

Instructions to the MS Word Specialist: Final Assessment Tool (MS WORD)	
1.	Using Microsoft Word, open a new document. (Shortcut found on your desktop)
2.	Save the document as 16 List of Menu Items W6 your WORD/COMP APPS Folder.
3.	PAGE SIZE: Layout Tab, Size, Letter, (8.5 inches wide x 11 inches high) MARGINS: Layout Tab, Margins, Custom Margin – Set to Top/Bottom Margins at 0.5 inch and left/right at 1 inch.
4.	FONT: Unless otherwise noted, the font should be set to Arial 12 point, this includes the table.
5.	TABLE: On line one of your document, insert a table with TWO columns & 46-rows <i>as previously done in Project 2 (Lawn Enforcement)</i> . HOW? <i>Insert Tab – Table – Insert Table</i> → Ask for help, if needed. *Use Arial Font Size 12*
6.	TABLE PROPERTIES: Highlight both columns, right click and select Table Properties. Click the <u>Column Tab</u> , then isolate the Left Column by clicking <i>Next Column Button</i> <i>set the width for both left & right columns</i> . Left Column Width = 5 inches & Right Column Width = 1.5 inches. → Ask for help, if needed.
7.	RULER: Click View Tab, check off box next to <input checked="" type="checkbox"/> Ruler to display the Ruler. This is needed for Step #9.
8.	MERGE: Highlight all of row 1 (both columns). Right click the highlighted row, select <u>Merge Cells</u> . This will merge both cells making one long row. Now key in (type) the title LETTUCE- DO-LUNCH in Document W-6 , using Arial, 16-point, bold and ALL CAPS See icon (A)
9.	TAB: In row 1, you will set left-tab at 2 inches. (Use the Ruler as a guide.) HOW? To set the Tab to 2 inches, press the {CTRL + Tab} keys 4Xs to move the cursor to the 2” mark on the ruler.
10.	LOGO: In row 1, in the top of the left-hand corner paste the Lettuce-Do-Lunch Logo. Copy/Paste it from the lesson page . Remember to Right Click & Wrap Text, Through. Resize the logo using Picture Tools Menu (0.5 h X 1.0 w) font See icon (B) Drag and move & position of the logo to the left corner of Row 1.
11.	Title: In row 2, key in the text MENU / PRICE using point size 14, bold. Both are center-aligned. See icon (C)
12.	Merge: In row 3, merge the cells and key in the text Cold Sandwiches using size 14 point, bold. See icon (D)
13.	Paragraph Settings: Select rows 4 through 13, click the button to access the <u>Paragraph Settings Window</u> , click <u>TABS Button</u> . Set Tab Stop Positions: LEFT: to 0.2 inch, click Set. RIGHT: to 4.9, with dot leaders (2), click set. Now, set a Default TAB STOP at 0, click set, then OK. Press CTRL + Tab once and type the text as shown in Document W-6 . After, press CTRL + Tab again for the Dot leaders to appear. → [See Lesson Web page for Dot Leader Guide Sheet] or Ask for help, if needed.
14.	Merge: In row 14, merge the cells and key in the text Hot Sandwiches using 14-point bold. See Icon (E)
15.	Select rows 15 through 22 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key in the text as shown in Document W-6 . HINT: (Dot Leaders instruction in #13)
16.	In row 23, merge the cells and key the text Finger Foods using 14-point bold as shown in Document W-6 .
17.	Select rows 24 through 32 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key in the text as shown in Document W-6 . HINT: (Dot Leaders instruction in #13)
18.	In row 33, merge the cells and key in the text Salads using 14-point bold as shown in Document W-6 .
19.	Select rows 34 through 37 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key in the text as shown in Document W-6 . HINT: (Dot Leaders instruction in #13)
20.	Merge both columns in row 38, highlight both columns, right click, click merge cells . Key in Dressings as shown in Document W-6 .
21.	In row 39, merge the cells and key in the text Beverages using 14-point bold as shown in Document W-6 .
22.	Select rows 40 through 42 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key in the text as shown in Document W-6 . HINT: (Dot Leaders instruction in #13)
23.	Leave row 43 blank, skip this row. Then highlight rows 44 through 46, (both columns), right click, select Merge Cells . Now key in the text as shown in Document W-6 .
24.	Pricing: Type all prices in Column 2, center the Prices.
25.	Footer: Insert a footer style Blank Three Column. Use Size 12, Arial Font: Name, Day/Period & Current Date.
26.	Hide Gridlines: Select the Table, Click Borders Tool, Click No Borders. → Ask for help.
27.	Proof read your work, make corrections, make sure all Capital Letters from Data Sheet are capitalized.



LETTUCE-DO-LUNCH

MENU **PRICE**

14pt BOLD

#12

Cold Sandwiches

Ham & Cheese.....	\$5.40
Turkey, Ham & Cheese.....	\$5.70
Tuna & Cheese.....	\$5.40
Vegetarian with Cheese.....	\$5.40
Ham, Salami & Pepperoni.....	\$6.10
Chicken Salad.....	\$5.10
B.L.T.....	\$6.10
Turkey, Roast Beef & Cheese.....	\$7.40
Corned Beef & Cheese.....	\$6.50
Turkey, Roast Beef, Ham & Cheese.....	\$7.70

#14

Hot Sandwiches

Pastrami & Cheese.....	\$5.70
Classic Reuben.....	\$6.40
Italian Meatball.....	\$5.70
French Dip with Au Jus.....	\$6.70
Chicken Parmesan.....	\$6.40
Grilled Chicken.....	\$5.70
Tuna Melt.....	\$5.70
Turkey, Bacon & Cheese.....	\$6.15

14pt BOLD

#16

Finger Foods

Mozzarella Sticks.....	\$4.90
Garlic Bread.....	\$2.50
Chicken Tenders.....	\$4.50
French Fries.....	\$1.50
Onion Rings.....	\$3.00
Chips.....	\$2.00
Muffins.....	\$2.25
Cookies.....	\$2.25
Carrot Cake.....	\$1.50

14pt BOLD

#18

Salads

Chef Salad.....	\$7.45
Asian Chicken.....	\$6.45
Chicken Salad.....	\$7.75
Garden Salad.....	\$5.45

14pt BOLD

#21

Beverages

Soft Drinks.....	\$1.75
Bottled Water.....	\$2.00
Sports Drinks.....	\$2.50

Center all prices!

12 point

12 point

Fixing's: Lettuce, Tomato, Onion, Oil & Vinegar, Salt & Pepper, Oregano
 Breads: White, Wheat, Rye, Sourdough, Pita, Squaw, Nine-Grain
 Cheese: Provolone, Cheddar, Swiss, Pepper Jack, Colby-Monterey Jack

Footer required: See # 25 on instructions.