

Lesson on Decimal and Leader Tabs

1. Create a buffer!
2. Then type in a heading LIST OF PRESIDENTS OF THE UNITED STATES (CENTER)
3. Place a border under the heading
 - a. Home ribbon – choose the border icon scroll down to the bottom and then for boarder and shading.
 - b. Choose style and width
 - c. Nothing on the top or sides only bottom with a width of 3
4. Now create your tab by going to Home ribbon and then Paragraph and the small arrow and choose tabs at the bottom of the pull down window.
5. Place the cursor one space under the line and then make sure you choose **NO SPACING** at the top of the screen.
6. Make sure you type in the first president and space after the last name and then set your tabs next
7. Set the tab at **5 right** justified and the number **2** then click on set and ok. Make sure the curser is on the left.

Type in the first 5 presidents and hit your enter key twice

1. Next type in VICE PRESIDENTS OF THE UNITED STATES (CENTER)
2. Place a line under this heading as you did in **step 3 above**. Candy stripe line
3. Place the curser to the left of the page and click on **No SPACING**
4. Set your tab at **5 Left** and **3** and then click set.

LIST OF PRESIDENTS OF THE UNITED STATES	
George Washington	1789 - 1797
John Adams	1797 - 1801
Thomas Jefferson	1801-1809
James Madison	1809 - 1817
James Monroe	1817 -1825

VICE PRESIDENTS OF THE UNITED STATES	
John Adams	1789 - 1797
Thomas Jefferson	1797 - 1801
Aaron Burr	1801 - 1805
George Clinton	1805 - 1809
George Clinton	1809 - 1812
Elbridge Gerry	1813 - 1814
Daniel Tompkins	1817 - 1825

EXAMPLE OF CENTER AND 4

VICE PRESIDENTS OF THE UNITED STATES	
John Adams	1789 - 1797
Thomas Jefferson	1797 - 1801
Aaron Burr	1801 - 1805
George Clinton	1805 - 1809
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