Setting Tabs, Indents, Page Breaks and Headers and Footers

- Setting tabs using the “Ruler”
  Choose the type of tab that you want:
  - A **Left Tab** stop sets the start position of text that will then run to the right as you type.
  - A **Center Tab** stop sets the position of the middle of the text. The text centers on this position as you type.
  - A **Right Tab** stop sets the right end of the text. As you type, the text moves to the left.
  - A **Decimal Tab** stop aligns numbers around a decimal point.
  - A **Bar Tab** stop doesn’t position text. It inserts a vertical bar at the tab position.
  
  Click on the **ruler** where you want the tab to appear.

- To set tabs with leaders
  Double-click on the **Paragraph** group **Dialog Box Launcher** – choose **Tabs**

- Set indents
  Home – **Paragraph** group or choose the **Paragraph** group **Dialog Box Launcher**

- Insert page breaks
  Press **ctrl + enter** keys or **Insert tab - Pages group - Page Break**

- Prevent page breaks between paragraphs
  Select the paragraphs that you want to keep together on a single page. On the **Page Layout** tab, click the **Paragraph Dialog Box Launcher**, and then click the **Line and Page Breaks tab**. Select the “Keep with next check box”.

- Add Headers and Footers
  Insert - **Header & Footer group** - click **Header or Footer**

- Close Header or Footer
  **Header & Footer Tools – Design – Close Header & Footer**

- Make the first page header or footer different from the rest of the pages
  On the first page of the document, double click the header or footer area.
  **Header & Footer Tools – Design – Options group** – select “Different First Page” check box

- Create different odd and even headers or footers in a document
  **Header & Footer Tools – Design - Options group** - select “Different Odd & Even Pages” check box.

- Force content to fit onto one page
  **Print Preview – Shrink One Page**