Format Bagels

1. Save as usernameBagels.
2. Change the theme to Integral, change the size of all text to 14-point Tw Cen MT, and change the color of all the text Accent 3, Darker 25%.
3. Change the left margin of the entire document to 1.25 inches, and the right margin to .75 inches.
4. Format the title Bagel Mania with the Title Quick Style. Center the title, change it to 24-point Ayuthaya, and add a shadow preset and small caps.
5. Center the subtitle "The Best Bagels in Town". Change it to Apple Chancery, 16-point, bold, and italic.
6. Indent the first line of the first paragraph under the subtitle one-half inch.
7. Change the list of bagels (from Rye to Cinnamon-Raisin) to a bulleted list, and then sort it in alphabetical order. Make all the text in the list bold.
8. Format the list of bagels in three columns with 0.1 spacing, adjust column widths as needed. The rest of the document should remain one column.
9. Format the Breakfast Bagels and Lunch Bagel heading with Heading 1 Quick Style. Change it to small caps, with a double underline in the same color as the text.
10. Change the items in the breakfast and lunch bagel list to numbered lists.
11. Change the line spacing of the paragraph under the subtitle to single-spacing (1.0) and the types of bagels list to 1.5 lines.
12. Format the last line, Come again!, as 18-point, bold, italic Apple Chancery.
13. Add Contact: your name in Lucida Handwriting 11-point in a new line at the end of the document.
14. Save and submit for grading.

Bagel Mania

“The Best Bagels in Town”

All of our bagels are baked fresh daily right here at the store. We use only the freshest ingredients, and you will not find a better-tasting bagel. We serve the following types of bagels:

Rye

Cheese

Pumpernickel

Onion

Sprout

Chocolate Chip

Plain

Blueberry

Raspberry

Whole Wheat

Walnut

Cinnamon-Raisin

**Breakfast Bagels**

Just a Bagel—A bagel with butter and our homemade jellies $1.50

Traditional Bagel—Toasted bagel with cream cheese $1.75

Cheesy Bagel—Bagel with three kinds of melted cheeses $2.75

Bagelwich—Bagel with cheese, egg, and smoked salmon $3.75

**Lunch Bagels**

PBJ Bagel—Bagel with peanut butter and our homemade jellies $3.25

Veggie Bagel—Bagel with cheeses, sprouts, tomatoes, and onions $4.25

Deluxe Bagel—Bagel with cream cheese, smoked salmon, and sprouts $4.95

Club Bagel—Bagel with turkey, smoked salmon, lettuce, and tomato $5.50

**Come again!**