Name:

Tutorial H2 Setting up Tabs and Default Alignment (4 Points)

1. When in your text box click, then go to the option and go to .
2. Right, Change Text, Tabs

2. By selecting after you make your changes saves them and you will see the differences on the page.

1. OK

3. If you want definitions to be lined up go to the at the top and select where you want your to be located.

1. Ruler, Tab

4. What is the bonus of going through the work of aligning items such as definitions?

1. You create a more professional looking document