

FUNDAE  
SUNDAES

17

# Fundae Sundaes Menu



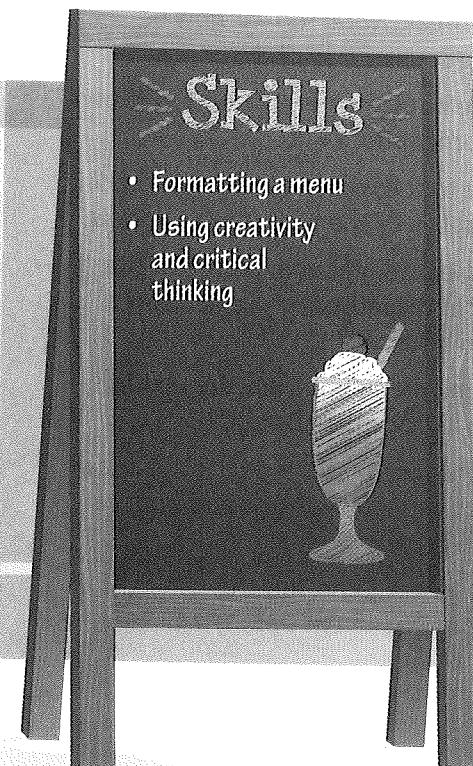
## The Inside Scoop

Besides the menu board within the shop, Fundae Sundaes must have a way to communicate its current flavors, sizes, options, and prices for those on the go. Tim thinks a tri-fold design menu will offer an organized and concise way to list the items they sell along with the prices.

The menu will be arranged into three columns on each page to achieve the tri-fold effect. The Fundae Sundaes logo and clip art will be used to make the menu attractive.

In this project, you will create the menu that will be accessible at the front counter and available for takeout.

**Note:** In this advanced project, only the content has been provided. The formatting changes and design that you add to the menu have been left for you to decide.



Project  
**17**

# Fundae Sundaes Menu



Use word processing software to create and format a tri-fold menu.



## Directions

1. Follow the Setup instructions above.
2. Insert three columns of equal width with .5" between columns.
3. In the left column, key the text as shown in Document Data 17.1.
4. Be sure to follow the extra line spacing as indicated by the paragraph symbol and use the tab where indicated.  
**Note:** When changing the size of the text that includes the tab key, be sure to align the pricing so that all of the prices in each column are aligned.
5. Place the cursor at end of the last line of text in the left column and insert a column break.
6. In the middle column, key the text as shown in Document Data 17.1.

**Note:** When changing the size of the text that includes the tab key, be sure to align the pricing so that all of the prices in each column are aligned.

7. Place the cursor at end of the last line of text in the middle column and insert a column break.
8. In the right column, insert the Fundae Sundaes logo and key the text as shown in Document Data 17.1.
9. Place the cursor at end of the last line of text in the right column and insert a page break. **Note:** You will now be working on page two of the document.
10. In the left column, key the text as shown in Document Data 17.2.
11. Be sure to follow the correct line spacing as indicated by the paragraph symbols.
12. Place the cursor at end of the last line of text in the left column and insert a column break.
13. In the middle column, key the text as shown in Document Data 17.2.
14. Place the cursor at end of the last line of text in the middle column and insert a column break.
15. In the right column, key the text as shown in Document Data 17.2.

## Setup

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

Save the File as:  
Project 17

Orientation:  
Landscape

Margins:  
Top .5", Bottom .5", Left .5", Right .5"

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

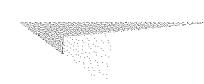
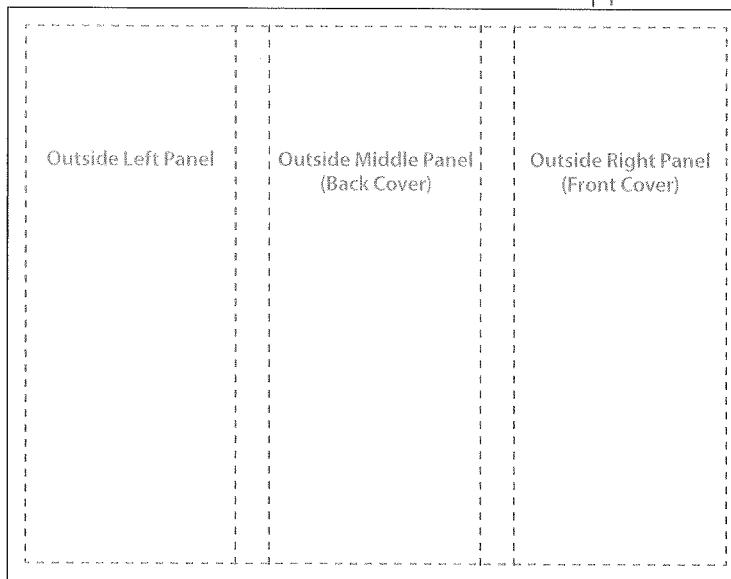
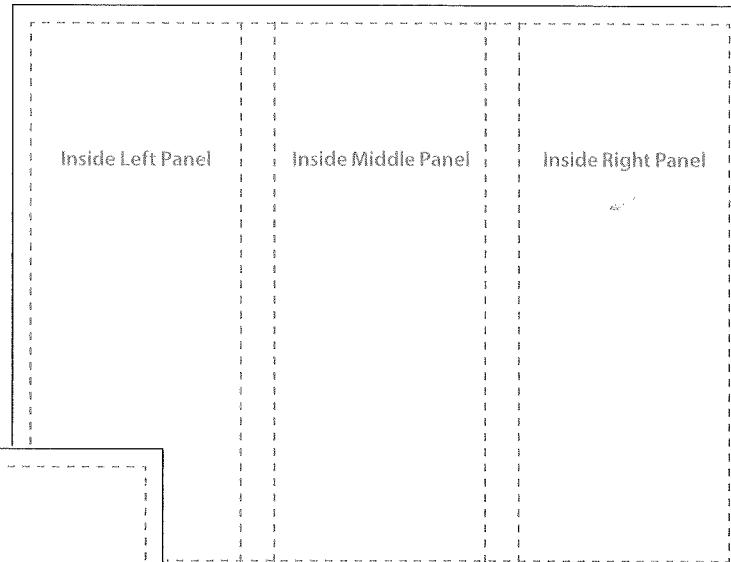
Font, Size:  
Calibri, 12 point  
(unless otherwise noted)



## Formatting (continued)

1. The content of the menu has been provided. It is entirely up to you how you would like to enhance its look. Without changing the content or its placement on the menu, enhance the look of the menu by demonstrating the following:
    - a. Change the font, size, alignment, and color of the text.  
**Note:** When changing the size of the text that includes the tab key, be sure to align the pricing so that all of the prices in each column are aligned.
    - b. Insert clip art or graphic images.
    - c. Use shapes and objects.
  2. Carefully proofread your work for accuracy and format.
  3. Resave the file.
  4. Print a copy of the document if required by your instructor.

Place the content of the menu as instructed.



# Fundae Sundaes Menu | Project 17

Document Data 17.1

Outside Right Panel (Front Cover)

Outside Middle Panel (Back Cover)

Outside Left Panel

## Shakes & Smoothies

- Shake Your Groove Thing Shake
- Float Away Rootbeer Float
- Mango Mania
- Melt-a-Way Madness
- Berry Blast
- Jammin' Juice
- Monkey Business

## Cones & Cups

Enjoy any flavor in our homemade cones or cups.

Tab → Kiddie Scoop	\$1.99
Single Scoop	\$3.49
Double Scoop	\$5.49
Triple Scoop	\$6.99

## Fundae Sundaes

Indulge in one of our signature sundaes.

Tab → Apple-A-La-Mode	\$4.99
Ba-Banana Split	\$5.99
Berry Blast Sundae	\$6.99
Brownie Explosion	\$3.49
Cookie Crunch	\$5.49
I Love You Surprise	\$3.49
Midnight Madness	\$5.99
Saturday Sundae	\$4.99

## Beverages

Tab → Fountain Soda	\$1.49
Bottled Water	\$1.25
Bottled Soda	\$1.99
Iced Tea	\$2.29

Column Break.....

## Take Out Menu

Column Break.....

125 Holden Avenue  
New York, NY 10027  
Phone: (555) FUN-DAES  
Fax: (555) SUN-DAES  
[www.fundaesundaes.com](http://www.fundaesundaes.com)

Page Break.....

# Fundae Sundaes Menu | Project 17

Document Data 17.2

Inside Left Panel:

## Flavors...

Almond D-Lite  
Betty's Butter Pecan  
Blissful Banana  
Blueberry Crumble  
Burstin' Blueberry Pie  
Chocolate Pretzel Surprise  
Colorful Cotton Candy  
Cool Coconut  
Double Chocolate Chip  
Fundae Fudge Ripple  
Graham Central Station  
Grammy's Apple Pie  
Green Grasshopper Pie  
Guava Lava Supreme  
Hip Hop Grasshopper  
Krazy Kiwi  
Lemon Lime Sorbet  
Marvelous Moose Tracks

Inside Middle Panel:

## Even More Flavors...

Monster Mango Swirl  
Nutty Brownie Fudge  
Outrageous Orange Pineapple  
Papaya Pleasure  
Peaceful Pudding  
Peppermint Stick Swirl  
Poppin' Peanut Butter  
P-Strash-EO  
Rainbow Sherbet  
Raisin the Roof  
Red Razzleberry  
Rockin' Red Velvet  
Seriously Strawberry  
S'mores Galore  
Strawberry Cheesecake  
Toffee Coffee  
Very Very Vanilla  
Yo-Yo Vanilla Yogurt

.....Column Break.....

.....Column Break.....Column Break.....

Inside Right Panel:

## Toppings...

Butterscotch  
Caramel  
Cherries  
Chocolate Chips  
Chocolate Sprinkles  
Chocolate Syrup  
Chopped Walnuts  
Gummy Worms  
Heath Bar  
Hot Fudge  
Kit Kat  
M & M's  
Marshmallow  
Peanut Butter  
Rainbow Sprinkles  
Strawberry Syrup

Add any topping for .50¢ each.