

Equipment Inventory List



The Inside Scoop

For budgeting purposes, Tim and Tara evaluate the value of their equipment each quarter. This information helps them know what their company is worth and assists in the preparation of financial reports. Maintaining the equipment in the shop is critical to keeping the business running efficiently and smoothly.

In this project, you will create the latest quarterly equipment inventory list.

Skills

- Setting tabs with dot leaders
- Vertically centering text



Equipment Inventory List



Use word processing software to create and format an equipment inventory list.



Directions

1. Follow the Setup instructions above.
2. Set three tab stops as follows:
 - a. Left aligned tab at 1"
 - b. Left aligned tab at 3.75"
 - c. Decimal tab with dot leaders at 6"
3. Using the tabs you have set, key the text as shown in Document Data 14.

Setup

Start Up:

Using word processing software, create a NEW document.

Save the File as:

Project 14

Orientation:

Portrait

Margins:

Top 1", Bottom 1", Left 1", Right 1"

Line Spacing:

Double, no additional spacing before and after paragraphs

Font, Size:

Calibri, 12 point
(unless otherwise noted)



Formatting

1. Center align the title and change to 14 pt., bold, all caps.
2. Change the three headings to 14 pt., bold.
3. Italicize each list of inventory items along with their item number and price.
4. Vertically center the text on the page.
5. Carefully proofread your work for accuracy and format.
6. Resave the file.
7. Print a copy of the document if required by your instructor.

Equipment Inventory List | Project 14

Document Data 14

Left Tab @ 1" →

Left Tab @ 3.75" →

Decimal Tab @ 6" →

Title — Fundae Sundaes Equipment List - Quarter 1

Headings — Ice Cream Freezers

Inventory Items	Ice Cream Dipping Cabinet	DD261.....	\$3111.29
	Ice Cream Merchandiser	M28M.....	\$5434.58
	Smoothie Maker	FL388D	\$3062.68
	Frozen Dessert Mix'n Machine	VM4500.....	\$601.08
	Mobile Ice Cream Counter	MB388L	\$2198.54

Headings — Ice Cream Dishes

Inventory Items	Tulip Sundae Dish	AH563.....	\$432.18
	11.5 oz. Ice Cream Soda Glass	L5310.....	\$368.93
	3.5 oz. Stainless Steel Dish	X4531-01	\$607.56
	6 oz. Stainless Steel Dish	KB4560-01	\$893.87

Headings — Ice Cream Utensils

Inventory Items	Aluminum Ice Cream Scoops	U3425-T.....	\$320.78
	Nonstick Ice Cream Dipper	N3425-D	\$1057.28
	Ice Cream Spades	I4235-S	\$430.98
	Ice Cream Scoop Size 20	IC191-S	\$435.91
	Waffle Cone Iron	W704-C.....	\$899.99
	Hot Fudge Warmer	H9049-F	\$289.76