Computers 8/9 – Microsoft Word

Ms. Toombs

Learning Objective:

* I can right, left, and center align tabs.

Instructions:

Tabs can be left, or right aligned, centered, or decimal tabs. All tabs can have dot leaders.

1. Produce the following email
2. After you have typed the first paragraph, delete all tabs.

(On the home tab or the page layout tab, click the Paragraph dialog box launcher, in the Paragraph dialog box, click tabs, clear all.)

1. Before you start typing the line “Store #1 . . .” Set the following tabs.

Left Tab 0.5” Centered Tab 2”

Right Tab 3.5” Dot Leader Decimal Tab 5.5”

1. Type the columns of information on the stores.
2. Save your document as “WPtabsA your name”
3. Share with the teacher.

(EMAIL IS BELOW)

To: Tom Jennings

From: (Your Name Here)

Re: Monthly Report of Widgets Sold to Date

Date: (Use the Current Date)

Tom, the following monthly sales figures seem to indicate that the new item we are offering for sale is taking the market by storm. I would suggest that we continue to advertise as originally planned.

 Store #1 Clearwater #A459…………………………………$356.32

 Store #2 Camrose #B375………………………………...$205.47

 Store #3 Wetaskiwin #14367……………………………….$257.68

 Store #4 Regina #25987………………………….….$1683.78

 Store #5 Edmonton #AZ35962……………….…………$2574.50

 Store #6 Calgary #12345A…………………….….….$2899.10

 Store #7 Winnipeg #CD435……………………….……$3567.40

 Store #8 Viking #468…………………..………………$125.78

Yours Truly,

(Your Name)