|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [EVENT TITLE] **•••** | | |  |  | | |
|  | APPETISER List or describe appetisers  Appetiser item  Appetiser item FIRST COURSE List or describe ﬁrst course(s)  First course item MAIN COURSE List or describe main course(s)  Main course item DESSERT List or describe dessert(s)  Dessert item |  |  |  | Easily copy your menu. Here’s how: 1. Select the menu content. (Click and drag to select the text. Don’t select the whole cell.)  2. From Home ribbon, select Copy.  3. Click on this instructional text.  4. From Home ribbon, select Paste to replace this text with a copy of your menu. |  |