### Tabular Statement

***Decimal Tab Stops and Leader Dots***

1. Key in the exercise below
2. Set for A5 Portrait paper
3. Use double-line spacing throughout
4. **Centre** the exercise both **vertically** and **horizontally** on the page (using Page Setup etc)
5. Set a **Decimal tab** stop at an appropriate location and set for display of **Leader Dots**
6. Use your own judgement as to where margins and Tab stop(s) are set
7. Save as **Expenses** into your Word Processing folder on the college server

**Expenses Sheet for Mr Dan Jones**

**Month Ended 30 September 2002**

 £

Conference Fees 1,245.50

Travel 345.00

Accommodation 490.00

Meals 159.89

Miscellaneous 90.00