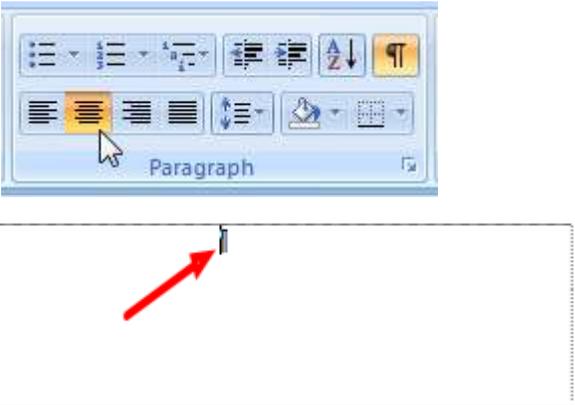
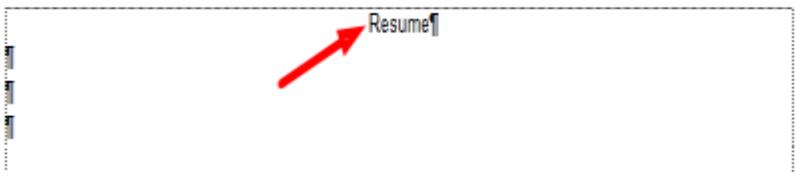
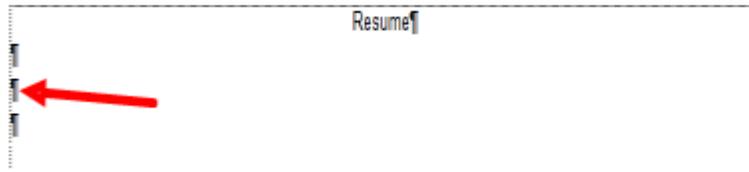


Learning to use Tables by creating a Resume Word 2007

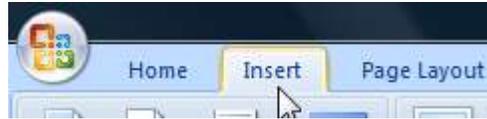
Creating a Heading	
<ul style="list-style-type: none">• Create a new Word document• Press the RETURN KEY several times to enter blank lines	
<ul style="list-style-type: none">• Move your cursor to the top paragraph mark	
<ul style="list-style-type: none">• Click the Home Tab	
<ul style="list-style-type: none">• Click the Center Icon from the Paragraph group• The paragraph mark will be centered on the page <p><i>You can also center by holding down the CTRL key and pressing the E key</i></p>	
<ul style="list-style-type: none">• Type the word, Resume, or your name in the center of the page	

- Move your cursor down to the second line below your heading

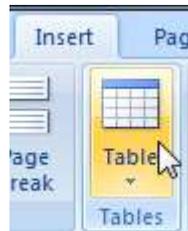


Inserting a Table

- Click the Insert Tab



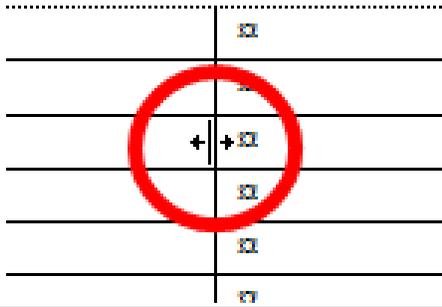
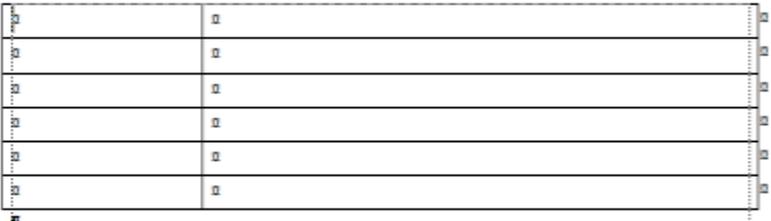
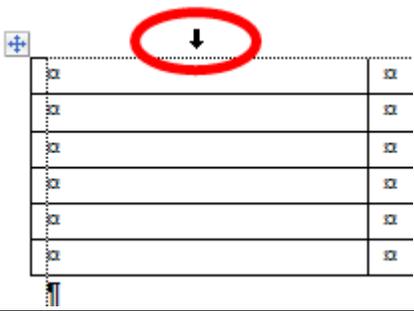
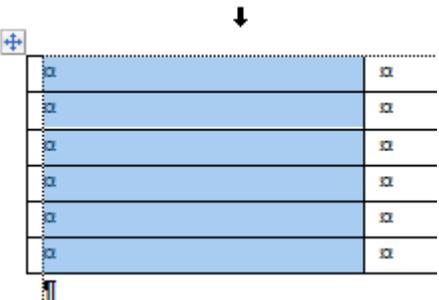
- Click the Table Icon



- Highlight 2 columns and 6 rows



You should see a table on your screen that looks like this

<ul style="list-style-type: none"> Move your cursor over the CENTER line until it turns into a double arrow 	
<ul style="list-style-type: none"> Hold down the LEFT mouse button and drag the line to the LEFT. 	
<p>You should now have a table that looks something like the one on the right</p> <p>We will now put headings in the left column and your information in the right column</p>	
<ul style="list-style-type: none"> Move your cursor above the left column until it turns into a down arrow 	
<ul style="list-style-type: none"> Click to select the entire left column 	

- From the Font Menu click bold and change the font size and type to your preference
- Every line in the column will now be formatted for the font that you chose



Entering Data

- Enter your headings in the LEFT CELLS
- Enter your resume data in the RIGHT CELLS
- Leave a space between each cell so the data is not jammed up

<p><i>Personal Data</i></p>	<p>1291 Waxwing Lane Chula Vista, CA 91911 Home: (619) 656-0846 SSN: 188-26-4449 DOB: March 24, 1974 ☐ ← Leave space</p>
<p><i>Education</i></p> <p style="text-align: center;">Headings Cells</p>	<p>B.S. Degree, University of Utah, March, 1992 Major: Political Science, GPA: 3.60 A.A. Degree, Southwestern College, 1990 Major emphasis: Data Cells ns. GPA: 3.43 Graduate Bonita 1984 ☐</p>
<p><i>Work Experience</i></p>	<p>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</p>

- Enter your own headings and data into the cells to complete your resume.
- A sample resume is on the next page

Good luck!

Patrick R. Schneemann ¶

Personal Data □

1291 Waxwing Lane · Chula Vista, CA 91911 ¶
 Home: (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 ¶
 □