

Open 'Recipes by Suntala Didi' in the PC-01\Practical folder and save a copy as "ss Recipes by Suntala Didi" in your own folder. Follow the instructions below and format your recipes to look like the printouts on the next two pages.

recipes by suntala didi	Set to title case, Lucida Calligraphy font, font size 16 pt, bold and center text.
vegetable cutlets	Set to uppercase, Times New Roman font, font size 13 pt, bold text and apply bullet.
ingredients	Set all text to sentence case and apply line spacing of exactly 18 pt. Heading: set to Arial font, font size 12 pt and underline text. List: set to Bookman Old Style font and font size 12 pt. Indent text and move tab from 7.5 cm to 10 cm.
method	Set all text to sentence case and paragraph spacing after to 6 pt. Heading: set to Arial font, font size 12 pt and underline. Text: set to Lucida Calligraphy font, font size 11 pt. Apply numbering.
last line of text	Set to Times New Roman font , font size 10 pt, italic and centre text. Apply blue to font and highlight text in yellow.
<p>Insert one or two lines of space where necessary.</p> <p>Insert a page break before the Cucumber Raita recipe.</p> <p>Insert a picture and resize to fit into the same page as the Vegetable Cutlets recipe.</p>	
Cucumber Raita	Set to small caps, character spacing of 5 pt, Times New Roman font, font size 15 pt, bold text and apply bullet.
ingredients	Set all text to sentence case and apply paragraph spacing before to 3 pt. Heading: set to Courier New font and font size 14 pt. List: set to Lucida Calligraphy font and font size 11 pt. Move tab from 7.5 cm to 12.5 cm inches. Apply a border and a shade of grey of 12.5%. This grey box should lie between 1 cm and 15 cm.
method	Set all text to sentence case and line spacing to 1.5 lines. Heading: set to Courier New font, font size 14 pt and bold. Text: set to Times New Roman font, font size 13 pt. Apply numbering and indent text.
last line of text	Set to Times New Roman font, font size 10 pt and italic. Apply red to font. Centre text.
<p>Insert one or two lines of space where necessary.</p> <p>Insert a picture and resize to fit into the same page as the Cucumber Raita recipe.</p> <p>Header and footer – Insert "Nepalese Cuisine" for the header, and "Page" and page number for the footer. Set text to Times New Roman font and font size 10 pt.</p> <p>Spell check.</p>	