

Unit 5

Working with Tabs

5.1 Freshmen Homeroom Assignments

Using Tab Basics

- Viewing the Ruler
- Using the Default Tab

5.2 Fastest Growing Occupations

Working With Left Tabs

- Setting Left Tabs

5.3 School Store Inventory

Setting Custom Tabs

- Setting Left and Right Tabs
- Using Dot Leaders

5.4 Graduation Program

Changing Tab Alignment

- Clearing Tabs



Unit 5 Assessments

Performance and Written Assessments are located on the Instructor's Resource CD.

Freshmen Homeroom Assignments

Using Tab Basics

New Skills

- Viewing the Ruler
- Using the Default Tab

Lesson Overview

As part of your first day of school assignments, you will be greeting the freshmen class as they enter the building. One of their first worries will be finding their homeroom classrooms. To assist in pointing the new students in the right direction, you will create a list of freshmen homerooms.

In this lesson, you will create a list using the default tabs in Word.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



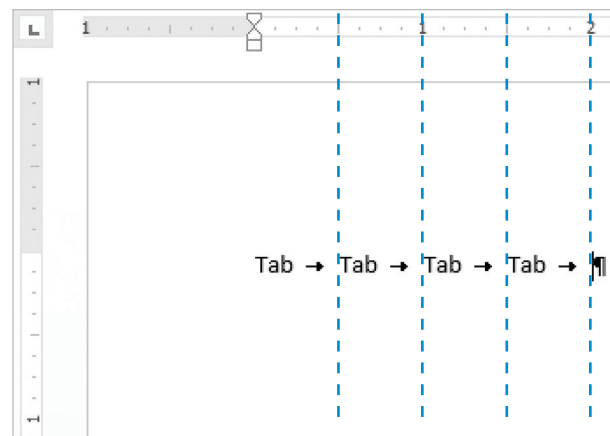
Ruler

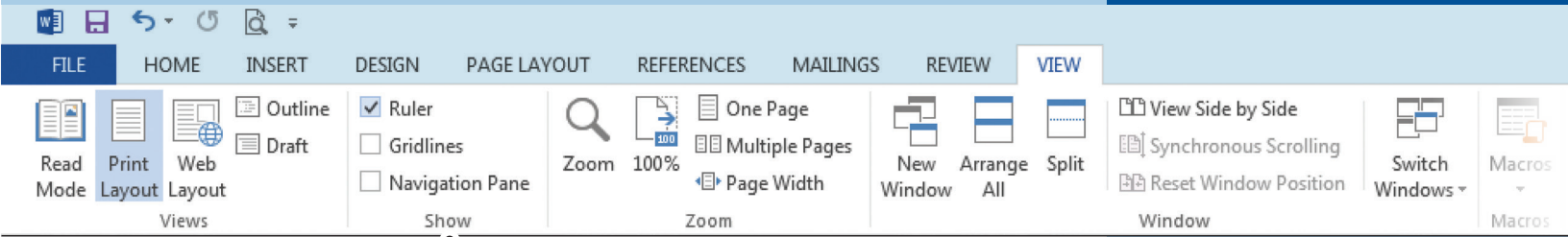
View Ruler:

Use this icon to see the ruler above and to the left of your document.

Default Tabs:

The automatic tab stops at every .5 inches on your ruler.





Instructions

1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *5.1 Freshmen Homeroom Assignments* in your **My Word Projects** folder.
3. From the **VIEW** tab, **Show** group, do the following:
 - a. Click in the box in front of the word **Ruler** (if necessary) Ruler
4. At the top of the document, key the text as shown in *5.1 Source Doc. A*.
🕒 *Note: Use the **Tab** key to separate the text into columns as shown.*
5. Make the following formatting changes:
 - a. Bold and center align the title
 - b. Change the font size of the title to 18
 - c. Italicize the column headings
 - d. Change the font size of the column headings to 14
 - e. Change the line spacing of the document to 2.0
6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to *5.1 Source Doc. B*.
8. Print a copy if required.

5.1 Source Doc. A

Freshmen Homeroom Assignments

Last Names	Room #	Teacher
A-C	101	Mrs. Sanchez
D-F	102	Mrs. Kelly
G-I	103	Mrs. Jordan
J-L	104	Mr. Crosby
M-O	105	Mr. Wu
P-R	106	Mrs. Richards
S-U	107	Mrs. Weintraub
V-Z	108	Mr. McCormack

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New Skills

- Setting Left Tabs

Fastest Growing Occupations

Working with Left Tabs

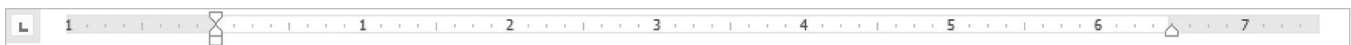
Lesson Overview

You are researching occupations for an assignment in Career Explorations class. The topic you chose was to research the fastest growing occupations. Information on jobs can be found in the Occupational Outlook Handbook compiled by the Bureau of Labor Statistics. Rather than using the preset tabs in your document, you will decide where to set your tabs to make your document look better.

In this lesson, you will set tabs to be used in creating a list of the fastest growing occupations from 2010-2020.

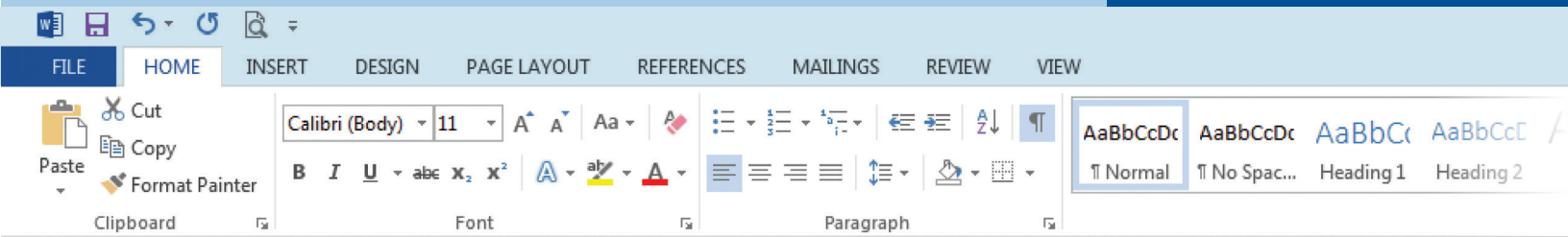
Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.





Left Tab:

Using this tab option allows you to position a left tab stop at any point along the horizontal ruler.



Instructions

1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *5.2 Fastest Growing Occupations* in your **My Word Projects** folder.
3. Set a **Left Tab** stop at .5", 3", and 5" on the horizontal ruler, as shown in *5.2 Source Doc. A*. 
4. At the top of the document, key the text as shown in *5.2 Source Doc. A*.
 *Note: Be sure to hit the tab key at the beginning of each line (as shown) and between each column.*
5. Make the following formatting changes:
 - a. Bold and center align the title
 - b. Change the font size of the title to 16
 - c. Underline the column headings
6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to *5.2 Source Doc. B*.
8. Print a copy if required.

5.2 Source Doc. A

Fastest Growing Occupations (2010-2020)

Occupation	Growth Rate	2010 Median Pay
Personal Care Aides	70%	\$19,640
Home Health Aides	69%	\$20,560
Biomedical Engineers	62%	\$81,540
Helpers – Carpenters	56%	\$25,760
Veterinary Technicians	52%	\$29,710
Reinforcing Iron and Rebar Workers	49%	\$38,430
Physical Therapy Assistants	46%	\$49,690
Meeting, Convention, Event Planners	44%	\$45,260
Interpreters	42%	\$43,300
Medical Secretaries	41%	\$30,530
Brickmasons and Blockmasons	41%	\$46,930

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Unit 5: Working with Tabs

School Store Inventory

Setting Custom Tabs

New Skills

- Setting Left and Right Tabs
- Using Dot Leaders

Lesson Overview

Your job as school store manager is to promote the items that are available for purchase in the school store. Creating a price list and publicizing this list in as many places as possible will help to increase sales. Your task is to create a two-column price list for the school store.

In this lesson, you will create a two-column price list using left and right tabs with dot leaders.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



Left, Center, and Right Tabs:

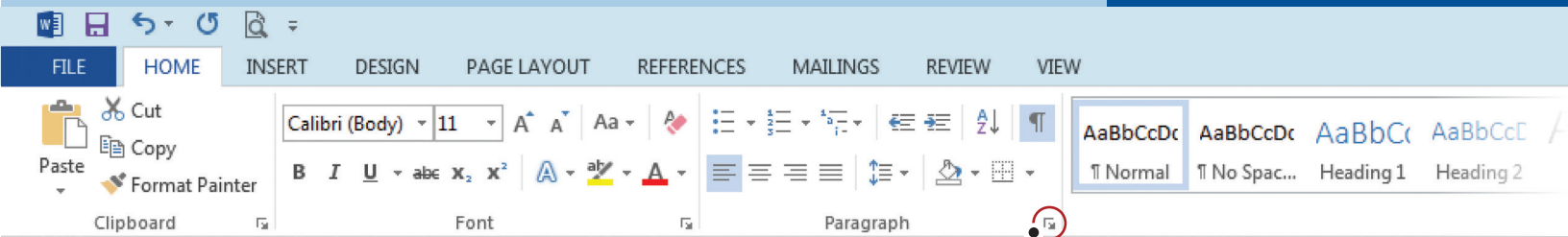
Use these icons to position a tab stop at any position along the horizontal ruler using the Tabs dialog box.



Dot Leaders:

Allow you to use a series of dots in a line to guide the reader's eye across the page.

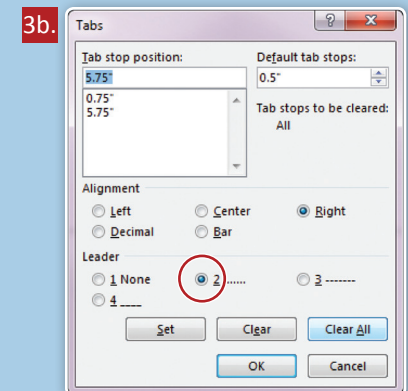
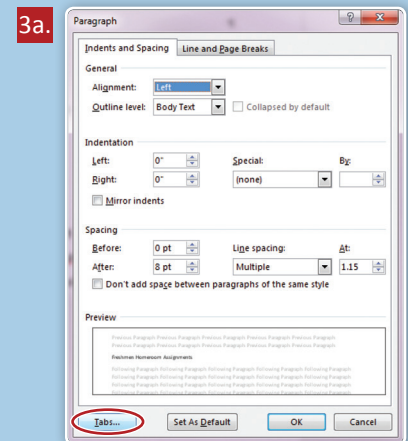
Pencils\$.25



Instructions

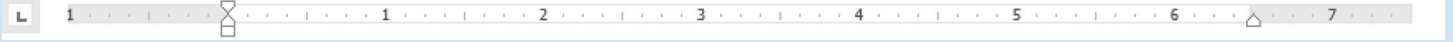
1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *5.3 School Store Inventory* in your **My Word Projects** folder.
3. Before keying any text, from the **HOME** tab, **Paragraph group dialog box launcher**, do the following:
 - a. Click on the **Tabs** option in the left corner
 - b. Set a **Left Tab** stop at .75", and a **Right Tab** stop with **dot leaders (option 2)** at 5.75"
4. At the top of the document, key the text as shown in *5.3 Source Doc. A*.

➔ *Note: Be sure to hit the tab key as indicated.*
5. Make the following formatting changes:
 - a. Center align and bold the title and change the font size to 20
 - b. Change the line spacing of the list to 2.0
 - c. Change the font size of the two columns to 14
6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to *5.3 Source Doc. B*.
8. Print a copy if required.



The screenshot shows a Microsoft Word document window titled "5.3 Source Doc. A". At the top, a ruler is visible with markings from 1 to 7. The document content is a table titled "School Store Inventory". The table lists various items with their corresponding prices. The items are: Pencils (\$0.25), Pens (\$0.30), Student Planners (\$3.00), Glue Sticks (\$0.50), Folders (\$1.25), Calculators (\$5.50), Gum (\$0.75), Mints (\$0.75), Granola Bars (\$1.00), and Popcorn (\$1.00). The table is formatted with dotted lines for the item names and prices, and small blue arrows pointing to the right at the end of each row. The table is positioned between two vertical dashed blue lines that align with the 1 and 6 marks on the ruler.

School Store Inventory	
→ Pencils.....	\$0.25
→ Pens	\$0.30
→ Student Planners	\$3.00
→ Glue Sticks	\$0.50
→ Folders	\$1.25
→ Calculators	\$5.50
→ Gum	\$0.75
→ Mints.....	\$0.75
→ Granola Bars	\$1.00
→ Popcorn	\$1.00



5.3 Source Doc. B

School Store Inventory

Pencils.....	\$0.25
Pens	\$0.30
Student Planners	\$3.00
Glue Sticks.....	\$0.50
Folders	\$1.25
Calculators	\$5.50
Gum	\$0.75
Mints.....	\$0.75
Granola Bars	\$1.00
Popcorn	\$1.00

New Skills

- Clearing Tabs

Graduation Program

Changing Tab Alignment

Lesson Overview

Every year, one student is selected to create the program for the graduation ceremony. This year, that student is you. Your task is to create a program that is easy to read and visually appealing. As you know, everyone who enters the auditorium will receive this program and use it to follow the ceremony. Using your tab skills to design this program will ensure that it is both professional looking and easy to read.

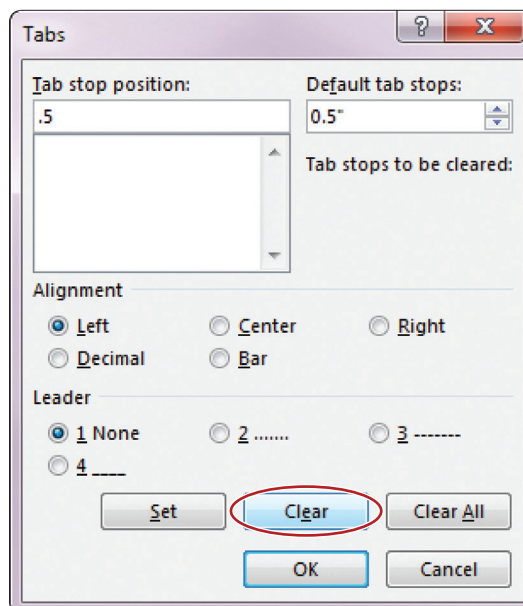
In this lesson, you will create the first page of the high school graduation ceremony program.

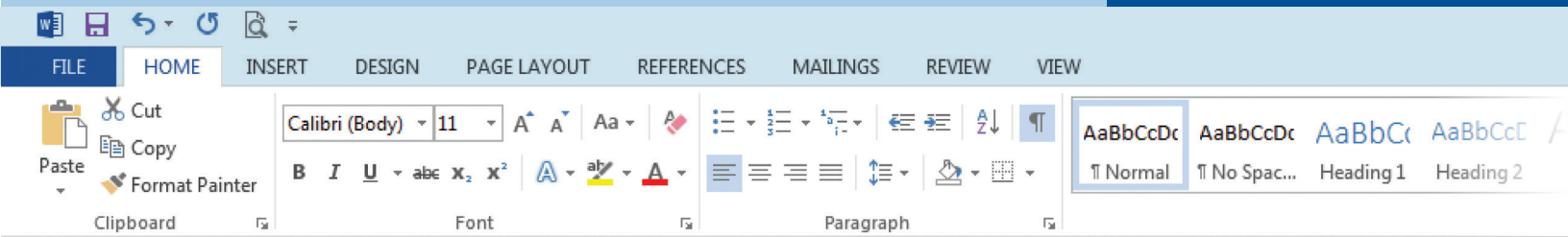
Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

Clear:

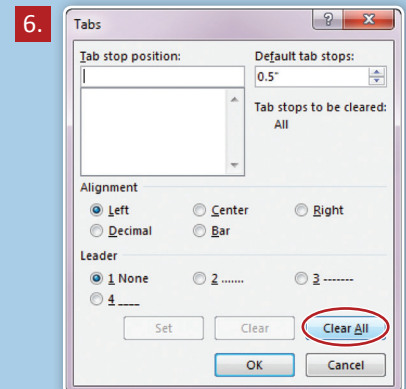
Allows you to clear previously set tabs in order to change the tab setup for the rest of the document.





Instructions

1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *5.4 Graduation Program* in your **My Word Projects** folder.
3. Before keying any text, set a left tab stop at 1.25" and a right tab stop at 5.75".
4. At the top of the document, key the text as shown in **only the top section** of *5.4 Source Doc. A*.
 ☞ *Note: Be sure to hit the tab key as indicated.*
5. Once you have keyed the top section, hit the Enter key two times.
6. From the **HOME** tab, **Paragraph group dialog box launcher**, **Tabs** option, **Clear All** previously set tab stops.
7. Set a new left tab stop at 2" and a new right tab stop at 5" with dot leaders (option 2).
8. Key the text as shown in the **bottom** section of *5.4 Source Doc. A*.
9. Make the following formatting changes:
 - a. Center align the first three lines of text and change the font size to 16
 - b. Bold [Class Officers] and [Program Schedule]
10. Proofread your document for accuracy and format, then resave the file.
11. Print preview. Your document should look similar to *5.4 Source Doc. B*.
12. Print a copy if required.



5.4 Source Doc. A Top

[Your High School Name]
Graduation Ceremony
June 1, 20XX

Class Officers

→	Jacob Andrews	→	President
→	Ben DiStefano	→	Vice President
→	Kasey Drew	→	Treasurer
→	Ana Lopez	→	Secretary

Program Schedule

5.4 Source Doc. A Bottom

Ana Lopez

Secretary

Program Schedule

→	Processional	→	6:30 p.m.
→	Class Speakers.....	→	6:40 p.m.
→	Keynote Speaker	→	6:50 p.m.
→	Awards	→	7:00 p.m.
→	Class Gift	→	7:15 p.m.
→	Awarding of Diplomas.....	→	7:20 p.m.
→	Recessional	→	8:30 p.m.



5.4 Source Doc. B

[Your High School Name]

Graduation Ceremony

June 1, 20XX

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Program Schedule

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