

# Word Menu Project

## Microsoft Word Project

Objective: Create a menu using Microsoft Word that includes tab leaders, theme, page border and a picture.

Directions:

1. Start Microsoft Word and save the document as Menu.
2. Type the text from the text box on the right in your document, starting on the first line with Menu.
3. Select the entire document by pressing [Ctrl]+[A].
4. Click the launcher in the Paragraph group on the Home tab.
5. In the Paragraph dialog box, click Tabs in the lower left corner.
6. Type 6.5 in the tab stop position text box. Change the alignment to right, and the leader to 2 (periods). Click Set then Ok.
7. Place the insertion point before every \$ and press the tab key on your keyboard.
8. From the Design tab, in the Document Formatting group, choose a theme of your choice. Select a Style Set of your choice.
9. Click to place the insertion point inside the word "Menu." Click the Title style from the Styles group on the Home tab.
10. Apply the Heading 1 style to Breakfast, Lunch, Dinner, and Other.
11. Center the contents of the page vertically by clicking the launcher in the Page Setup group on the Layout tab. Click the Layout tab on the Page Setup dialog box. Change the Vertical Alignment to Center.
12. From the Home tab, in the Paragraph group, click the border list arrow, and select Borders and Shading. Click the Page Border tab on the Borders and Shading Dialog box. Choose a border style, color, and width of your choice then click OK.
13. position the insertion point on a blank line at the end of the document.
14. From the Insert Tab, in the Illustrations group, click the Pictures drop down arrow and select Online Pictures.
15. Search for a picture related to the menu, click a picture to select it, and then click Insert. Resize your picture so everything fits on one page. Delete any text that was inserted with your picture.
16. With your picture selected, click the Position button in the Arrange group on the Picture Format tab. Select Position in Bottom Center with Square Text Wrapping.
17. Save and submit your file to your instructor.

Type This

Menu

Breakfast

French Toast \$7.95

Denver Omelet \$9.95

Eggs Benedict \$8.95

Lunch

Chicken Sandwich \$9.25

Patty Melt \$7.25

Steak Wrap \$8.25

Dinner

Grilled Shrimp \$11.95

Teriyaki Chicken \$8.95

Baby Back Ribs \$24.50

Other

Drinks \$2.50

Pie \$2.50

### Grading Rubric

\_\_\_\_\_/10 – Correct Tabs

\_\_\_\_\_/5 – Applied Theme

\_\_\_\_\_/5 – Page Border

\_\_\_\_\_/5 – Picture

\_\_\_\_\_/5 – Spelling

\_\_\_\_\_/30 – Total Points