TABS, TABS, AND MORE TABS.

Today we are creating a menu for a Halloween Party that we are throwing to raise funds for the local Women’s Shelter.

We will use left, right, centered and decimal tabs as well as other formatting features we have learned.

Follow these steps to create a menu.

1. Change the margins of your paper to 1” on all sides.
2. Make sure that your paragraphs are set to single space, with no spacing after the paragraph.
3. Set centered tabs at 1.5” and 4.5”
4. Press tab and key the word *Drinks*
5. Press tab again and key the word *Food*
6. Press enter twice
7. Clear all tabs on this line and set the following tabs
   1. 2.25” Decimal tab with leaders
   2. 6.25” Decimal tab with leaders
   3. 3.25” Left tab with no leaders
8. Key the information from the example under food and drinks
9. Press Enter four times.
10. Clear all tabs
11. Set a centered tab at 3” with no leaders
12. Press tab and key the word *Desserts*
13. Press Enter twice
14. Clear all tabs and set the following tabs
    1. 1.5 left with no leaders
    2. 4.5 right with leaders
15. Key the information from the example, pressing tab before each item and enter after each item.
16. Format the words Drinks, Foods, and Desserts to a 14 pt ***sans*** ***serif*** font of your choosing.
17. Press Ctrl + Home
18. Key the Word Menu at the top of your paper.
    1. Center it
    2. Change the font effects to Orange Accent 6 with a green wavy underline.
    3. Change the font type to Chiller 36 pt.
19. Hit enter twice after the word Menu.
20. Format the menu items to Chiller 12 pt font.
21. Insert a Halloween clipart at the bottom of the page and center it.
22. Save as Halloween menu and your initials.
23. Print to the hpLaserColorJet 3500 printer.

Example:

Drinks Food

Ghoul Juice 2.50 Zombie brains 3.00

Drink of your choice your price Ghostly nachos 2.00

Drink of your choice your price food of your choice price

Drink of your choice price food of your choice price

Desserts

Bloody cheesecake 3.75

Dessert of your choice price

Dessert of your choice price