**Work on the ruler when changing or setting tab stops in this exercise.**

**Move the tab stop currently at 3.5 cm to 6 cm.**

**Place Ave max temp**

Pretoria 22.5°C

Johannesburg 24.85°C

Durban 26.6°C

Cape Town 23.5°C

Mbombela 26.75°C

Port Nolloth 19.5°C

Polokwane 26.8°C

**REMEMBER! To set tab stops on the ruler for existing text:**

**1. Select the text to which you want to apply the tab stops.**

**2. Click repeatedly on the small square at the left of the ruler, until you see the type of tab stop you are looking for.**

**3. Click on the required position on the ruler to set this tab stop.**

**4. Repeat steps 2 and 3 until all the necessary tab stops are set.**

**Default tab stops have been used on the text in red below. Set the following tab stops for this text:**

* **First tab stop (for all the provinces): centre tab stop at 4 cm.**
* **Second tab stop (for all the topics): right tab stop at 8 cm.**

**Teachers – Online English project**

**Surname Province Topic**

Aspeling, S NC Pronunciation

Flaxman, G WC Composition

Katuruza, A WC Literature

Lehari, C GT Composition

Nortje, JS GT Style

Prokopos, L NC Idioms

Sadick, T WC Idioms

Snyman, BP LP Grammar

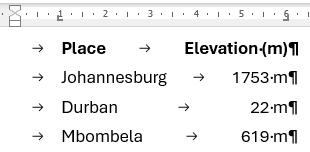
Souchon, JA FS Grammar

Varrie, AL NW Style

Williams, BP GT Style

Zubairu, LM EC Grammar

**Practise setting tab stops before entering the text:**

****1. First set the following tab stops:

* Left tab stop at ±1 cm
* Right tab stop at ±6 cm

2. Then type in the text as in the example, using <Tab> to separate the items. (Turn on Show/Hide to see the hidden characters.