Lesson 11 Enabling the Ruler

Enabling the Ruler

Word has a ruler that fits along the top and left side of your document and provides a point of reference when aligning text and images within your document. The following explains how to enable the ruler:

1. Click on **View**
2. Mark in the box **Ruler** and the ruler will appear on the top and the left side of the document.
3. As you see at the top and the left.

Figure 38 - Ruler

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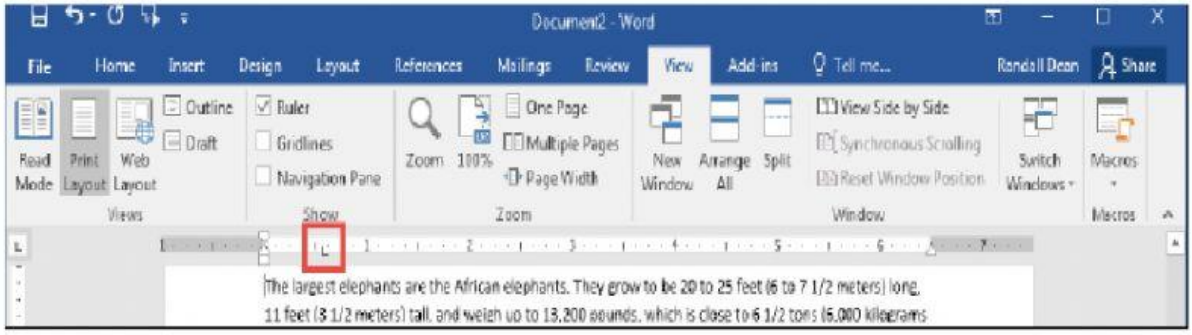
Setting Tab Stops

Tab stops provide a position for placing and aligning text on your document, and are most easily set from the Ruler (See Enabling the Ruler). The following explains how to insert a tab stop:

1. Click within the paragraph or text that you want to insert your *tab stop*.
2. Position your mouse pointer over the *Ruler* at the location you want to add the *tab stop*.
3. Left-click the **mouse button**. A *tab stop* will be placed on the ruler.



Adding a Leader to Tab Stops

After adding a *tab stop* (See Setting Tab Stops), a leader can be added to make text easier to read. For example, on a menu the leaders make it easier to read the food and the corresponding price. The following explains how to add *leaders* to your *tab stops*:

1. Double-click on the **tab stop** in your *Ruler*.

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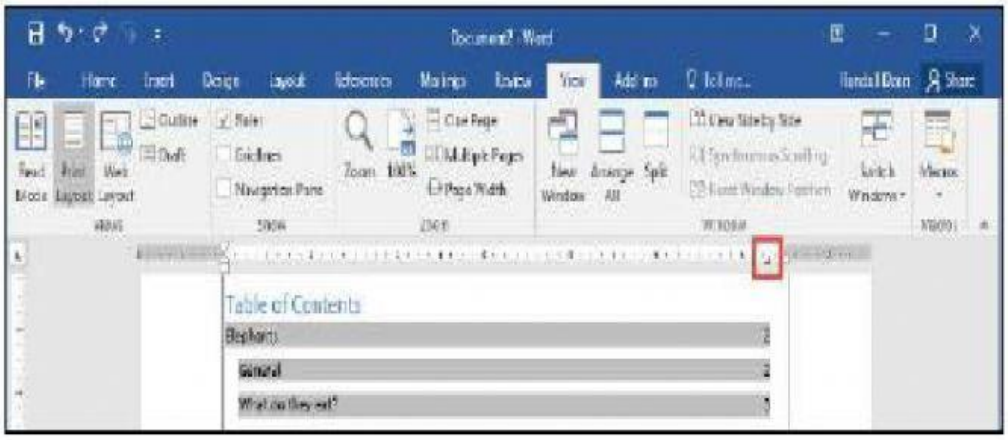

2. In the *Tabs* dialog box, click on one of the **Leader** options (See Figure 41).
3. Click

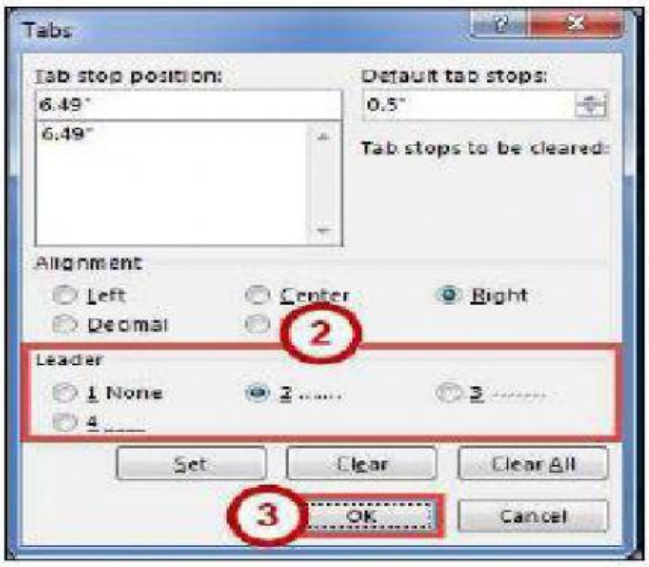

Figure 41 - Tabs Dialog Box

4. The *leader* will appear when you tab to the *tab stop*.

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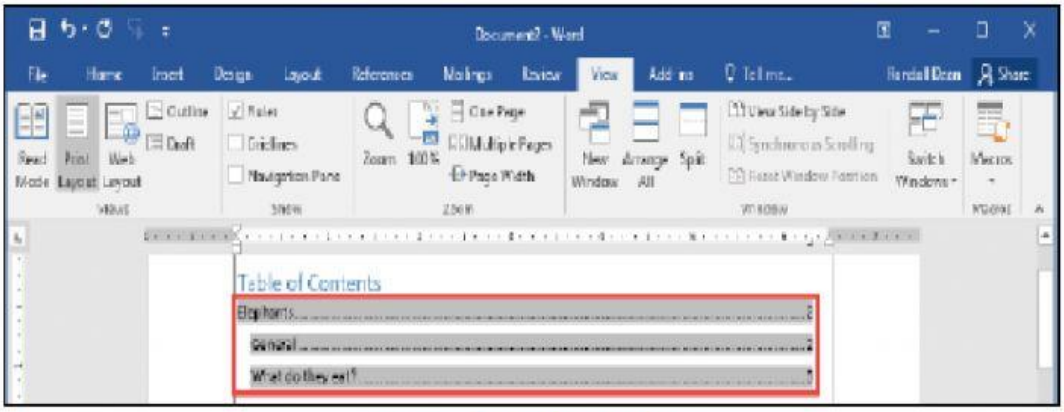

Figure 42 - Tab Stop Leader

Selecting Different Tab Stops

At the far left of the horizontal ruler is the tab selector that lets you choose from different types of tab stops. The most commonly used tab stop is a Left Tab and more can be selected by clicking the **tab selector.**

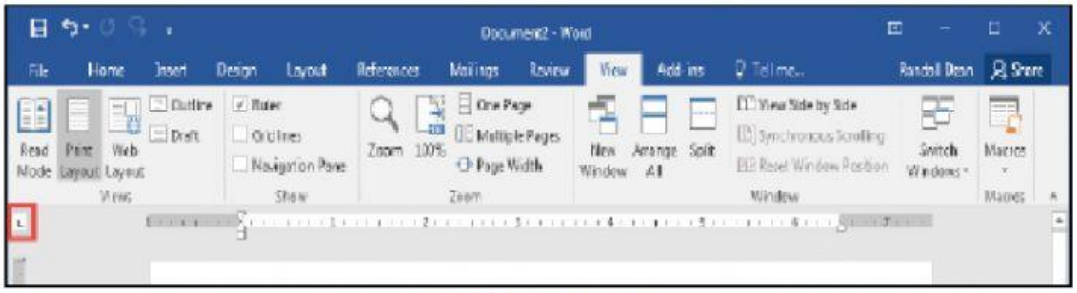

Figure 43 - Tab Selector

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The following is an explanation of the *tab stops* available:

- **Left Tab** - Left aligns text to the left of the tab stop.
- **Center Tab** - Centers the text on the tab stop.
- **Right Tab** - Right aligns the text to the right of the tab stop.
- **Decimal Tab** - Aligns decimal numbers by their decimal point.
- **Bar Tab** - Draws a vertical line on the document.
- **First Line Indent** -
  Inserts the indent marker on the ruler and indents the first line of text in a paragraph.
- **Hanging Indent** -
  Inserts the hanging indent marker and indents all lines other than the first line.

These tab stops are important to try to memorize as you learn to work on Word.

In a quiet moment when you want to experiment try ?

Questions

1. **Explain the process of enabling the Ruler?**

2. **Where are the rulers seen on the document set up?**

3. **How do you set up Tab stops?**

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