



- Font...
- Paragraph...
- Bullets and Numbering...
- Borders and Shading...
- Columns...
- Tabs**
- Change Case...
- Theme...
- Styles and Formatting...
- Reveal Formatting... Shift+F1
- Insert Text Box

Working with tabs

www.ingenio.com/KauaiDawn

is easier if the user formats after the text is in place

This is a demonstration, using text setup, tab placement, and then tab options to create a basic form and a simple menu

The completed form will look like this:

Name _____
 Address _____
 City _____ State _____ Zip _____

Name _____
 Address _____
 City State Zip

The completed Menu will look like this:

Afternoon Delight 10.25
 Plate Lunch 5.75
 Fudge Cake Brownie 2.50