

Instructions to the MS Word Specialist	
1.	Using Microsoft Word, open a new document.
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? Insert Tab – Table – Insert Table → Ask for help, if needed.
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> set the width for both left & right columns. 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 it from the lesson page . Right Click & Wrap Text, Through. Resize the logo (0.5 h X 1.0 w) font See icon (B) Move & position the logo.
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. → 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 . -- Note: Ranch appears twice, only type the word Ranch once.
21.	In row 39, merge the cells and key in the text Beverages using 14 point bold as shown in Document W-6 .
22.	Leave row 43 blank, skip this row.
23.	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 .
24.	Merge rows 44 through 46, (both columns) and key in the text as shown in Document W-6 .
25.	Footer: Three Column Style, Size 10, Arial Font: Name, Day/Period and Current Date.
26.	Hide Gridlines: Select the Table, Click <u>Borders Tool</u> , Click <u>No Borders</u> . → Ask for help.
27.	Proof read your work, make corrections, Make sure all Capital from Data Sheet are capitalized.