
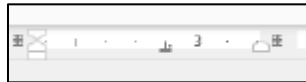




Set a Tab Within a Word Table Column for Currency

If the text in a column contains currency values with a decimal point, you may want to add a decimal tab.

1. With the horizontal ruler visible, click the Tab selector (the square at the intersection of the two rulers) until you display the tab decimal (an upside-down T with a dot to the right) .
2. Select the cells (or column) you want to reformat. Change the alignment to left if it is currently set to right.
3. Click on the ruler where you want to add the new decimal tab. Word will temporarily display a vertical guideline showing the position in the document. After clicking, Word will realign the selected values.



NOTE: You can also set a decimal tab for columns of numbers that do not contain decimals. The numbers will end up lining up on the right, but still shift over and line up when the decimal tab is set.

Example:

A table containing currency values might look like this without the decimal tab.

Expenses	Amount
Rent	\$1,800.00
Postage	147.80
Office Supplies	640

Setting a decimal tab in the Amount column forces all entries to line up at the decimal point (even if there is no decimal point included in the numbers, as shown in the final entry here).

Expenses	Amount
Rent	\$1,800.00
Postage	147.80
Office Supplies	640