**Tabs Review**

**Create a footer with your name, tabs review and class period. Save as class period\_last name\_first name\_Tabs review in your Word Processing Folder. Type an answer to each question.**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| What are the 5 different tabs you can set? |  |
| What are 2 ways to set tabs? |  |
| How can you move tabs once they have been set? |  |
| How can you delete a tab using the ruler? |  |
| How can you delete one tab using tabs dialog box? |  |
| How can you delete all tabs at once using the tabs dialog box? |  |
| What are leaders and why are they used? |  |
| What are the 3 different types of leaders that you can use? |  |

**Change the tabs that are set below to the following.**

1. The **left tab** that is set at **1.5”** needs to be **moved to 1”**.
2. The **left tab** that is set at **3.5”** needs to be changed to a **center tab**. You must delete the left tab and then add the center tab.
3. The **left tab** that is set at **5”** needs to be changed to a **right tab** and moved to **5.5”**. Delete the left tab and then add the right tab.
4. Change to Double Space (DS) – ctrl +2.

**Make sure to highlight all of the info first.**

 **Accommodations No. Persons Daily Price**

 Studio/One Bedroom 2-4 $75-125

 Two Bedrooms 4-6 $95-225

 Three Bedrooms 6-8 $135-300

 Four Bedrooms 8-12 $160-400

 Five/Six Bedrooms 10-16 $250-500