

Company Picnic Plans Directions:

1. Open a new Word document to use in this Project.
2. Once you have the document open, save the document as Your Name - Company Picnic Plans. For example, if your name is John Doe the file would be named John Doe - Company Picnic Plans.
3. Complete the following edits to the document:
 - a. On the first line of the document, enter the text “Company Picnic Plan” in bold, 24-point, Arial font, center aligned.
 - b. On the next line, left align the text and insert a bulleted list which includes the following information and is 14-point, Arial font:

Company Picnic Plan

- Date & Time
 - April 17th at 3:00pm
- Location
 - Atomsville City Park
- Cost
 - \$10 per person
- Menu
 - Entrees
 - Ribeye Steak
 - Pan Grilled Tilapia
 - Roasted Lemon Pepper Chicken
 - Sides
 - Tossed Salad
 - New Potatoes
 - Seasonal Fresh Fruit
 - Desserts
 - Apple Pie
 - Classic Cheesecake
 - Breads
 - White Rolls
 - Wheat Rolls