**Aligning Decimal Numbers in Tables**

When working in tables, there is no documented way of aligning decimal numbers. You can, if desired, add a decimal tab stop in a cell and then press **Ctrl+Tab** to align the number to the tab stop, but there is an even easier way. All you need to do is follow these steps:

1. Select the cell or cells whose contents you want aligned.
2. Click repeatedly on the tab stop marker at the left edge of the ruler, stopping when you see the symbol for a decimal tab.
3. Click on the ruler above the selected cells, at the location where you want the numbers aligned.

Presto! The numbers get aligned as per the tab stop. You should note, however, that this is the only tab option (decimal) that works in this manner.

### *Comments for this tip:*

**JB**    02 Mar 2015, 13:23

I got it to work--had to align left after step 3.