Table of Contents Assignment using MS Word

Creating tabs, Creating leaders for tabs, Vertically centering text

Directions: (10 points each)

- Turn on the ruler. Use New Times Roman fonts and change the size to 16. Center the title using all caps and press enter twice.
- Bold, center, all caps for "table of contents"
- Press enter three times.
- Left-align and change to size 13. Do not change the font.
- Set a left–aligned 1" tab for the first column.
- Set a 5" right alighted dot leader tab at the end of the second column.
- Type the remainder of the exercise using tabs to create columns as shown.
- Type your first and last name
- Vertically center the exercise.
- Preview, spellcheck your work, save and print one copy. You will lose 10 points for every extra copy you print.

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