

Intro To Computers

Word #8 – Menu

Objective: Dot leaders are used to separate information that is presented in two or more columns making it easier for the reader to visually line up the text. Dot leaders are commonly used in a table of contents or a restaurant menu.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_8*.
2. Open a NEW document in Word. The font should be **12 point Times New Roman**.
3. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #8*. Right aligned in the header should be your FIRST LAST names.
4. Save the document in your *first_last_word_8* folder as *Menu.docx*.
5. Set the page margins (not gutter) to 1" on all sides.
6. The paragraph line spacing should be Multiple at 1.15 with 0 points before and after each paragraph.
7. Set the following tab stops:
 - a. Left aligned tab at .5"
 - b. Left aligned tab at 1.0"
 - c. Right aligned tab with dot leaders at 6.0"
8. Starting on the first line in the document, type the document passed out to you in class. Separate the text in the columns using the TAB key.

**** Hit the TAB key before *typing* the text in the first column.**

Be sure to hit the tab key so that the capitalized items are lined up at .5", the sub items are lined up at 1" and the prices are right aligned at 6".
9. The flavors listed at the bottom of the menu should be typed as one paragraph. Do not hit the enter key after each line, and make sure you have no extra paragraphs after the last flavor. (Turn on paragraph markers (¶) to see this.)
10. Change the font size of the text TOOTSIE'S ICE CREAM SHOPPE to 20 point bold and center it.
11. Change the font size of the remaining text to **14 point**.
12. Center the list of ice cream flavors at the bottom of the menu.
13. Carefully proofread the document for spelling errors. Be sure to check for capitalization.
14. Resave the document and exit out of Word.
15. Zip up your *first_last_word_8* folder. Turn in your *first_last_word_8.zip* file.