

Using Tabs in Word

You will be taking the information below and setting tabs in your document to complete the assignment.

1. Save document as: **your initials tabs** in your Tech Cycle folder.
2. Change the **Orientation** to **Landscape**
3. Set **margins** to **1 inch** left & right, **.25** for top & bottom. (Go to: **Layout > Margins > Custom Margins**)
4. Put your **name & block in header**, right align, close header. **Double click on top or go to: View > Header and Footer**
5. Change your **font to Arial**
6. Set the following tabs: **Format > Tabs**
 - a. Left aligned tab at .25
 - b. Center aligned tab at 4.75
 - c. Right align tab at 8.94
7. Center align, bold, and size 18 the title – **Actors by Box-Office Gross**
Return and leave a space between the nest titles.
8. **Change the font size to 14 and bold.** Start putting in the column titles, that are below, by tabbing to your first tab. Column titles are:

TAB → **Actor** **TAB** → **Highest-grossing film** **TAB** → **Gross \$**

9. **Before you return your cursor, change the line spacing to 1.5 and take off the Bold then click on the return key.** Tab for the next line and type in the information under the titles from the chart on the next page.
10. Carefully proofread the document for spelling, grammar, and accuracy
11. Now put in a picture, that goes with the theme of the document, behind your text. **(Click on your picture, click on the Picture Format tab > Wrap Text > Behind Text)** Make the picture the size of your page, within the margin. Change the transparency so you can read the text and your name in the header.
12. Save the document in your Tech Cycle folder and close document
13. Drop your Tab document into the correct drop box.

Samuel L. Jackson	The Avengers	\$5,753,000
Harrison Ford	Star Wars: The Force Awakens	\$4,963,000
Robert Downey Jr.	The Avengers: Infinity War	\$4,960,000
Tom Hanks	Toy Story 3	\$4,605,000
Morgan Freeman	The Dark Knight	\$4,522,000
Scarlett Johansson	The Avengers: Infinity War	\$4,385,000
Andy Serkis	Star Wars: The Force Awakens	\$4,357,000
Anthony Daniels	Star Wars: The Force Awakens	\$4,040,000
Tom Cruise	War of the Worlds	\$3,989,000
Eddie Murphy	Shrek	\$3,811,000
Stanley Tucci	Beauty and The Beast	\$3,776,000
Idris Elba	Avengers: Infinity War	\$3,688,000
Johnny Depp	Pirates of the Caribbean: Dead Man's Chest	\$3,642,000
Ian McKellan	Beauty and The Beast	\$3,654,000
Bradley Cooper	Avengers: Infinity War	\$3,626,000