**Use the Tabs dialog box to do the following:**

**Insert a Right tab stop at 6 cm, that will move ‘Ave rainfall (mm)’, as well as all the amounts under it, to that position.**

**Place Ave rainfall (mm)**

Pretoria 675 mm

Johannesburg 784 mm

Durban 1010 mm

Cape Town 505 mm

Mbombela 767 mm

Port Nolloth 94 mm

Polokwane 560 mm

**Change the tab stops on the text in blue as follows: Change the Left tab stop currently at 4.5 cm, to a Decimal tab stop at 6 cm. (The Decimal tab stop will align the decimal point of the temperatures.)**

**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

**Insert the following tab stops on the text below: Center tab stop at 6.5 cm and a Right tab stop at 11 cm.**

***EVENT GRADE DATE***

Orientation Day 8 7 January

School Sports Day All grades 26 January

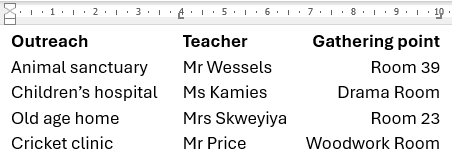
Geography outing 11 1 February

Open Day 10–12 8 February

Valentine’s Day All grades 14 February

Maths Olympiad 10–12 18 February

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

1. First set the following tab stops:

* Left tab stop at 4 cm
* Right tab stop at 10 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.)