



## Essential Skills - Menu Exercise

In this exercise you will practise text alignment by creating a menu for the Big Break Café.

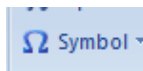
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1. Enter the heading: Big Break Café.
2. The following items are available for lunch. Key them in **exactly** as they appear below:

vegetable soup  
warm goat cheese salad  
chicken escalope  
sea food linguini  
fruit salad  
ice cream  
tea or coffee

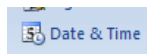
3. Make sure the title stands out by changing the **font** and **emphasising**.
4. Select all the text and **centre** on the page.
5. Change all the text so that each word is **Capitalised** (use the Change case icon) 
6. Change the colour of all the text.
7. Change the line spacing. Use **Line Spacing** icon in the **Paragraph** group of the **Home** ribbon. 
8. The four courses should be separated by a short line of symbols (eg ◆◆◆).

Use **Insert / Symbol**



9. Change the colour and size of these symbols
10. Add the date to the bottom, **right aligned and italics**.

Use **Insert /Date and Time**.



11. Add a page border of your choice.
12. Insert an **image** to the bottom left hand corner. Re-size to approx 3cm squared.
13. Use Print Preview to check presentation – menu should be well spaced and positioned in the middle of the page.
14. When satisfied with result, **print** and **save** as Menu Exercise in your Personal folder.
15. Close the document.