**WORD – Lesson 4 - Using Tabs Project**

You are going to create a table in a document by manually setting tabs and making formatting changes. **Tabs can be found on the Home Ribbon by launching the Paragraph Dialog Box and clicking the Tabs button in the bottom left hand corner of the dialog box.**

* Double space the entire table – to quickly set double-spacing, use CTRL + 2
* Center and bold the table title: BEST SELLING ALBUMS OF ALL TIME IN THE U.S.
* Center and italicize the subtitle: *As of September 2011*
* Using the Tabs button, manually set three tabs: a left tab at 1.9” with dot leaders; a left tab at 4”, a right tab at 6.5”
* Key the four column headings:

Album Title (tab) Artist (tab) Year (tab) Number Sold

* Bold and Underline all the column headings
* Enter the following information into the table; the → indicates where you press tab (Note that album titles are in italics – format them that way in the table):

*Thriller* → Michael Jackson 1982 → 29 million

*Greatest Hits* → The Eagles → 1976 → 29 million

*Led Zeppelin IV* → Led Zeppelin → 1971 → 23 million

*The Wall* → Pink Floyd → 1979 → 23 million

*Back in Black* → AC/DC → 1980 → 22 million

*Double Live* → Garth Brooks → 1998 → 21 million

*Greatest Hits I and II* → Billy Joel → 1985 → 21 million

*Come On Over* → Shania Twain → 1997 → 20 million

*Rumours* → Fleetwood Mac → 1977 → 19 million

*The Beatles* → The Beatles → 1968 → 19 million

*Appetite for Destruction* → Guns N’ Roses → 1987 → 18 million

*1967-1970* → The Beatles → 1973 → 17 million

*No Fences* → Garth Brooks → 1990 → 17 million

*Boston*  → Boston → 1976 → 17 million

*The Bodyguard* → Whitney Houston → 1992 → 17 million

* Save the document as **Tabs Project**

Make the following changes to the document:

* Select the table information from the column headings through the last entry (The Bodyguard)
* Click and drag the 1.9” tab marker on the ruler to 2.5”
* Click and drag the 4” tab marker on the ruler to 4.5”
* Deselect the table, and select ONLY the row with the column headings
* On the ruler, double-click on the 2.5” tab marker – this will bring up the tabs dialog box
* Change the leader from dots back to None; click on Set, then OK; this should take the dot leaders out of the column headings but leave them in the rest of the table.
* Position your cursor at the end of the table and hit Enter twice
* Key the following at the end of the table:

SOURCES: Wikipedia, RIAA (Recording Industry Association of America)

* Place your name in the header; resave the file, print and turn in.