**Tab Assignment**

Highlight the **SINGLE** line of “stars” below. Using the Paragraph Dialog Box, remove ALL of the left tabs on the line:

\* \* \* \* \* \* \* \* \* \* \* \*

Highlight **ONLY** the list of five (5) lines below. Move the decimal tab from 1” to 0.5” and move the left tab from 4” to 1” below:

1. This is line 1.

2. This is line 2.

3. This is line 3.

4. This is line 4.

5. This is line 5.

Highlight **ONLY** the **GREEN** list below, move the decimal tab to 0.3” and move the left tab to 0.5”. Then, move the Hanging Indent so that the list lines-up to the left tab.

1. This is line 1 and extends past the first line. The item listed wraps around to the next line, but it doesn’t line-up to the first line of item 1.

2. This is line 2. It too extends past the first line of item 2. The item listed wraps around to the next line, and doesn’t line-up to the first line of item 2.

Highlight **ONLY** the eight (8) blank lines below. Use the paragraph dialog box, clear all tabs; set a decimal tab at 3.3”, and a left tab at 3.9”. Type the class period (1, 2, 3, 4, 5, 6, 7, and 8) and a period at the decimal tab. Then, type your class name at the left tab. This is your class schedule.