

## Activity 12: MENU

### New Skills Reinforced:

In this activity, you will practice how to:

1. set tabs in a document with dot leaders.
2. change paragraph and line spacing.

### Activity Overview:

Dot leaders (rows of dots) are used to separate information that is presented in two or more columns, making it easier for the reader to visually “line up” text. You will commonly find dot leaders used in a table of contents, an index, or in a restaurant menu. Leaders may be square or round dots with varied spacing, dashes, lines, or other character combinations.

In this activity, you will set tabs with leaders for a menu for an ice cream shoppe.

### Instructions:

1. **Open** a NEW blank document in Word.
2. Turn on the **Ruler**.
3. Turn on **Show/Hide** (¶).
4. Set **spacing after** to 0 pt and **line spacing** to single.
5. Turn on **CAPS Lock**.
6. Type TOOTSIE’S ICE CREAM SHOPPE
7. Press **ENTER** two times
8. Set the following **tabs**:
  - a. Left aligned tab at .5”
  - b. Decimal tab with dot leaders at 6”
9. **Type** the remaining text as shown in **Figure 12-1** on the next page.
  - a. Separate each column using the **TAB key** where shown.
10. Select the title TOOTSIE’S ICE CREAM SHOPPE – **Bold, Center, 20** point size.
11. Change the **font size** of the remaining text to **14** point.
12. **Vertically center** the text on the page.
13. Insert a **header**: Name    Menu    Date
14. Carefully **proofread** the document for spelling, grammar, and accuracy.
15. **Save** the document as **MENU** to your Computer 6 folder.
16. **Print** the document if required by your instructor.

NEW SKILL

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Figure 12-1

<b>TOOTSIE'S ICE CREAM SHOPPE</b>	
<b>ICE CREAM</b>	
TAB → CUP .....	TAB → .....\$3.35
CONE .....	.....\$4.35
<b>SMOOTHIES</b>	
BERRY, MANGO, STRAWBERRY .....	.....\$4.95
<b>MILKSHAKES/MALTS</b>	
VANILLA, CHOCOLATE, STRAWBERRY .....	.....\$4.95
<b>SUNDAES/SPLITS</b>	
BANANA SPLIT .....	.....\$5.50
HOT FUDGE SUNDAE.....	.....\$4.95
BROWNIE SUNDAE.....	.....\$5.50
<b>SPECIALTY CONES</b>	
WAFFLE CONE.....	.....\$1.00
CHOCOLATE DIPPED.....	.....\$1.35
CHOCOLATE DIPPED & SPRINKLES .....	.....\$1.45
CHOOSE FROM 28 FLAVORS	