

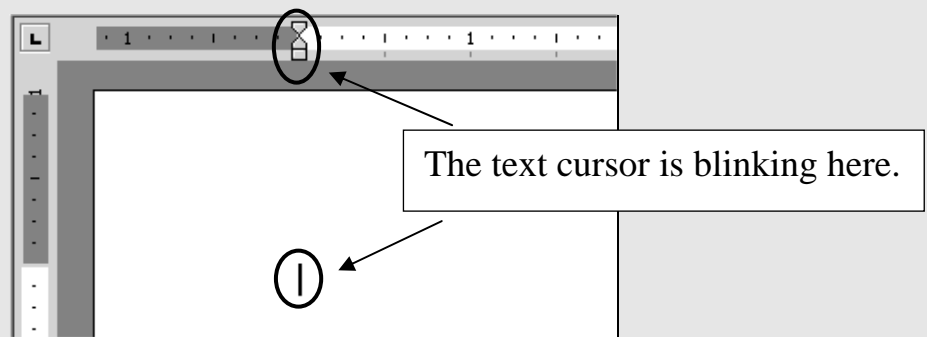
5

Using the TAB key

The **TAB** key is often needed to move the text cursor to the right more than one space at a time. Here we'll see some basics about how it should be done.

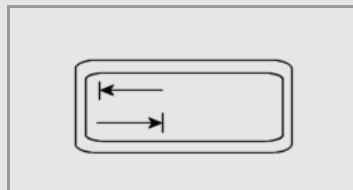
- 1 Open a new blank document.

Figure 5-1



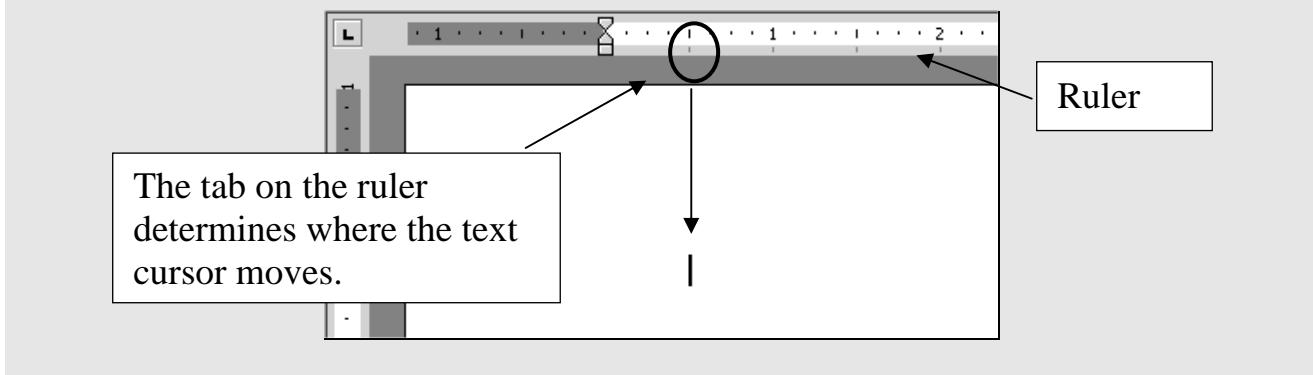
When we want to move to the right, we do **not** use the **SPACEBAR** key; instead, we use the **TAB** key. The **TAB** key is situated on the left side of your keyboard, and it probably looks something like the one shown in Figure 5-2:

Figure 5-2



- 2 Press **TAB** once.

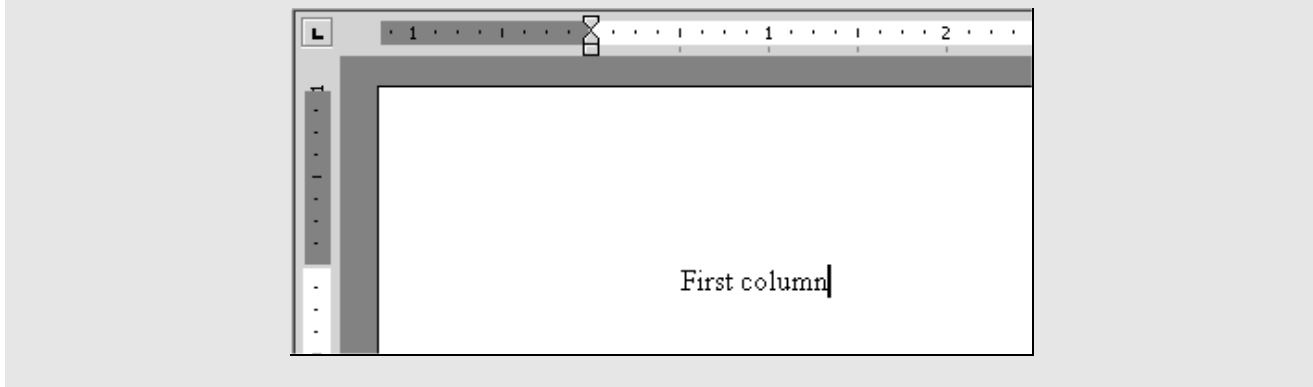
Figure 5-3



(Note: The tabs on the ruler in your program may not be in the same positions as they are in this exercise, but don't worry about their exact location. It's not relevant in this exercise.)

3 Type the words "first column".

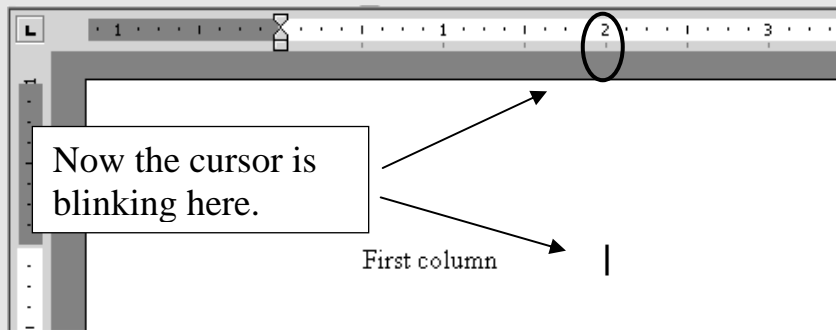
Figure 5-4



As you can see, Word is helpful and changes the first letter into capitals. Sometimes this is a good thing, and sometimes it is a nuisance, although it can be changed. However, don't bother about it for now. Just continue the exercise.

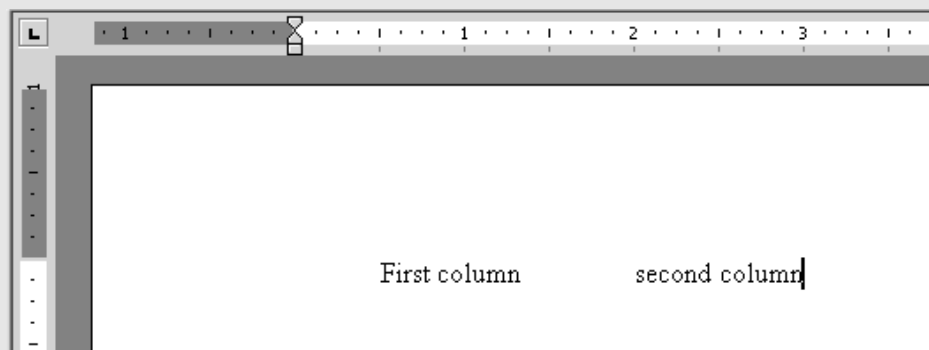
4 Press TAB twice.

Figure 5-5



5 Type the words “second column”.

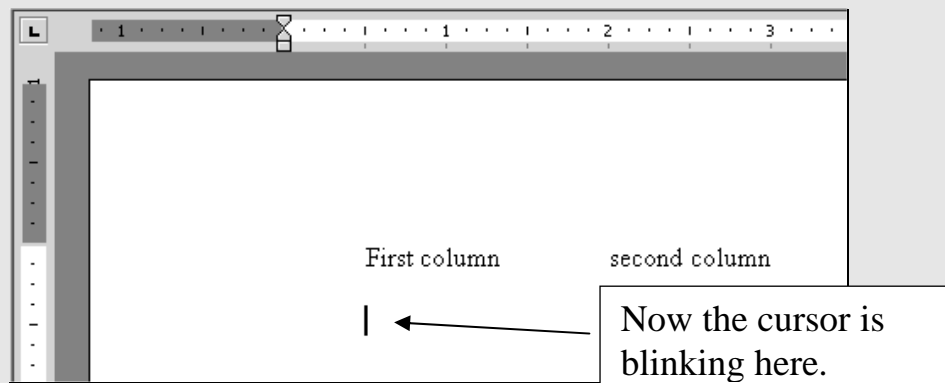
Figure 5-6



6 Press ENTER twice.

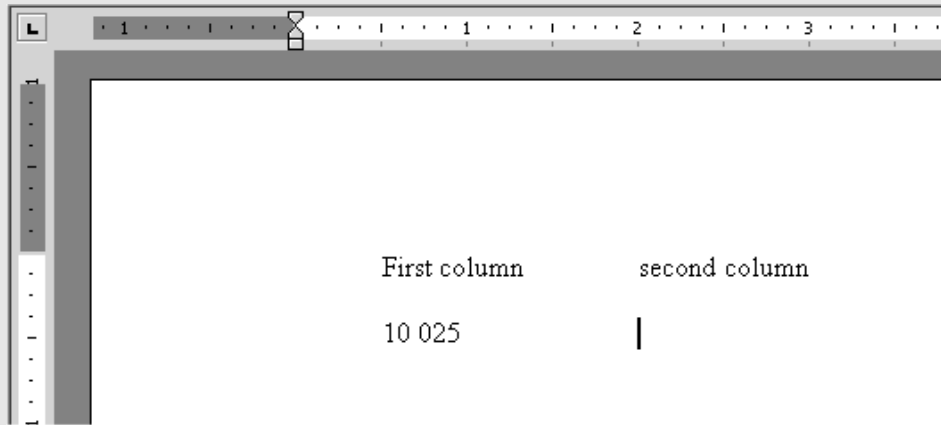
7 Press TAB once.

Figure 5-7



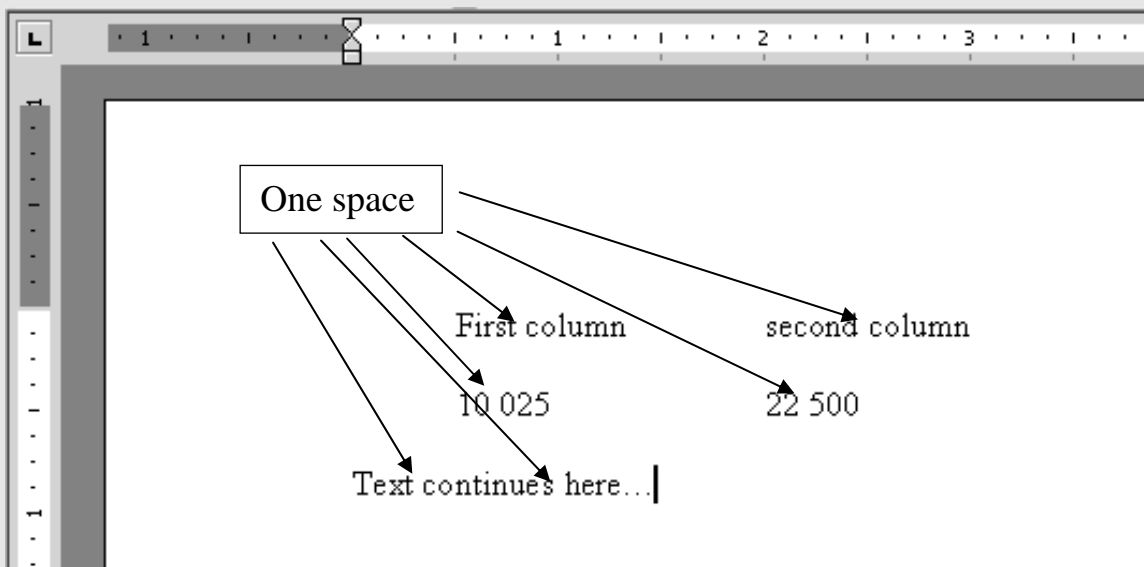
- 8 Type "10 025".
- 9 Press TAB three times.

Figure 5-8



- 10 Type "22 500".
- 11 Press ENTER twice.
- 12 Type the words "Text continues here...".

Figure 5-9



Now there is one important thing to note. If you wrote the text according to the directions, there are only six **spaces** in the

document. The *space* is a **character** made by the SPACEBAR key. Yes, it is also one of the characters, though nothing is seen in the place where there is a space.

There is also empty room elsewhere in the document, but that empty space is **not** made by pressing the SPACEBAR key. It is made using a different method.

Later on, we'll look at this in more detail.

13 Close the document. (Note again: the document, not the program.)

Summary

The TAB key is used when we want to move to the next tab position in order to start or continue writing there.

In particular, when you want to start typing to the right of the left margin, you use the TAB key to move there.