

# Thanksgiving Day Menu

1. Please insert a header with the required information!
2. Office Button, Save, IN YOUR FOLDER, Thanksgiving Day menu.

You are going to make a menu for thanksgiving; you need to put a **PAGE** border and **DOT LEADERS** between the menu item and the page number.

## PAGE BORDER:

**Page Layout tab**, under the *Page Background* section, **Page Borders**, **Click Box**, choose a style and the width, the color should be automatic, click **OK**

\*\*\* If you choose an art border the color is also automatic

## Word Art:

**Insert tab**, under the *text section*, **word art**

Choose a style

Erase YOUR TEXT HERE

Type a title for your menu (e.g. Thanksgiving Menu)

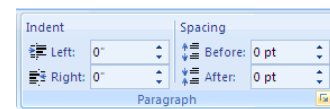
Choose a **font** and **size**

**OK**

## Resize the Word Art:

1. Click on your title
2. Using the resizing handles located at the edges of the box drag inwards or outwards till you get the size you want.
3. Click anywhere on your document

## DOT LEADERS:



Step 1: **Page Layout tab**, under the *Paragraph* section click the little arrow pointing down to the right, then click **TABS** (lower left hand corner), **Tabs stop position 6**, alignment **RIGHT** and **leader 2.....**, hit **SET**, and then **OK**.

Step 2: Place your cursor where you want to start typing

Step 3: decide what you want to serve (e.g. turkey) type your menu choice, then hit **TAB**, then type a page number such as 1.

Step 4: repeat **STEP 3** for all of your menu items. You should have at least 10 but you can have more.

**CHANGING THE FONT:**

1. You can change the font of your Thanksgiving Day menu
2. Hit **CTRL** & **A** at the same time
3. Then choose a font you like and a size you would like

**EXTRA:**

Add anything extra you may want such as pictures etc. BE CREATIVE!

\*\*\*Make your menu fit on one page

**OFFICE BUTTON-PRINT PREVIEW-CLOSE**

**EXAMPLE:**

Ms. Summers  
Mon/Wed 7th

Thanksgiving menu  
**Thanksgiving menu**

|                            |   |
|----------------------------|---|
| Turkey .....               | 1 |
| Oreos .....                | 2 |
| Peanut butter cup pie..... | 3 |

