

Exercise 53

- 1 Open the file called **Send-a-Basket**.
- 2 Apply formatting as indicated.
- 3 Proofread, save, print and close the document.

98 Coogee Bay Road } *Right align*
PO Box 29132 } *10 pt font size*
COOGEE NSW 2034 }

SEND-A-BASKET - *Centre, Comic Sans MS 36 pt*

Australia's Original Gift Basket Shop - *Centre, 16 pt bold*

Simply Flowers - *Comic Sans MS 16 pt, bold*

Did you know that Australia's leading gift basket specialists also offers a total floral service? Our fully trained florists can prepare your order with care. Choose seasonal fresh flowers, or an everlasting arrangement of spectacular dried flowers. The choice is endless - baskets, wall hangings, reception area and table arrangements, weddings and bereavements.

Christmas Basket - *Comic Sans MS 16 pt, bold*

With Christmas around the corner why not send a Gourmet Basket/Hamper which contains the following:

- Texan Fruit Cake
- Smoked Salmon/Caviar
- Liqueur Fruits
- Wine/Methode Champenoise
- Biscuit Caddy
- Gherkins, Olives, Cocktail Onions
- Fancy Teas/Coffee
- Chocolate Liqueur Sauces
- Imported Cheese, Pate, Crackers
- Exotic Chutney/Relish/Savoury Jelly
- Mineral Water/Sparkling Grape Juice
- Smoked Oysters/Smoked Mussels

Centre, Comic Sans MS font
Use drag and drop feature to rearrange this section so the shortest line is first, longest line is last, i.e. pyramid shaped Δ

Other Baskets - *Comic Sans MS 16 pt bold*

- Baby Basket - contains gifts for Mum and for Baby including fruit and flowers.
- Convalescent/Get Well Basket - toiletries, notepaper, magazines, fresh fruit and flowers.
- Special Wallaby Basket - Australian goodies of wine, pate, cheese, jams, etc. and an Australian souvenir.

Circled words in italics

Send-a-box } *Comic Sans MS, 16 pt, centre*
Send-a-balloon }
Send-a-bouquet }

Telephone: 9625-7387 } *Centre, bold, 14 pt*
Facsimile: 9625-9163 }