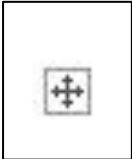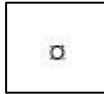| Highline College |
|:---:|
| **Busn 216: Computer Applications for Business (Fun and Power with Computers)** |

Office 2016 Video #07: Create a Resume in Word

1) Resume Template
   i. File, New, and then click on Template
2) General Resume Guidelines:
   i. Goal of resume: convince employer to hire you
   ii. A resume highlights a person's education, work experience, and skills
   iii. Resumes are usually scanned quickly
   iv. There is no one set of rules for resumes. You should read the job description and tailor your resume to meet the requirements of the job
   v. Make it your own: include sections that highlight your individual experience
   vi. Put the most relevant and recent information first
   vii. Be honest, but don't undersell yourself
   viii. Keep it to one page
   ix. Formatting should be consistent throughout
   x. Sections possible:
      1. Objective, Skills, Experience, Education, Leadership, Community Work, Awards
   xi. Good web site with brief description:
      1. http://career.uga.edu/resumes/resume_guidelines
3) Word Tables:
   i. Word Tables are good when you want to arrange elements of the document in a unusual way
   ii. Often times when you download a template, you will see that they have organized the document with tables
   iii. You can insert a table from the Table group in the Insert Ribbon Tab
   iv. You can tell that a Word Table has been inserted if you see Table Selection Icon in the upper left corner. It

looks like this:

   v. A Cell is an intersection of row and column. Non-printing character for cell looks like:
   vi. You can put words, bullets, images and more into a cell
   vii. Tab moves cursor forward in a Word Table
   viii. Shift Tab moves cursor backwards in a Word Table
   ix. Enter adds new line to cell
   x. Add a Tab in a cell = Ctrl + Tab
   xi. To Insert Row/Column, point to Row/Column, then right-click and point to Insert
   xii. To merge cells, highlight more than one cell, right-click, click on merge
   xiii. To split cells, highlight one cell, right-click, click on split
   xiv. To align cell content, right-click cell and point to cell alignment

4) Three Levels of Formatting:
   i. Character
      1. Formatting comes from the Font group in the Home Ribbon tab and the Font Dialog Box (Ctrl + D)
      2. Character Level Formatting is stored in each individual character
      3. Examples: Bold, Font, Font Size, Underline, Superscript, Subscript
   ii. Paragraph
      1. Formatting comes from the Paragraph group in the Home Ribbon tab and the Paragraph Dialog Box (Right-click anywhere in paragraph and click on Paragraph)
      2. Paragraph Level Formatting is stored in the Non-Printing Character for Paragraph, which looks like this: ¶
      3. Examples: Alignment, Indentation, Borders, Line Spacing, Spacing After Paragraph, Bullets, Numbering
   iii.
   iv. Section
      1. Formatting comes from Page Setup group in the Layout Tab
      2. Section Level Formatting is stored in each section of the document. If you have only one section, then the Section Level Formatting is applied to the whole document. If you have more than one section, you are allowed to have different Section Level Formatting in each Section.
      3. To Set a Section, use the Breaks drop-down button in the Page Setup group in the Layout Tab.
      4. Examples: Margins, Orientation (Landscape, Portrait), Columns, Footers, Headers
5) Add Columns to Section of Word Document.
   i. If you want Columns in the entire Word document, use the Columns drop-down button in the Page Setup group in the Layout Tab.
   ii. If you want columns in one part of the document but not the entire document, you must set a Section Break.
   iii. Keyboard for Column Break = Ctrl + Shift + Enter
   iv. Edit Column Widths by **double-clicking great area between columns in the Ruler**. Here is a picture:

6) Format Painter (Paint Brush Cursor)
   i. Use the Format Painter to copy only the formatting form the selected text or paragraph
   ii. The Format Painter button is in one of two places:
      1. Clipboard group in the Home Ribbon Tab
      2. Mini Tool Bar
         i) Access Mini Toolbar by right-clicking selected text or paragraph
   iii. If you click Format Painter button once, you get to apply the formatting only one time
   iv. If you double-click the Format Painter, you can use the Format Painter (Copied Formatting) over and over.
      1. After Double-clicking the Format Painter, to turn it off, use the Esc Key.

Keyboards:

1) Tab moves cursor forward in a Word Table
2) Shift Tab moves cursor backwards in a Word Table
3) Add a Tab in a cell when you are in a Word Table= Ctrl + Tab
4) Keyboard for Column Break = Ctrl + Shift + Enter