

## 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.



### STEP 3 – Add a Title

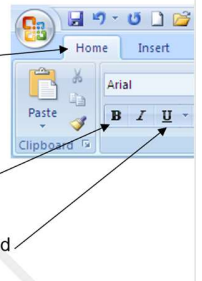
Type: **MY MINI MENU**

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

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 4 – Type This Menu

Drinks

Tea

Coffee

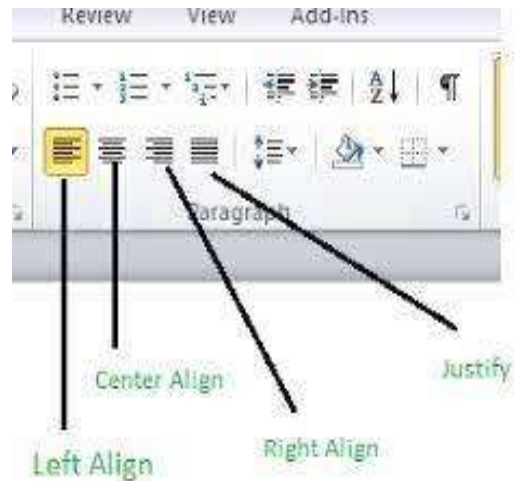
Water

Food

Sandwich

Salad

Cake



### STEP 5 – Alignment Practice

(Highlight 'Drinks' → Click Centre.)

(Highlight 'Food' → Click Centre.)

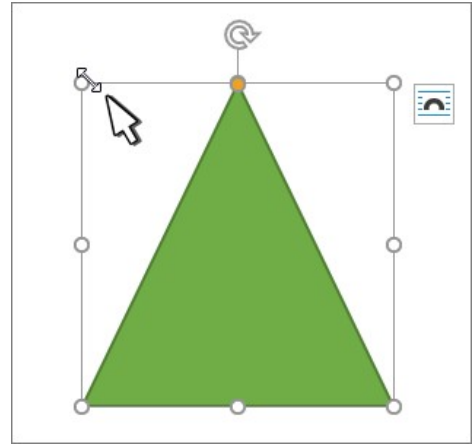
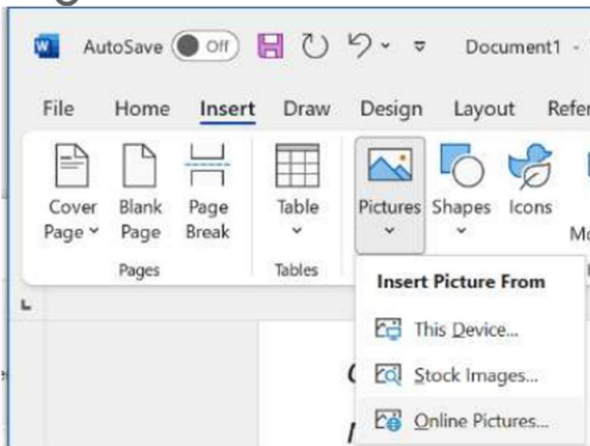
Keep the items left aligned.

## **STEP 6 – Insert One Image**

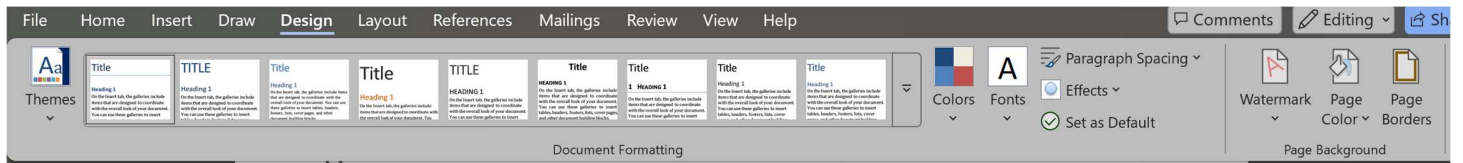
Insert ONE image of food or drink.

(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**