**Creating Columns with Tab Stops in WORD**

**Target Audience: Anyone who needs to create the look of columns without using the columns feature or inserting a table in WORD.**

**Learning Objectives**:

1. Display the ruler in WORD.
2. Change and adjust the tab stops on the ruler in WORD.

**Seat Time: 3-5 minutes**

**Outline:**

* Course Intro / Objectives
* Video of a completed resume with the look of columns in the skills area
* New document in WORD
* Demonstration of setting tab stops
* Congratulations

**Directions:** Please write in the notes sections for each scene for any questions or comments.

**Module Resources/References:** n/a

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| **Section 1 Title: *Intro***  | **Objective: [#]** |
| **Visual / Display:**  | **Slide Text:**  | **Narration / Voiceover:**  | **Animation / Interaction:**  |
| Mirror Title SequenceVideo of zoom/pan of a resume  | MS WORDCOLUMNSTAB STOPSCreating Columns with Tab Stops | In this screencast video, I will be showing you how to create columns using tab stops in WORD. Tab stops are wonderful ways for us to make it look like we are using columns, but we are not actually using the set columns feature in WORD.First you will want to have Microsoft WORD open to a blank document for this exercise. | Four Squares Transition |
| **Notes:** |

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| **Section 2 Title: *Ruler***  | **Objective: 1** |
| **Visual / Display:**  | **Slide Text:**  | **Narration / Voiceover:**  | **Animation / Interaction:**  |
| Transition animation Blank Document in WORD | Click on the VIEW tab.Click on the box to insert a checkmark here. | The first thing you need to do is to show the ruler at the top of your document. If you do not see a ruler at the top of the document, then you will need to click on the VIEW tab in the menus at the top of WORD. The view tab shows multiple sections of tools. In the section called SHOW, click in the box next to the word RULER so that there is a check mark in the box. This will turn on the ruler at the top of your WORD document. | Flip TransitionZoom-n-Pan to VIEW TabCallout pointing to VIEWCallout pointing to RULERCursor Effect for click on VIEW and Click on checkbox |
| **Notes:** |

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| **Section 3 Title: *Tab Key***  | **Objective: 2** |
| **Visual / Display:**  | **Slide Text:**  | **Narration / Voiceover:**  | **Animation / Interaction:**  |
| Transition animation Stock image of a keyboardZoom in on TAB keyArrow pointing to TAB keyWORD Doc showing typing following VO | Press Tab | Tabs are preset in WORD so that when you use the key TAB on your keyboard, it will move your cursor to the next open half inch mark on the ruler. Try that now. Press TAB on your keyboard 3 times. Now Press ENTER on your keyboard. | Transition FlipZoom-n-Pan to TAB keyHighlight KEYTransition Flip back to WORD doc image |
| **Notes:** |

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| **Section 4 Title: *Paragraph Marks***  | **Objective: 2** |
| **Visual / Display:**  | **Slide Text:**  | **Narration / Voiceover:**  | **Animation / Interaction:**  |
| WORD doc from Section 3Tab Markers showing on Doc  | Click here to show or hide paragraph marks. | To show you that you have pressed tab and not the space bar, there is a feature in WORD called formatting symbols. To see these symbols, click on the HOME tab. In the section called PARAGRAPH, you will find a SHOW/HIDE Paragraph Marks symbol on the top right of the section. When you click on it, you will see marks on the page that look like little arrows. These arrows represent each time you pressed TAB on your keyboard. Showing these marks will help you determine when you used tab. A dot represents when you have pressed the space bar. | Zoom-n-Pan to Menu bar and then to Paragraph sectionHighlight paragraph marker buttonZoom-n-Pan OUT to show full pageHighlight tab arrows in text  |
| **Notes:** |
| **Section 5 Title: *Skills text***  | **Objective: 2** |
| **Visual / Display:**  | **Slide Text:**  | **Narration / Voiceover:**  | **Animation / Interaction:**  |
| WORD Doc from Section 3  | Communication [TAB]Storyboarding [TAB]Camtasia [ENTER]Job Aids [TAB]Articulate Storyline [TAB]WellSaid Labs [ENTER]Instructor-led Training [TAB]Audacity [TAB]Empathy [ENTER] | Let’s go ahead and type 3 skills on a new line. Instead of pressing space between each skill, let’s press TAB. Do this again for the next line and again for a third line. Now you have 3 lines of 3 skills per line with tabs between. However, if yours looks like mine, they are not lined up all pretty like columns would show. That’s where setting TAB STOPS changes everything. | typing on each line / Learner does the same on their own document |
| **Notes:** |

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| **Section 6 Title: *Setting Tab Stops***  | **Objective: 2** |
| **Visual / Display:**  | **Slide Text:**  | **Narration / Voiceover:**  | **Animation / Interaction:**  |
| WORD Doc from Section 5Highlights 3 linesClick circle at ruler bottom  |  | Highlight all three lines. While still highlighted, move your mouse so the arrow tip is just at the bottom of the ruler at the 1.5 mark. Click there at the 1.5 mark. You will now see a little “L” shape AND all the skills that were second on your lines have now shifted to start at the 1.5 inch of the page. While all three lines are still highlighted, place the tip of the mouse arrow at the 3.5 inch mark on the ruler and click. Now another little “L” is positioned at the 3.5 inch mark and the third items on each line begin at 3.5 inches over. | Highlighting of 3 lines of textMouse moves to bottom of rulerClicks on the 1.5 markShifting of text to tab stopClicks on the 3.5 markShifting of text to tab stop |
| **Notes:** |

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| **Section 7 Title: *Adjusting Tab stops***  | **Objective: 2** |
| **Visual / Display:**  | **Slide Text:**  | **Narration / Voiceover:**  | **Animation / Interaction:**  |
| WORD Doc from Section 6  |  | This may look good, or it may need some adjustments. You can move a tab stop by clicking on it and dragging it. You can also remove it completely by dragging it down, away from the ruler. Deselect the highlighted lines when you are happy with the locations of the TAB Stops.If you click ENTER to begin a new line, the tab stops will remain for the new lines unless you take them off.  | Mouse click and drag of tab stops on rulerDeselect text linesClick ENTER so it creates a new line |
| **Notes:** |

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| **Section 8 Title: *Conclusion***  | **Objective: [#]** |
| **Visual / Display:**  | **Slide Text:**  | **Narration / Voiceover:**  | **Animation / Interaction:**  |
|  Stock photo of keyboardText box in annotation thought cloud on left of keyboard pic | Now it’s your turn to use tab stops! | And that is how you use TAB STOPS to create the look of columns in WORD. I hope this was helpful to you. Now, try using tab stops in your next document. | Flip transitionText behavior of pulsating |
| **Notes:** |