

### **MSWORD MARGINS and TABS.**

1. Click VIEW. Select Ruler.
2. To move the left margin click on the slider shown at the top of the left end of the ruler and move it forward or back to make wider or less wide left margin.
3. Move the slider on the right hand end of the ruler to adjust the right margin

#### **TAB SETTING:**

1. Click FORMAT...TABS
2. Click TABS at the bottom of that screen.
3. You may clear present tabs and create as many as you need.

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