

## *Task: Making a Cup of Tea*

Use the file you have been given to produce a guide on making a cup of tea.

Use columns to format the guide as shown below.

Justify the text in the third column.

	Heading	
Text block 1	Image 1	
Text block 2	Image 2	
Text block 3	Image 3	Text block 6
Text block 4	Image 4	
Text block 5	Image 5	

Check that your sheet is clear and free from errors.

Print the sheet on one page.

***Evidence needed:***

Printout of the finished sheet

**12 marks**