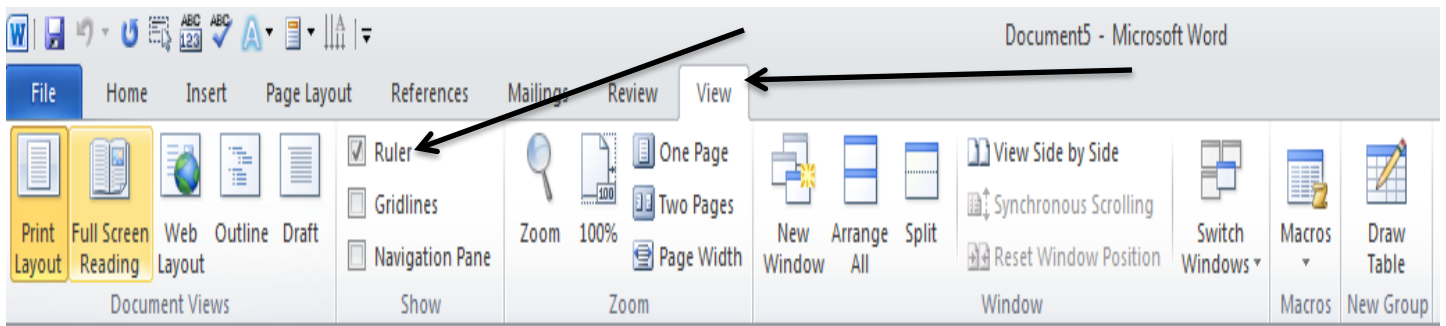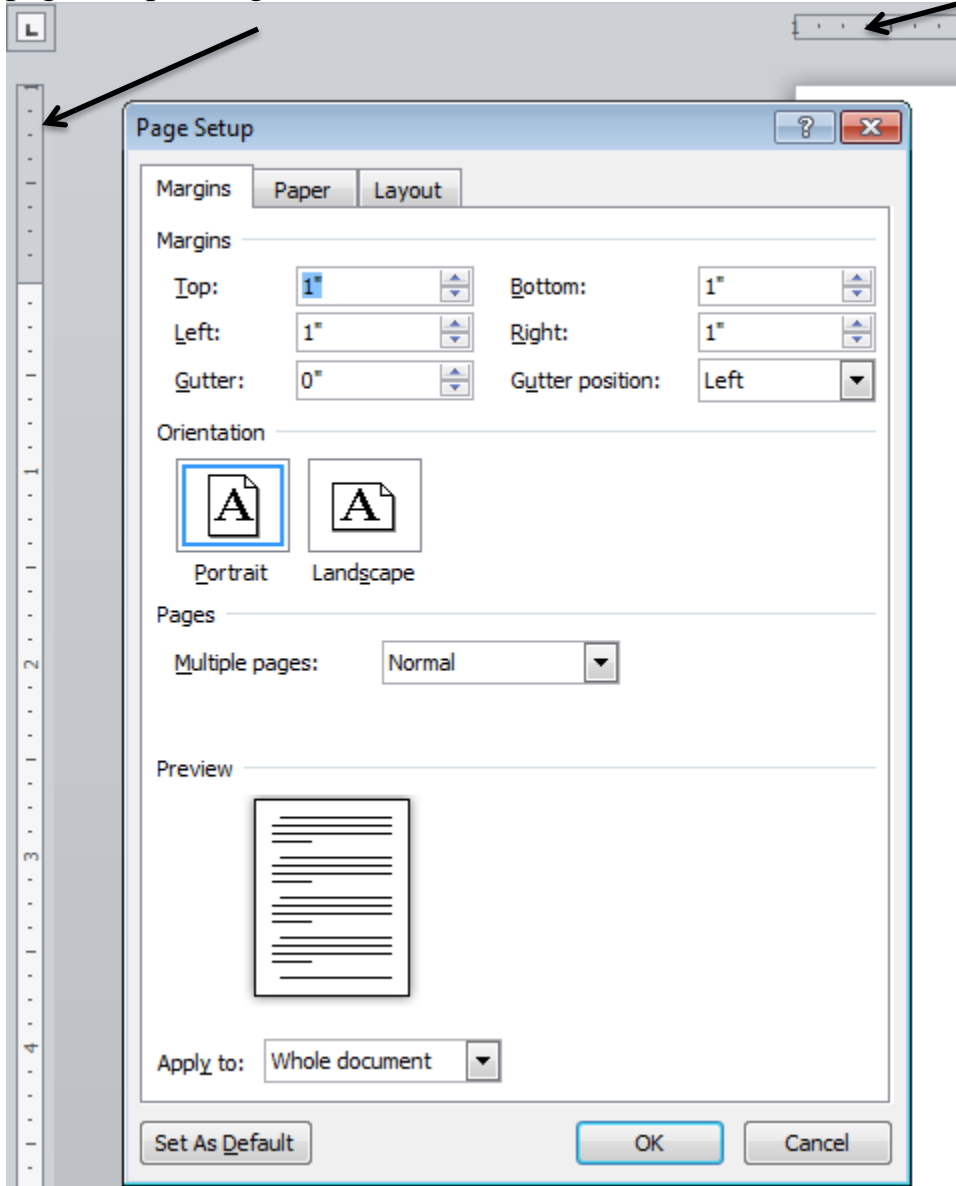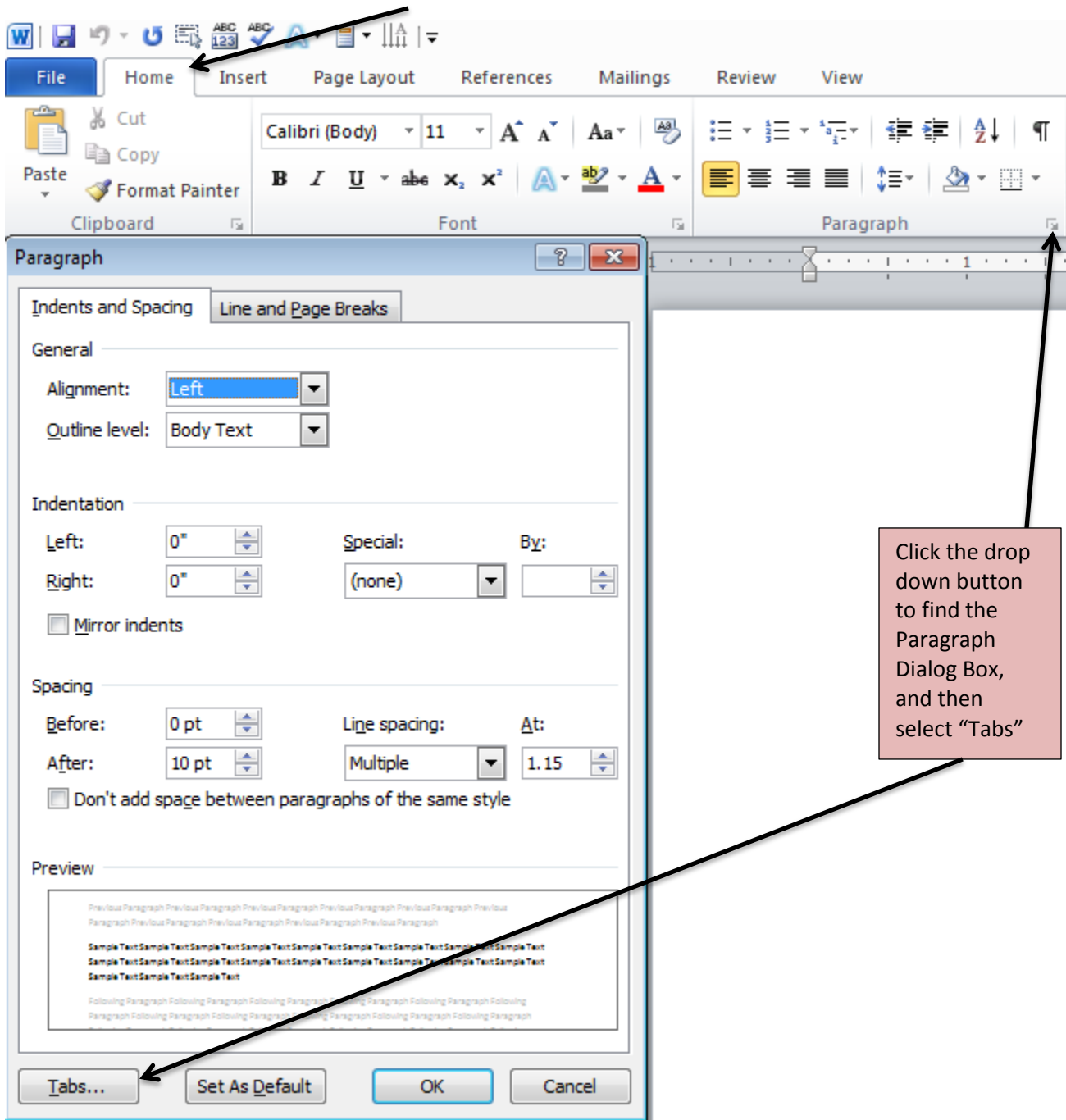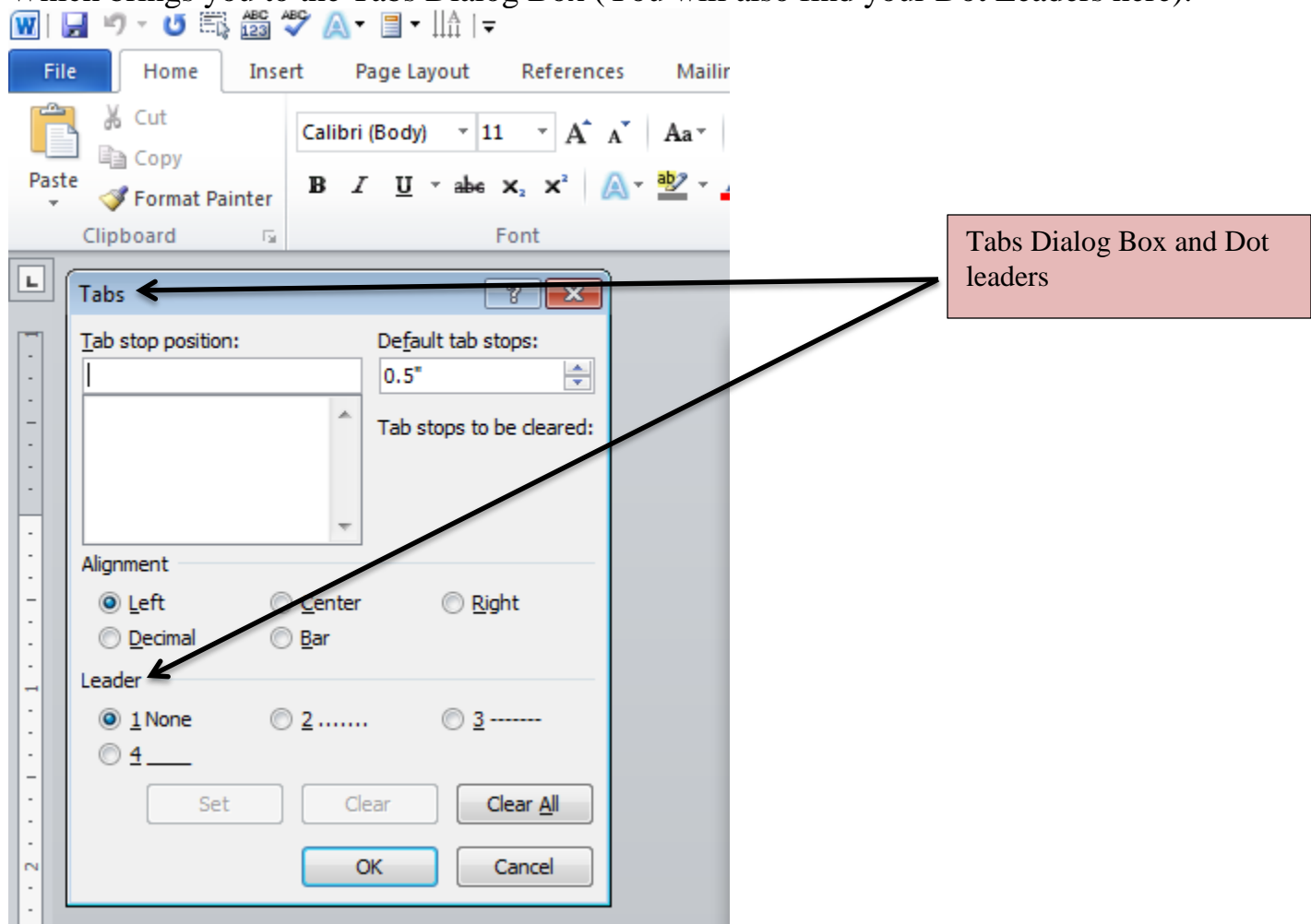# ALWAYS SHOW YOUR RULERS!

Rulers let you see the dimension of your document. Double clicking the rulers brings up your page setup dialog box:

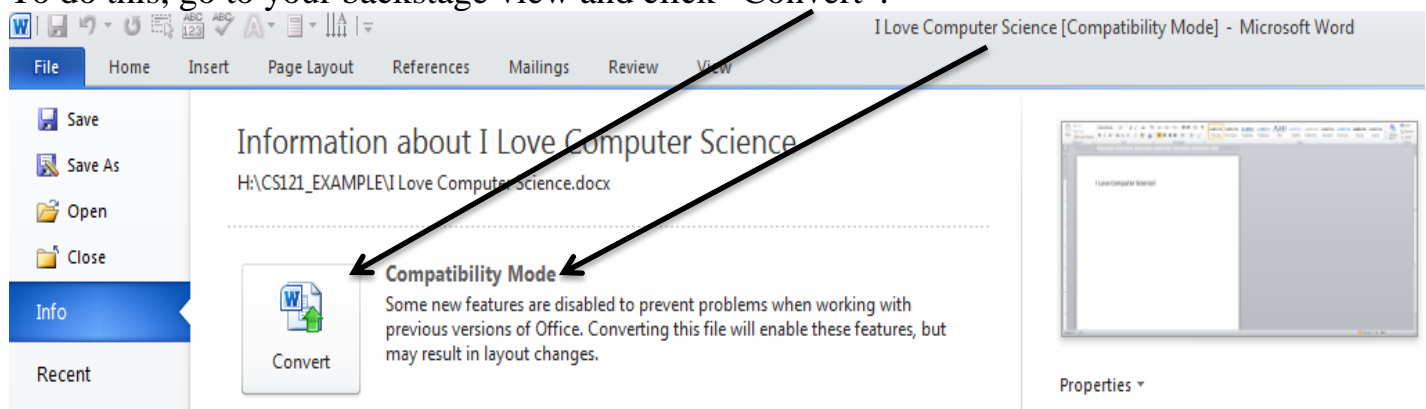# Tab Stops and the Tab Dialog Box

Click the drop down button to find the Paragraph Dialog Box, and then select "Tabs"

Which brings you to the Tabs Dialog Box (You will also find your Dot Leaders here):

Tabs Dialog Box and Dot leaders

NOTE - If you are working from the 2007 version, you may have to convert the document to the 2010 to be able to use things like the "Text Effects" asked for in one of the assignments. To do this, go to your backstage view and click "Convert":

TEXT EFFECTS
2 Ways of getting there: