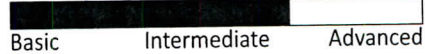


Project #: W-6

## Word Specialist

Level



Project Title

### List of Menu Items with Prices

#### New Skills:

- Setting tabs with dot leaders
- Removing grid lines within a table



The Office  
**Specialist**.com  
The Microsoft Office Experts

Lettuce-Do-Lunch

Jazz My Wheels

College Concierge

Squeaky Clean

Lawn Enforcement

**Word Specialist**

**Project #: W-6**

**Customer Name:** Lettuce-Do-Lunch

**Assigned to:** You, the MS Word Specialist

**Project Title:** List of Menu Items with Prices

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 16.

**Project Description**

Lettuce-Do-Lunch is looking to have an enlarged menu board created. To accomplish this task, you will need to provide the vendor with a list of menu items and prices.

**Your Job**

As the Microsoft Word Specialist, you will create and design a list of menu items and their prices that will be passed along to a vendor who builds large, hand-printed menu boards. The client will give you a list that needs to be prepared in an organized manner.

**Tips and Strategies**

1. The menu items need to be presented as a list to make it easy for customers to place their orders.
2. An example of what your finished document should look like has been provided. Refer to this document for visual guidance as you complete the instructions. When you see an icon in the instructions, look for the matching icon in the finished document.
3. Read through all of the instructions before proceeding with the project.

## Instructions to the MS Word Specialist

1. Using Microsoft Word, open a new document.
2. Save the document as **Project W-6 List of Menu Items** in your “Word Projects” folder within the “Lettuce-Do-Lunch Projects” folder.
3. Set the page size to 8.5 inches wide x 11 inches high and set the left and right margins at 1 inch. Set the top and bottom margins at 0.5 inch.
4. Unless otherwise noted, the font should be set to Arial 12 point.
5. At the top of your document, insert a table with two columns and 46 rows. Set the width of the first column to 5 inches and set the width of the second column to 1.5 inches.
6. In row 1, merge the cells and set a left tab at 2 inches. Hit the CTRL + Tab keys and then key the title as shown in **Document W-6**, using point size 16, bold and all caps. See icon **A**
7. At the top left-hand corner of row 1, insert the Lettuce-Do-Lunch logo from the “Logos” folder. Resize the logo so it is in proportion with the text in that row. See icon **B**
8. In row 2, key the text using point size 14, bold, all caps, and center-aligned. See icon **C**
9. In row 3, merge the cells and key the text using point size 14 bold. See icon **D**
10. Select rows 4 through 13 and set a left indent at 0.2 inch and a right tab with dot leaders at 4.9 inches. Key the text as shown in **Document W-6**.

*Tip: Use the CTRL + Tab key to tab within a cell.*

11. In row 14, merge the cells and key the text using 14 point bold. See icon **E**
12. Select rows 15 through 22 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key the text as shown in **Document W-6**.
13. In row 23, merge the cells and key the text using 14 point bold as shown in **Document W-6**.
14. Select rows 24 through 32 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key the text as shown in **Document W-6**.
15. In row 33, merge the cells and key the text using 14 point bold as shown in **Document W-6**.
16. Select rows 34 through 37 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key the text as shown in **Document W-6**.
17. In rows 38 and 39, merge the cells in each row and key the text as shown in **Document W-6**.
18. Select rows 40 through 42 and set a left indent at 0.2 inch and verify the dot leaders are still set. Key the text as shown in **Document W-6**.

### Instructions to the MS Word Specialist (Continued)

19. In rows 43-46, merge the cells and key the text as shown in **Document W-6**.

**Note:** Row 43 is left blank.

20. Hide the grid lines within the table by changing the Borders setting to None.

21. Carefully proofread your work for accuracy and format.

22. Resave the file.

23. Print a copy of the document if required by your instructor.



**LETTUCE-DO-LUNCH**

<b>D</b>	<b>MENU</b>	<b>PRICE</b>
	<b>Cold Sandwiches</b>	
	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
	<b>Hot Sandwiches</b>	
	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
	<b>Finger Foods</b>	
	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
	<b>Salads</b>	
	Chef Salad.....	\$7.45
	Asian Chicken.....	\$6.45
	Chicken Salad.....	\$7.75
	Garden Salad.....	\$5.45
	Dressing – Ranch, Bleu Cheese, Asian, Italian, Honey Mustard, Ranch	
	<b>Beverages</b>	
	Soft Drinks.....	\$1.75
	Bottled Water.....	\$2.00
	Sports Drinks.....	\$2.50

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