Tab Stops MSWORD

- 1. Select the paragraphs where you want to set the tab stops.
- 2. Click the L-shaped button on the far left of the horizontal ruler until it changes to the type of tab you want.
- 3. Click on the horizontal ruler where you want to set a tab stop.
- 4. For more precise setting of tabs, click Format and Tabs. Select your preference for tabs.

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