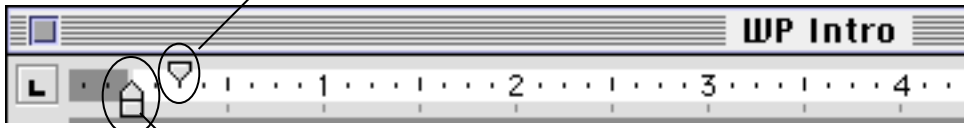


Intro to MS Word: Ruler and Tabs

You will find the **ruler** under the pull down menu VIEW.

ruler: This **upper indent marker** determines where the first line of a paragraph begins.

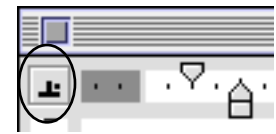
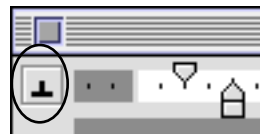
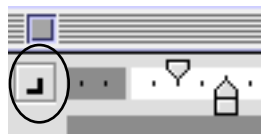


The **lower indent marker** determines where all the subsequent lines, other than the first line, of a paragraph wrap [line-up].

The **ruler** can also be considered as the resting place for manually placing the different types of **tabs**

Tab marker choice icon:

You may select your **tab** choice by slowly clicking the **tab marker choice icon** on the left-hand side of the ruler or by going to the pull down menu item FORMAT and highlighting TAB. You may then move to your choice by pushing the tab key. Once the tab choice is made, simply move your cursor to the point on the ruler you desire to place it and click once.



Right Justified	Left Justified	Center Justified	Decimal Justified
All text moves out to the right of the tab mark.	All text moves out to the left of the tab mark.	All text moves centered on the tab mark.	All text lines up on the decimal point. Best used on multiple lines.

You may choose a **tab leader** by double clicking on the the tab mark on the ruler or by going to the pull down menu item FORMAT and highlighting TAB