**Practical**

**Text Editor**

1. Prepare a grocery list having four columns (Serial number, The name of the product,  quantity and price) for the month of April, 06.

• Font specifications for Title (Grocery List): 14-point Arial font in bold and italics.  • The headings of the columns should be in 12-point and bold.

• The rest of the document should be in 10-point Times New Roman.

• Leave a gap of 12-points after the title.