

LESSON 129

USE DECIMAL TABS TO LINE UP COLUMNS OF NUMBERS PRINT A MAP OF AN OUTLOOK ADDRESS

If you use MS Word to create invoices, menus and other lists that contain columns of numbers that contain decimal points, getting the numbers to all line up can be a challenge. The Decimal Tab function of MS Word can take care of that for you.

Make sure that you have the page "ruler" set so that the ruler is visible at the top of the page. If you don't see the ruler; click on View and then on Ruler.

Now click on Format and then select Tab. In the Tab stop position: box; enter a number that corresponds to the Ruler number located at the position where you want the decimal tab to appear. In the alignment section click on the circle to the left of Decimal. Click on set and then on OK.

Now use the Tab key to move the cursor too the decimal tab setting in your document. Start typing the number and type a period where the decimal point should appear. The decimal point in all of the numbers you enter will line up on the position of the decimal tab setting.

Microsoft Outlook contains a contacts list (address book) in which you can keep information about important people and business contacts. If you need to go to an address listed under a particular contact, Outlook can print a map for you.

You'll need to have the contact address entered. Double-click on the Address... button and enter the address information. If the contact already exists double=click on it to get to the contact screen. You can also tell Outlook that the address is a Business, Home or Other address. You can even specify that this particular address is the mailing address for that contact by just clicking in the box to the left of "This is the mailing address".

Now, from within an open contact screen, click on Actions and then on Display Map of Address. If your computer is connected to the Internet at that point Outlook will go to the Microsoft Expedia map page and download a map of that address and the immediate surrounding area. You can click on Driving Instructions, enter your start place, and Outlook will provide you with turn-by-turn directions to your destination.

Remember that you must have the contact page open, the address must be filled in, and your computer must be connected to the Internet.

