**Entering Tabs in a Table**

When you are entering text in a table, some of the keyboard keys don't function as they do when you are working in the body of your document. One of those keys is the **Tab** key. If you press **Tab**, the insertion point moves to the next cell in the table, or if you are at the end of the table, it creates a new row.

There may be times, however, when you want a tab character in the table's text. In order to insert a tab, you can use either of these methods:

* Press **Ctrl+Tab**.
* Hold down the **Alt** key as you type 0009 on the numeric keypad.

I'm a keyboard person and appreciate the Ctrl+Tab tip, but don't forget to mention the Increase Indent command - Home tab, Paragraph Group.