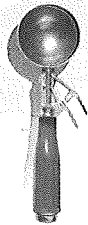


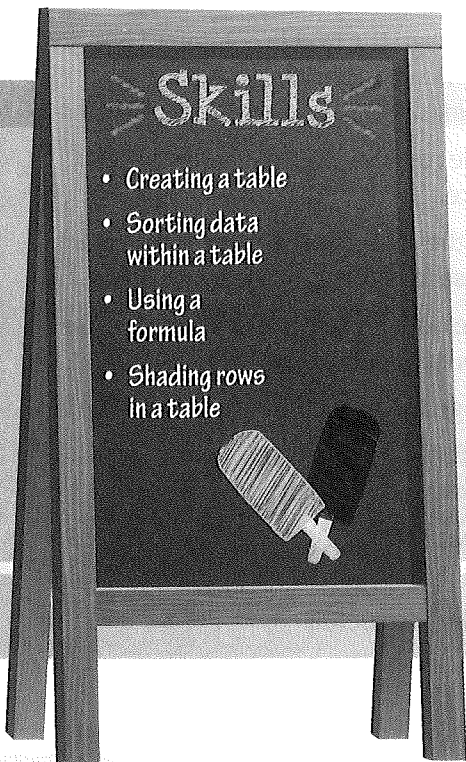
# Menu Items List



## The Inside Scoop

Every quarter, Fundae Sundaes introduces new items to their menu. For inventory purposes, they must keep track of how many units are sold. At the end of the quarter, Tim and Tara Flaherty decide which new items to make permanent and which to remove from the menu. Quarterly reports are important tools in this decision-making process and a neatly prepared document makes the decision that much easier.

In this project, you will format a table that lists the new quarterly menu item's name, item price, and the quantity sold.

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- A chalkboard on a wooden stand. The word 'Skills' is written at the top. Below it is a bulleted list. At the bottom of the board are two ice cream cones.
- Creating a table
  - Sorting data within a table
  - Using a formula
  - Shading rows in a table

# Menu Items List



Use word processing software to create and format a menu items list in a table.



## Directions

1. Follow the Setup instructions above.
2. Key the three-line heading text as shown in Document Data 8.
3. Be sure to follow the extra line spacing as indicated by the paragraph symbol.
4. Insert a table with 3 columns and 17 rows.
5. Key the text in the table as shown in Document Data 8.

## Setup

**Start Up:**  
Using word processing software, create a **NEW** document.

**Save the File as:**  
Project 8

**Orientation:**  
Portrait

**Margins:**  
Top 2", Bottom 1", Left 1", Right 1"

**Line Spacing:**  
Single, no additional spacing before and after paragraphs

**Font, Size:**  
Calibri, 11 point  
(unless otherwise noted)



## Formatting

1. Change the three-line heading to 16 pt., bold, center aligned, all caps.
2. Change the column headings in row 1 to 14 pt., bold, center aligned.
3. Right align the text in columns 2 and 3.  
**Note:** Do not right align the column headings.
4. Shade rows 1 and 17 to a color of your choice.
5. Sort the table in ascending order (from lowest to highest) by Quantity Sold.
6. In the last row of the third column, use a formula to find the total quantity sold.
7. Change the text in row 17 to 14 pt., bold.
8. Carefully proofread your work for accuracy and format.
9. Resave the file.
10. Print a copy of the document if required by your instructor.

Document Data 8

New Menu Items  
Second Quarter  
20\_\_

Heading

Menu Item	Item Price	Quantity Sold	Column Heading
Saturday Sundae	4.50	25	
Shake Your Groove Thing Shake	4.25	15	
Float Away Root Beer Float	3.95	50	
I Love You Cone	3.15	143	
Inside Out Banana Split	4.75	64	
Little Tykes Sundae	3.20	75	
Tutti Fruitti Smoothie	3.50	125	
Skinny Yogurt Parfait	4.00	68	
Waffle Waffle Bowl Sundae	4.75	92	
Hawaii Dreamin' Sundae	4.50	72	
Freezin' Frozen Yogurt Cup	3.25	120	
Festive Fruity Float	3.95	32	
Scrumptious Ice Cream Sandwich	3.50	45	
Peaceful Peach Sundae	4.50	51	
Rockin' Rocky Road Cone	3.15	157	
	Total Quantity Sold		