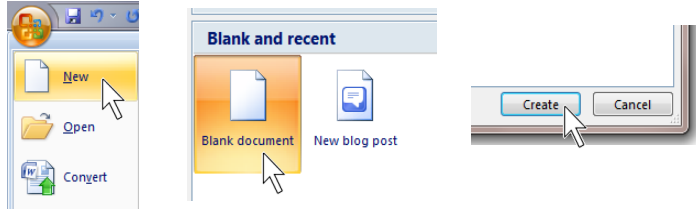


States

Setting and using tabs in Microsoft Word

1. Open a New Blank Document in MS Word.

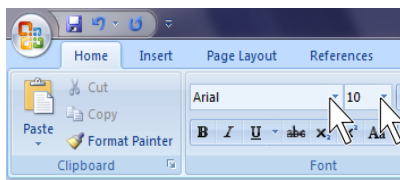


Name, Section	State	Abbreviation	Bird	Capital
Alabama	AL		Yellowhammer	Montgomery
Alaska	AK		Willow Ptarmigan	Juneau
Arizona	AZ		Cactus Wren	Phoenix
Arkansas	AR		Mockingbird	Little Rock
California	CA		California Valley Quail	Sacramento
Colorado	CO		Prairie Lark-Finch	Denver
Connecticut	CT		Robin	Hartford
Delaware	DE		Blue Hen Chicken	Dover
Florida	FL		Mockingbird	Tallahassee
Georgia	GA		Brown Thrasher	Atlanta
Hawaii	HI		Nene	Honolulu

2. In the Styles group under the Home tab, choose the No Spacing Style option.

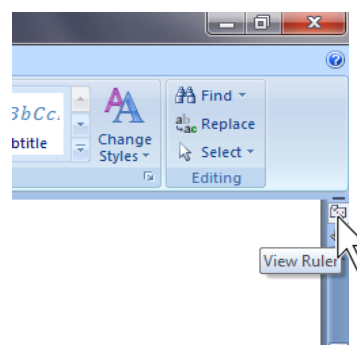


3. Change the font to Arial, change the size to 10.

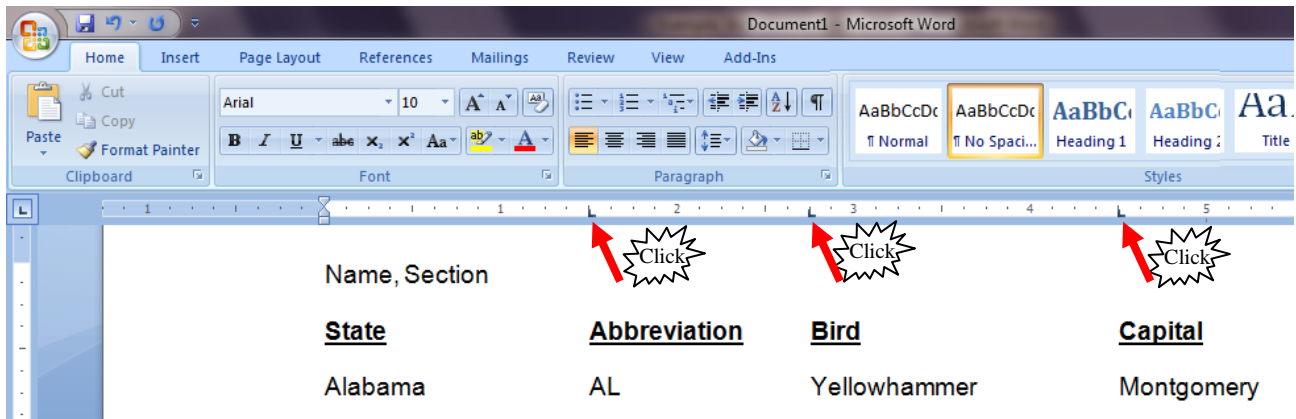


4. Save and use the file name **States**.

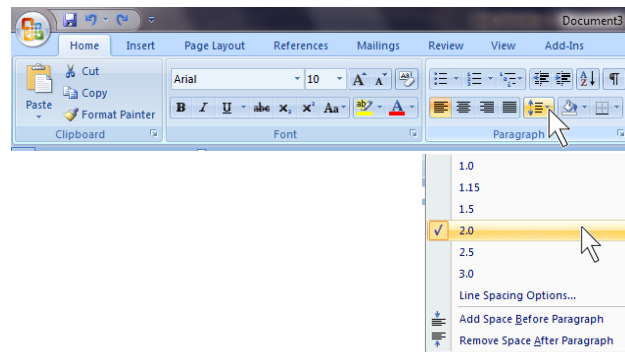
5. If the ruler isn't showing, open the ruler.



6. After changing the font and size to Arial, 10, set the tabs to 1½” and 2¾” and 4½” by simply clicking on those numbers in the ruler...



7. Set the Line Spacing to Double Spaced (2.0).

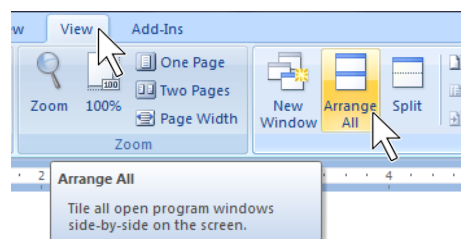


8. Type your name and section, press ENTER.

9. The words **State**, **Abbreviation**, **Bird**, and **Capital** are to be bold and underlined.

10. To do the assignment correctly, type and tab **ACROSS**, not down. You only press ENTER after typing the name of the state's capital.

11. To view both windows at the same time, under the View tab, click Arrange All.



Name, Section

<u>State</u>	<u>Abbreviation</u>	<u>Bird</u>	<u>Capital</u>
Alabama	AL	Yellowhammer	Montgomery
Alaska	AK	Willow Ptarmigan	Juneau
Arizona	AZ	Cactus Wren	Phoenix
Arkansas	AR	Mockingbird	Little Rock
California	CA	California Valley Quail	Sacramento
Colorado	CO	Prairie Lark-Finch	Denver
Connecticut	CT	Robin	Hartford
Delaware	DE	Blue Hen Chicken	Dover
Florida	FL	Mockingbird	Tallahassee
Georgia	GA	Brown Thrasher	Atlanta
Hawaii	HI	Nene	Honolulu
Idaho	ID	Mountain Bluebird	Boise
Illinois	IL	Cardinal	Springfield
Indiana	IN	Cardinal	Indianapolis
Iowa	IA	Eastern Goldfinch	Des Moines
Kansas	KS	Western Meadowlark	Topeka
Kentucky	KY	Cardinal	Frankfort
Louisiana	LA	Eastern Brown Pelican	Baton Rouge
Maine	ME	Chickadee	Augusta
Maryland	MD	Baltimore Oriole	Annapolis
Massachusetts	MA	Chickadee	Boston
Michigan	MI	Robin	Lansing
Minnesota	MN	Common Loon	St. Paul
Mississippi	MS	Mockingbird	Jackson
Missouri	MO	Bluebird	Jefferson City
Montana	MT	Western Meadowlark	Helena



Nebraska	NE	Western Meadowlark	Lincoln
Nevada	NV	Mountain Bluebird	Carson City
New Hampshire	NH	Purple Finch	Concord
New Jersey	NJ	Eastern Goldfinch	Trenton
New Mexico	NM	Roadrunner	Santa Fe
New York	NY	Bluebird	Albany
North Carolina	NC	Cardinal	Raleigh
North Dakota	ND	Western Meadowlark	Bismarck
Ohio	OH	Cardinal	Columbus
Oklahoma	OK	Scissor-tailed Flycatcher	Oklahoma City
Oregon	OR	Western Meadowlark	Salem
Pennsylvania	PA	Ruffed Grouse	Harrisburg
Rhode Island	RI	Rhode Island Red	Providence
South Carolina	SC	Great Carolina Wren	Columbia
South Dakota	SD	Ring-necked Pheasant	Pierre
Tennessee	TN	Mockingbird	Nashville
Texas	TX	Mockingbird	Austin
Utah	UT	American Seagull	Salt Lake City
Vermont	VT	Hermit Thrush	Montpelier
Virginia	VA	Cardinal	Richmond
Washington	WA	Willow Goldfinch	Olympia
West Virginia	WV	Cardinal	Charleston
Wisconsin	WI	Robin	Madison
Wyoming	WY	Western Meadowlark	Cheyenne