



Google Docs



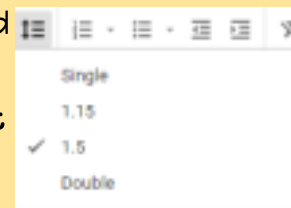
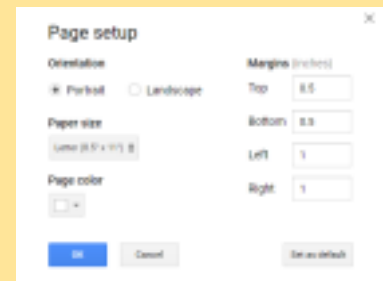
Creating a Thanksgiving Menu

Objective: To create a Thanksgiving menu using the Paint Format in Google Docs.

Introduction: Green bean casserole, cranberry sauce, pumpkin pie . . . what are your favorite Thanksgiving foods? Are there certain foods you really look forward to eating each year? For this activity, you will plan a Thanksgiving Menu to include all of your favorites!

Directions:

1. Open the **Google Docs** and begin with a **Blank Document**. Give Your Document a Title!
2. Click **File**, click **Page Setup**, under **Margins**, change the **Top** and **Bottom** to **.5**, under **Page Color**, click on a color of your choice and then click **OK**.
3. Type **Thanksgiving Menu**. Press the **ENTER** key one time after each line of text.
4. Type **Appetizers** and list **3 Appetizers**. You will need To describe each appetizer.
5. Type **Main Course** and list **2 possible main course/s**. If your family serves more than turkey, list another main course.
6. Type **Side Dishes** and list **5 side dishes** and describe each side.
7. Type **Desserts** and list **2 desserts** and describe them.
8. **Beverages** and list **2 beverages**.
9. Run a **spellcheck** by clicking **Tools, Spelling, Spell Check** and make any necessary corrections.
10. Select **ALL** of the **text** (**CTRL+A**) and **Center align**.
11. Change the Line Spacing to 1.5 by keeping all the text selected and click on the **Line Spacing** button and clicking **1.5**.
12. Select **Thanksgiving Menu**, apply **Bold**, change to a **fancy font style**, and increase the **Font Size** to **36**.
13. Select the word **Appetizers**, apply **Bold**, choose a **font style**, **font size** and **font color** of your choice. Be sure to size the font size depending on the size of the font. Some fonts are larger than others are. Using the Paint Format,



you will apply the same formatting styles you did for Appetizers to ALL headings.

14. Double-click on the **Paint Format**  and click to brush across the **Main Course, Side Dishes, Desserts and Beverages**.

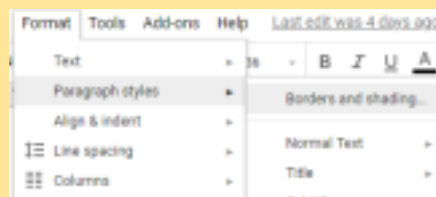
15. Click on the **Paint Format**  to turn **off** formatting.

16. Select the foods under the word Appetizers and change the **font style** and **font size** to a font style and font size of your choice, depending on the size of the font.

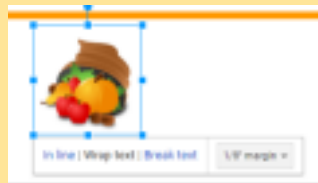
17. Double-click on the **Paint Format**  and click to brush across the words under **Main Course, Side Dishes, Desserts and Beverages**.

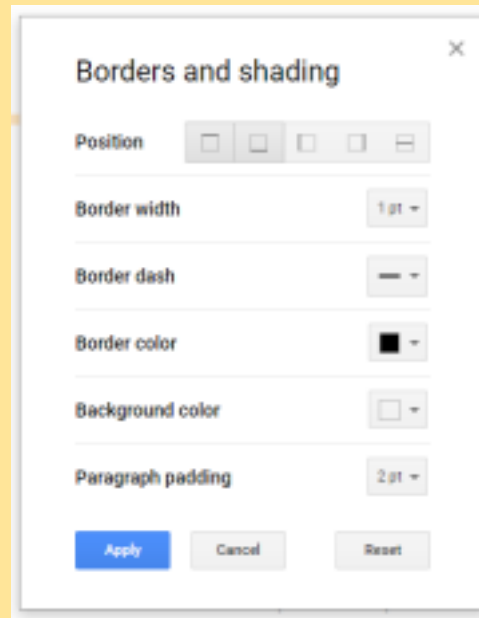
18. Click on the **Paint Format**  to turn **off** formatting.

19. Add a Line to the Top and Bottom of the Menu. **Select all the TEXT (CTRL+A)**, click **Format**, click **Paragraph Styles**, click **Borders and Shading**.



20. For **Position**, click the **Top** and **Bottom** Border lines only, under **Border Width**, click **6 pt**, under **Border Color**, select a **Thanksgiving Theme Color** and click **Apply**.





21. Click **Image**, click **Search the Web**, in the **Search Box**, type **Thanksgiving Clipart** and search for a nice clipart, click on the clipart and click **Insert**. Resize the clip art as needed by clicking and dragging on the resizing squares.
22. Click **Wrap Text** and drag the clipart so it is centered under the **Bottom Line** of the menu.
23. Name the file **Thanksgiving Menu**.
24. The menu needs to fit on one page. If needed, use the Paint Format to resize any text.