

## Mini Menu (Alignment & One Image)

### STEP 1

Sit comfortably and open Microsoft Word.

### STEP 2

Type your name.

Press ENTER.

Type today's date.

Press ENTER twice.



### TO APPLY BOLD, ITALIC OR UNDERLINED:

- 1 Select the text
- 2 Click the Home tab
- 3 Click on the **B** icon to make the text bold  
Click on the *I* icon to make the text italic  
Click on the U icon to make the text underlined



### STEP 3 – Add a Title

Type: **MY MINI MENU**

(Highlight the title → Click Centre → Click Bold → Increase font size.)

Press ENTER twice.

### STEP 4 – Type This Menu

Drinks

Tea

Coffee

Water

Food

Sandwich

Salad

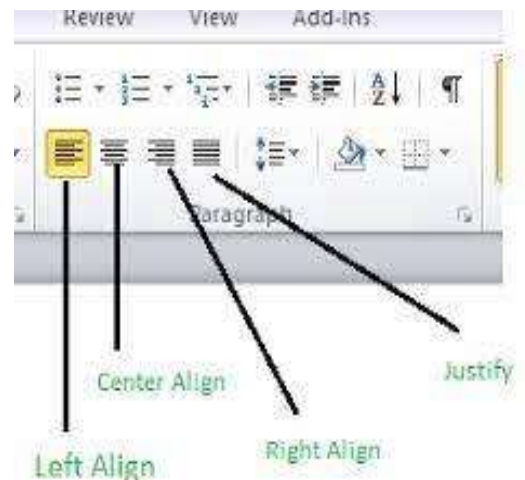
Cake

### STEP 5 – Alignment Practice

(Highlight 'Drinks' → Click Centre.)

(Highlight 'Food' → Click Centre.)

Keep the items left aligned.

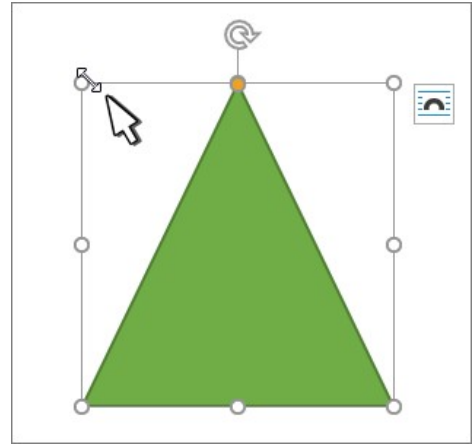
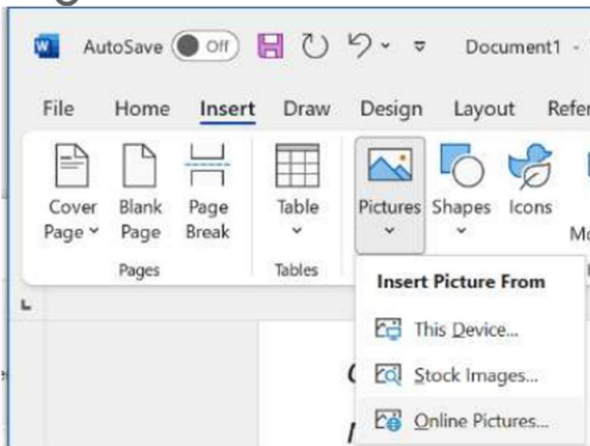


## **STEP 6 – Insert One Image**

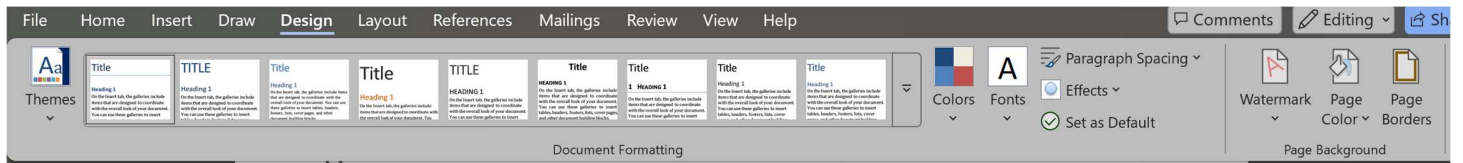
Insert ONE image of food or drink.

(Insert → Pictures → Choose image → Resize using corner handles.)

Place the image neatly under the menu.



## **Step 7 – Create a page border/Change the back ground colour**



## **STEP 8 – Save**

Save as: **Your Name Mini Menu**

## Exercise 2 – Menu Poster

### **STEP 1**

Open Microsoft Word.

Type your name and date.

Press ENTER twice.

### **STEP 2 – Add Title**

Type: MY CAFE MENU

(Highlight title → Centre → Bold → Increase font size.)

Press ENTER twice.

### **STEP 3 – Type This Menu**

Hot Drinks

Tea

Coffee

Hot Chocolate

Snacks

Toast

Muffin

Biscuits

### **STEP 4 – Alignment**

(Highlight 'Hot Drinks' → Click Centre.)

(Highlight 'Snacks' → Click Centre.)

### **STEP 5 – Insert One Image**

Insert ONE image of a drink or snack.

(Insert → Pictures → Resize using corner handles.)

### **STEP 6 – Make It a Poster**

(Design → Page Borders → Choose a style → Click OK.)

(Design → Page Colour → Choose a light colour.)

Make sure everything fits on ONE page.

**Step 7** – Save as Your Name Cafe Menu