Working with Tabs and Leaders

Create a new document and save as concession sign. Use **formatting tools** to create a pleasing useful concession sign. Tabs can be found under Format

1. **Title**: CONCESSIONS
2. Use **left align tab**(food items) and **decimal tab** (prices) with **leader.**
3. Enter the following concession **items** below the title: Hot Dog $2.00, Hamburger $3.50, Cheeseburger $3.75, Nachos $1.50, Popcorn $1.00, Chips $1.50, Peanuts $1.00, Candy Bars $1.50, Gum 75 cents, Soda $1.75, Sports Drinks $1.50, Bottle Water $1.00
4. Add a **thank you line**: Thank You for supporting Scooper Athletic Events.
5. Add a **page border**. Double check that your choice enhances your information and does not distract the reader's information.
6. **Any features** to enhance the sign.
7. Spell check, proofread, save, and submit for grading.