Tab Assignment #1

Clear all existing tabs. Set the following tabs.

Left tab at 1 inch

Right tab with dot leaders at 3 inches

Center tab at 4.5 inches

Decimal tab at 6 inches

Key the following information, then add information for five more characters of your choice.

Last First Location Amount

Duck Daffy Looney Toons $13.25

Flintstone Fred Bedrock $118.50

Bird Big Sesame Street $50.00

Mouse Mickey Disneyland $2,000.75

Bear Yogi Jellystone Park $7.00

Tabs 2

Clear all existing tabs. Set the following tabs.

Left tab at 1 inch

Left Tab at 1.5 inches

Center tab at 4 inches

Decimal tab with dot leaders at 6 inches

Key the following information, tabbing before each item, then fill in with your school schedule.

Period Subject Teacher Class Fee