

The Ruler (First Line Indent, Hanging Indent, Left Indent Right Indent)

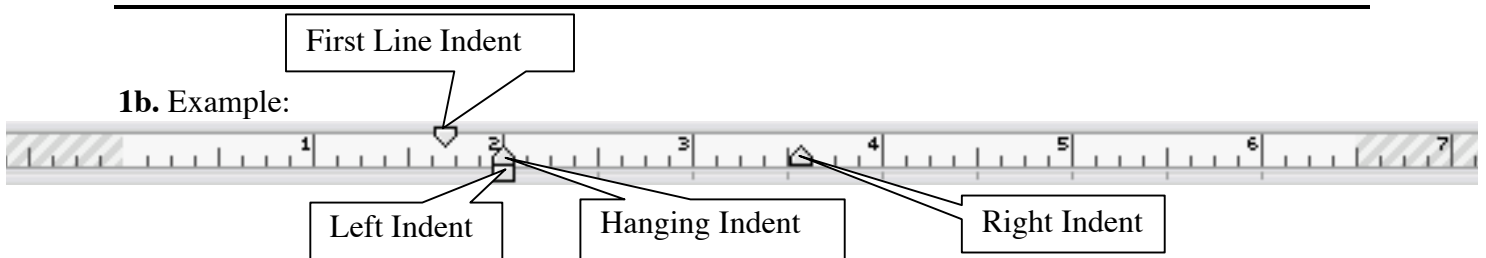
Tab Stops (Left Tab, Center Tab, Right Tab, Decimal Tab)

1a. Type the following poem then use the Ruler to align it as shown in step **1b**.
The ruler is made visible by checking View → Ruler.

Fate

Fulfilling fantasies,
Perceiving permutations,
Achieving aspirations,
Receiving wisdom down through the generations.
I ponder perplexed in my dreary cell
And wonder what fortunes the children will tell. . .
Will all be well?
The old must wait while the children create
That vision of future that soon is our fate.

19 January, 1993



FATE

Format →
Change Case...
• UPPERCASE
Also make **Bold**

Fulfilling fantasies,
Perceiving permutations,
Achieving aspirations,
Receiving wisdom down
through the
generations.
I ponder perplexed in my
dreary cell
And wonder what fortunes
the children will tell. . .
Will all be well?
The old must wait while the
children create
That vision of future that
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Italics

19 January, 1993

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2a. Practice with Tabs. For each line below:

- i. Change the page margins to 1" left and right.
- ii. Use the tab box in the upper-left corner of the window to select the tab you want.
- iii. Click in the ruler to insert the tab at the location shown (e.g. 2").
- iv. Use the tab key to indent the text before you type it.



Use a Left Tab.

Use the Left Tab again.



Use a
Center Tab



Use a Right Tab:

Your Name

Date



Use a Left Tab and a Decimal Tab:

Milk	\$1.99
Porsche	\$65,000.00
Orangutan	\$0.99

2b. Example: The finished product from step 2a is shown below.

Use a Left Tab.

Use the Left Tab again.

Use a
Center Tab

Use a Right Tab:

Your Name

Date

Use a Left Tab and a Decimal Tab:

Milk	\$1.99
Porsche	\$65,000.00
Orangutan	\$0.99