

Creating a Resume with Word 2007

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Objectives





- Create a resume using a template in Word 2007.

Handouts

- Resume styles overview
- Sample resumes
- Resume action words
- Skill Inventory

Word Review

Double-click the **Microsoft Word** icon in the application menu to start the program. Take a few minutes to review basic tasks in **Word**.

- **File Menu** – Use to open, save and print documents.
- **Scrolling** - Click or hold down the scroll arrows.
- **Formatting Tool Bar** – Tool bar at the top of the screen containing buttons for quick access to text formatting options. Use these buttons to change **font**, **text size**, **font style**, and **text alignment**.
- **Selecting Text** – Place the cursor at the beginning of text you wish to change, click and hold down the left mouse button. Drag the mouse to the end of the text you wish to change and release the left mouse button.
- **Cutting and Pasting Text** – Select the text you wish to change, click  on the formatting tool bar. Place the cursor where you wish to place the text, click  on the formatting tool bar.
- **Spelling and Grammar** – Check your spelling and grammar by selecting **Spelling and Grammar** from the **Tools** menu.
- **Ruler Bar** – Use to change margins, table widths, tabs and indents.
- **Undoing Mistakes** -- Click  on the Standard toolbar to undo your last action. To redo your last action, click  on the Standard toolbar.

Using Templates

You can use templates to help you create documents in all of the Microsoft Office programs. Microsoft Word has templates for many common types of documents, including letters, fax cover sheets, memos, reports, brochures, newsletters, Web pages, calendars, mailing labels, and resumes.

Activity: Accessing Templates

- Select **New** from the **File** menu. The New Document task pane opens.
- Scroll down and click on **Resumes** on the left side of the task pane. You can also enter “resume” in the search box at the top of the task pane to retrieve template choices.
- Click once on one of the resume files. Note that a sample of the document is displayed in the window to the right of the screen.

Other Templates

Microsoft provides many other templates that may be of use when applying for jobs. There are employment letters, cover letters, and business cards just to name a few. You can access these documents following the same steps above.

Using a Template

Every Word document is based on a template. A template determines the basic structure for the document and contains document settings such as fonts, menus, page layout, special formatting, and styles. Templates are fill-in-the-blank documents that include formatting and the information that is commonly found in specific types of documents. You can use templates to maintain a consistent look from document to document.

To Edit and Enter Text

You have the basis for your resume, and you can now add your own text. Sample text in your resume that needs to be replaced is surrounded by square brackets.

1. Move the mouse pointer under the bracketed text “ Objective,” and click once to select the text.
2. Type your own objective.
3. Edit and insert text until you have completed your resume.

Viewing the Resume Table and Adding Sections

The text included in the resume you created using either the template is actually organized in a table. Using a table to organize the resume keeps the text aligned. The lines that separate the elements of the table are invisible when printed. You can view the table lines, or grid, on-screen.

Activity: View the Resume Table

1. Click on the **View** tab on the menu bar, and select **Gridlines** under the **Show/Hide** section (2nd section to the left.) Grey lines appear around the text in the resume. These lines do not print.

Activity: Add Sections to a Resume Table

1. Place the mouse pointer in the left margin of the section you would like to copy. Make sure the entire section is highlighted.
2. Right click and a menu will appear. Select **Copy**.
3. Move the mouse to the portion of the document where you would like to add a section.
4. Right click again and select **Paste As a Nested Table**.
5. Repeat Step 4 to add as many sections as you want.

Saving Your Resume

When you have finished your resume, you need to save it to a disk or flash drive once it is completed.

Additional Tips and Hints

- * The template isn't a straitjacket for your creativity: it's just a springboard. However, if you're not confident of your eye for design, don't change the template too much. That way you can be sure of ending up with a professional-looking publication.
- * Many templates include text that provides helpful information about the template and how to use it. **Print** a copy of the template before you replace any of the text in it to refer to those instructions.
- * If applying for jobs online make sure to keep your resume format simple.