

Creating a resume with Microsoft Word

Frank Schneemann, © 1995

In this lesson you will learn some basic word processing skills using Microsoft Word

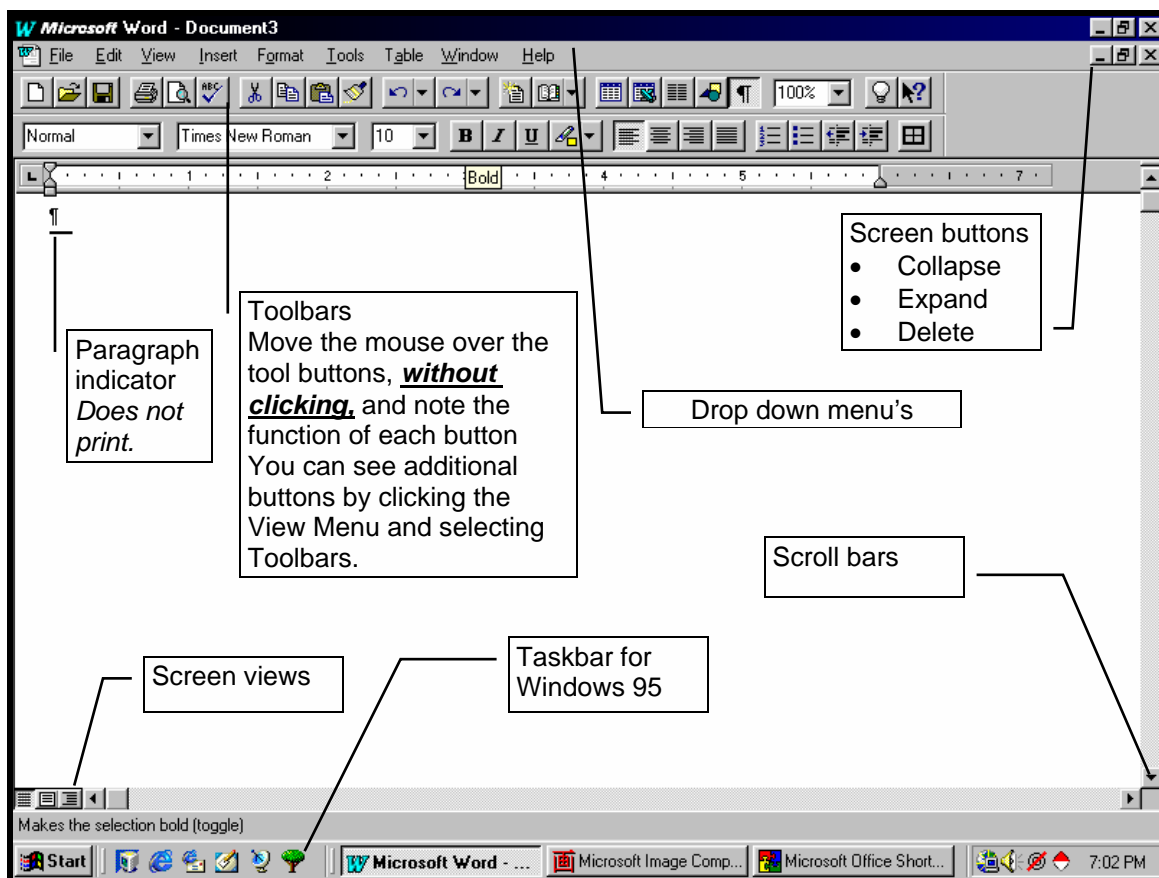
Loading Word

- Click the Start Button on the bottom left of your Windows 95 screen
- Select Programs
- Select Word from the menu that shows on the right



Getting familiar with the Word 7.0 screen

- Study the graphic below.
- Move the mouse over the toolbars **without clicking** to see the function of each icon.



Don't be afraid to use the Help Menu. Microsoft has provided extensive, clearly written help on every topic. Use the Answer Wizard from the Help Menu to ask questions.

Maximizing the screen and showing all non-printing characters

- Find the 3 buttons on the top right of the screen
- Click the center button to maximize the screen
- Click the Tools Menu
- Click Options
- Click the View Tab
- Select All from the Non Printing Characters Group
- Instead of the above procedure, you may click the Show Characters Button from the Toolbar



Writing the Resume

We are going to write a resume that contains a heading and six categories. Remember, the purpose of the exercise is not so much to write a resume, but to teach you how to use the various tools available in Microsoft Word

The Heading

- With the flashing cursor in the upper left corner of the screen, press the Enter Key several times to **create several blank lines**.
Don't worry, the paragraph mark will not print
- Use the Arrow Keys on your keyboard to place the cursor on the top line
- Hold down the CTRL Key and press the letter E
This will place the cursor in the center of the screen.
- You can also center by clicking the Center Button from the Toolbar
Whichever method you use for centering, never use the Tab Key or Space Bar to center text.
- Type the word, **Resume or any other heading of your choice.**

Selecting the text.

Before we can change the look of our heading we must select or highlight the text we want to change. There are three methods for Selecting Text

- Place the cursor before the first letter of the text you want to select and press the F8 Key
*Press twice to select a word and three times to select the paragraph
If you hit F8 too many times, press the ESC Key and click on the blank part of the screen or*
- Drag the mouse over the text you want to select
or
- Hold the mouse just to the left of the line you want to select until the pointer turns into an arrow. Then click the left button.

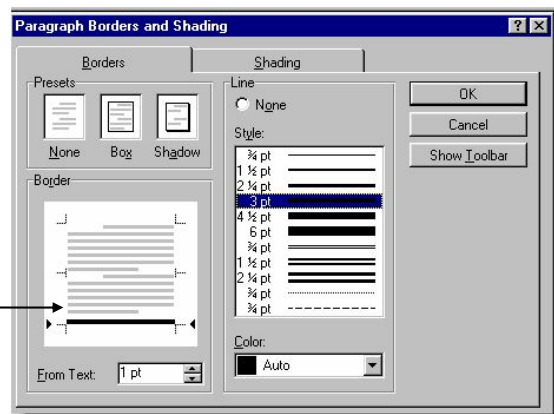
Changing the look of the heading

- Make sure the heading is selected (highlighted)
- Click the Format Menu
- Click Font
- Select the type and size of the font you want for your heading
Of course you can also use the Font Buttons from the Toolbar
- Use the Format Menu or the Toolbar Buttons to make the heading Bold and Italics



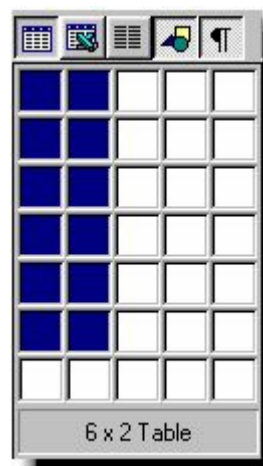
Placing a heavy line below the heading

- Place the cursor anywhere in the heading line.
The text does not have to be selected (highlighted)
- Open the Format Menu
- Select Borders and Shading
- Pick the size of the line you want below your heading
- In the Borders Box, click below the text, as in the picture on the right.
- Click OK
- Feel free to experiment with borders



Creating a Table for the resume

- **Use the Down Arrow key on the keyboard to move to the third line below your heading**
- Click the Table Icon from the toolbar and keep the mouse button down
- Drag the mouse to select 2 columns and 6 rows
- Let up on the mouse button
- A table with faint dotted lines will appear on the page
Don't worry, the lines will not print
- **If you need to erase a table**
- Place the cursor anywhere in the table
- Open the Table Menu
- Click Select Table
- Open the Edit Menu
- Click Cut
or hold down the CTRL key and press X



Entering data in the resume

- You now have a table with six rows and two columns
- Place the cursor in the left column of row 1
- Type the words, Personal Data
- Place the cursor in the right column of row 1
- Type your address and other pertinent data
You do not have to use real information about yourself.
- Leave a blank line after the last line so there is some space between each item
- Format the words, "Personal Data" in the left column of row 1 to give your resume a professional look.
The first row should look something like the sample below

Personal Data

256 Beech Street
Chula Vista, Ca. 91910
SSN 188-26-3084
DOB March 24, 1974

- Use the procedure you used for Personal Data to finish the remaining columns using the following categories
Education, Work Experience, Activities & Awards, Personal Statement, References

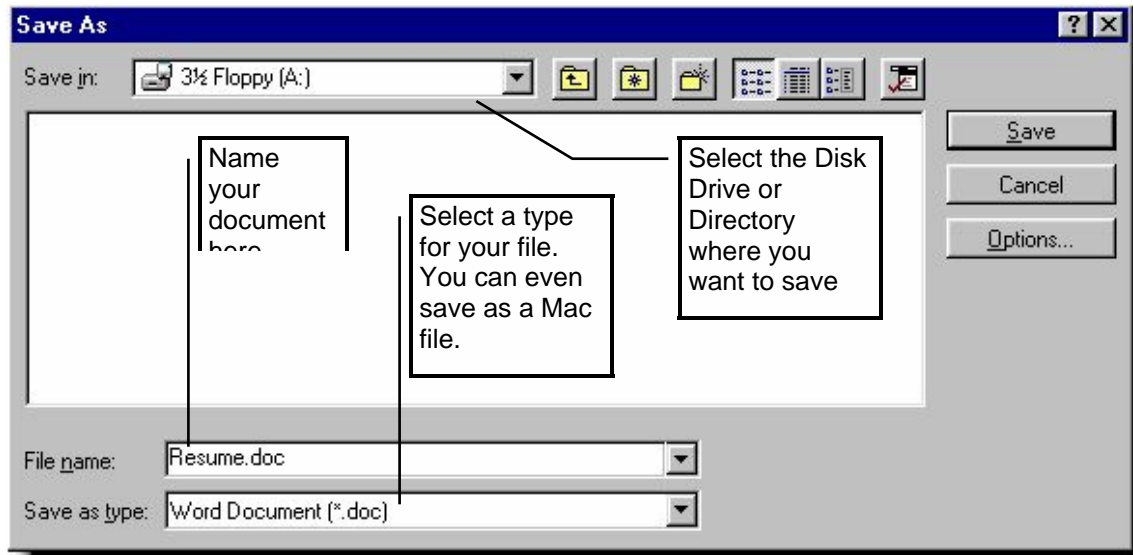
Your resume should look something like the sample resume, provided.

Saving your work for the first time

The first time you save your work you must give it a name. If you fail to give your document a name, Word will name your document Word1. Soon you will have Word1, Word2, Word3, and so on. You won't know what your documents are so it is best to give each a unique name.

We will be saving our resume to a floppy disk in drive A:

- Place the floppy disk in drive A:
- Open the File Menu
- Select Save As
- A window will open like the one below
- Examine the graphic below



- Select a drive or location in the Save in window
- Use the File name window to give your file a name
- Accept the Word Document default file type
- Click the Save button to save your work
- After you save your document the first time, Word remembers how you saved it. In the future you need only choose Save from the File Menu or click the disk icon from the toolbar

Checking the margins, page layout and printing

- Open the File Menu
- Click Page Layout
- Check the margins and other choices from the Layout Menu
- Select Print Preview from the File menu
- or
- Click the Print Preview Icon from the Toolbar



- Make sure your resume looks the way you want it to look
- Select Print from the File Menu or click the printer icon from the toolbar

Give yourself a pat on the back. You did a great job!!!

Patrick R. Schneemann

Personal Data

1291 Waxwing Lane Chula Vista, CA 91911
Hone:(619) 656-0846
SSN:188-26-4449 DOB:March 24, 1974

Education

B.S. Degree, University of Utah, March, 1992.
Major: **Political Science**. GPA: 3.60
A.A. Degree, Southwestern College, 1990.
Major emphasis: **Speech Communications**. GPA: 3.43 Graduate
Bonita Vista High School, June 1984

Work Experience

1991 - 1992: Substitute teacher, Granite School District. Salt Lake City, Utah. (Taught multiple subjects.)
1989 - 1991: Health Care Assistant Sweetwater Union H.S. District, San Diego, California. (Worked with mentally retarded and physically handicapped teenagers.)
1982 - 1989: Recreation Leader, Chula Vista Parks and Recreation Department, Chula Vista, California. (Supervised and coached children in playground activities.)
1985 - 1987: LDS Church Mission, Charlotte, North Carolina. Experienced in working with MS DOS computer systems.

Activities & Awards

1991 - 1992 Pi Sigma Alpha. Political Science Honor Society.
1988 - 1990 Phi Rho Pi. National Speech Association.
1987 - 1989 Intercollegiate Basketball, Southwestern College.
1987 - 1989 Chamber Singers Choral Ensemble.
Golden Key National Honors Society, University of Utah.
Scholastic Achievement Certificate, University of Utah.
3 Gold Medals, National Speech Tournament.
First Team All Pacific Coast Conference 1988, Southwestern College intercollegiate basketball team.
Campaign internship for Utah gubernatorial candidate, Richard M. Eyre.

Personal Statement

I have strong interpersonal communication skills and have had extensive training in the area of public speaking and oral interpretation. I find that communicating ideas and motivating others is both rewarding and exciting.

References

Mr. John Jones, Manager Carl's Jr Restaurant
1289 Otay Lakes Rd. Chula Vista, CA (619) 433-4554

Mrs Mary Smith, Principal Bonita Vista High School
751 Otay Lakes Road Chula Vista, CA (619) 691-5750