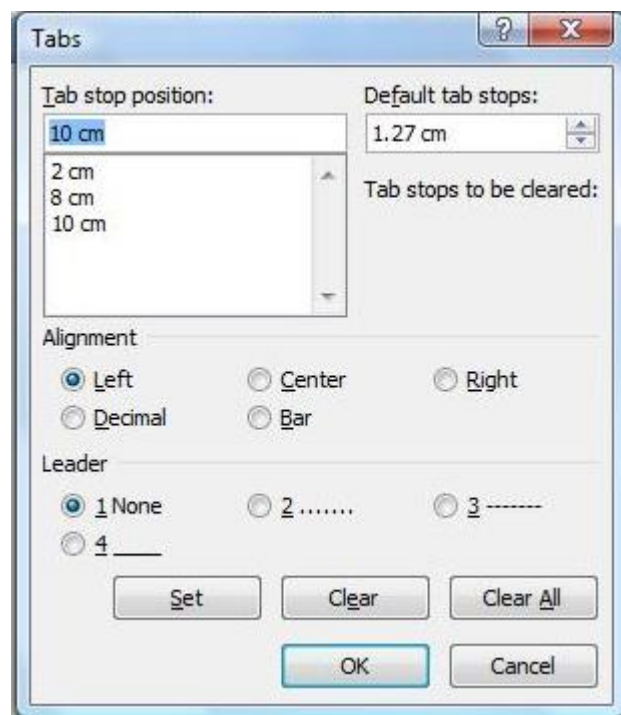
4. A tab corresponds to a “stop” while you press the Tab key.  
As an example, let’s set the first tab: type “2” as the stop position (centimeters)



You can choose which types of alignment or leader you want for your text. Validate your tab settings by **pressing "Set"**. The tab stops set are displayed in the text box below. Then, if you want to set a new tab, type the desired value (here 8 cm) in the same window. Press "Set" after having chosen the alignment and the leader.

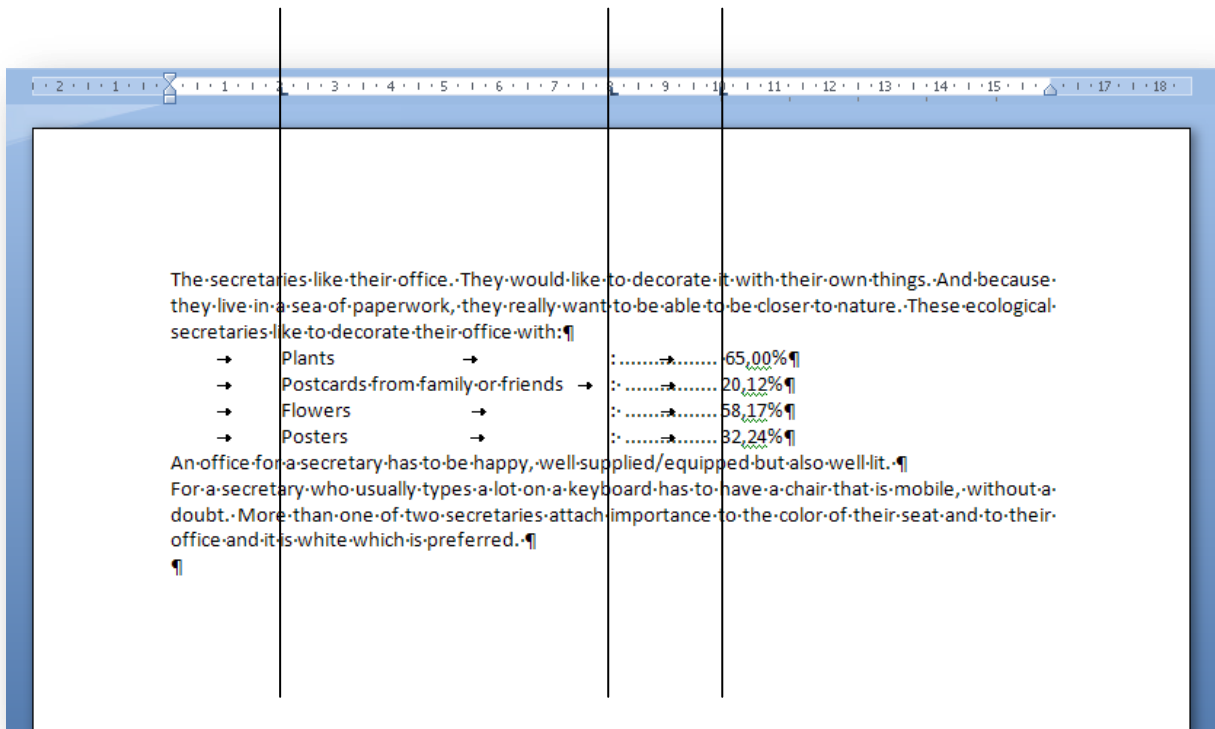


Do the same in order to set a 10cm tab:



- 5. Press "OK" when the three tabs are set.
- 6. You will notice that after the windows had been closed, the text/paragraph layout didn't change. This is normal!  
You just need then to **put the cursor in front of the text/paragraph** for which you set the tabs, and press the Tab key on your computer.

If you press the Tab key once, your text will translate until the first tab "stop position".  
If you press a second time on the Tab key, the text will "stop" at the second tab "stop position" etc...



Actually, this manipulation consists in creating cleats on the ruler.

