**Tabs Exercise......Concession Stand**

Tab Exercise

You were just given the task to create a price list for the concession stand that you will be working at for a fundraiser next weekend. Create a price list using the following items and prices. Make sure to follow the instructions below for setting up a tab with a leader.

Hot Dog- $2.00

Hamburger- $3.00

Cheeseburger- $3.50

French Fries- $1.50

Bottled Water- $2.00

Gatorade- $2.00

Soda- $1.00

Candy- $1.00

Cookies and Brownies- $.50

Instructions:

To set up your list, key and center your title. A double space below the title, at the left margin, type “Hot Dog”. Then, click on the arrow in the lower right corner of the Paragraph Group and click on the Tabs button.

Since you are starting at one margin, you will set the Tab Stop at the other margin, so enter 6.5” for the tab stop.

Under Alignment, click on Decimal (this will align all the decimals so prices are easy to read).

Under Leader, click the Dot Leader (#2—this will put dots in the space between your tabs).

Make sure you click SET, then OK.

Hit tab, and you should have a line of dots take you to the right margin. Type the price. Hit enter and enter the rest of the data. Make sure you have a double space between all entries.

When you are done entering the data, choose an easy to read font and size to apply to the data. Make your title larger than the rest of the text.

Apply a page border and insert an appropriate Clip Art picture below your price list.

Center your list vertically and print.

Total Points: 20