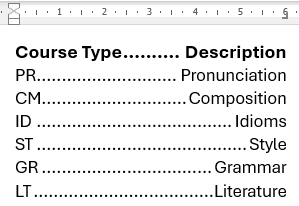
You may first watch the video *3\_5 Act10 TabsWithLeaders*, which shows you how to add leaders to tab stops.

***Use tab stops to format the list below as shown in the screenshot.***



**Course Type Description**

PR Pronunciation

CM Composition

ID Idioms

ST Style

GR Grammar

LT Literature

***Tab stops have already been set on the text below. Press <Tab> twice after the text on each line and see how the lines appear.***

Surname:

Name:

Contact number:

***Note that the lines start and end at exactly the same positions.***

***It is a good idea to increase the paragraph spacings of these lines of text, to accommodate a person’s handwriting.***

***Change the paragraph spacings of the first two lines of text to 8 pt After.***

**EXTRA PRACTICE: Open the document *Stationery\_Sale* that you formatted in Activity 7, No. 5. Add leaders to the tab stops and see how this further improves the readability of the items and prices.**