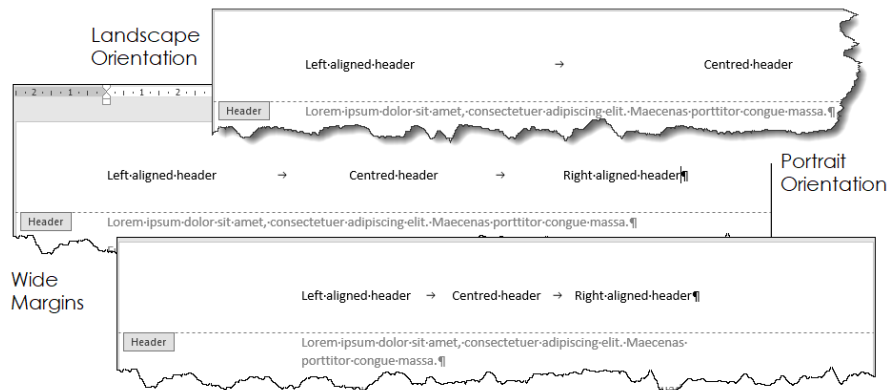
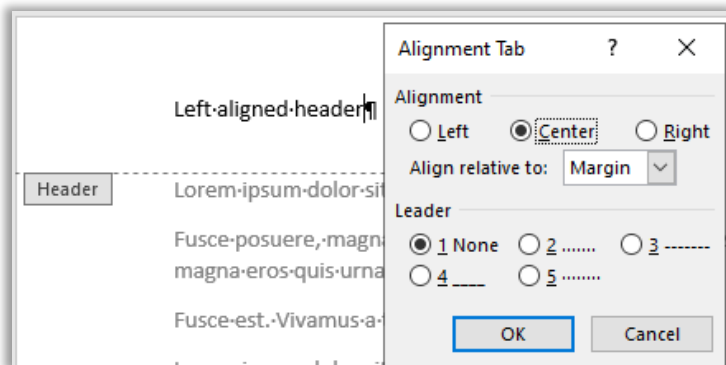


Application: Word – Alignment Tab

The **Alignment Tab** is a useful feature under **Header & Footer** and allows the positioning of text in the centre or right aligned – without specifying a specific measurement on the ruler. The advantage is the alignment will stay true, even if the page orientation or margins should change.



Whilst in the **Header (or Footer)** and having entered the left-aligned text (if any) Select **Header & Footer > Position > Alignment Tab**. Choose **Center** and any leader dots and press **OK**. Repeat for **Right** if required.



Tip: There is nothing to stop you using the **Alignment Tab** outside the **Header** and/or **Footer**. Right click against **Insert Alignment Tab** and opt to **Add to Quick Access Toolbar**.

Name	Department	Extension
SMITH, John.....	Marketing.....	3459
SMYTHE, Peter	Human Resources.....	3978
THOMAS, Sally.....	Finance	3467

