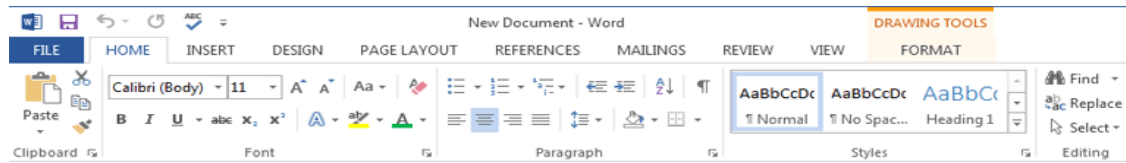# Technology Project Notes
Creating a Resume Using Microsoft Word

Menu Bar and Ribbon

Menu Bar - located on the top of the screen (File, Home, Insert, Design, Page Layout, etc.)

Ribbon - the tools located underneath the Menu Bar which allow the user to format a document

File Tab - located at the top left hand corner of the screen; this is where the Open, Save, and Print commands are found

Table - allows you to insert a table into your document; located on the **Insert** section of the **Menu Bar**

Rotating tool - allows you to rotate the degree of a shape (white circle)

Resizing Point - allows you resize an object; represented by white squares

**Bullets -** allows you to insert a bulleted list

Border - allows you to place a border color on a table; located on the Table Tools (Design) section of the Menu Bar

Shading - allows you to color a table; located on the Table Tools (Design) section of the Menu Bar

Wrap Text - after selecting the shape, text or image, click on Format on the Menu Bar and select Wrap Text (i.e. "In Front of Text"); it changes the way the text wraps around an object

Text Box - allows you create a text box

Holding CTRL and dragging a shape - allows you to make quick multiple copies
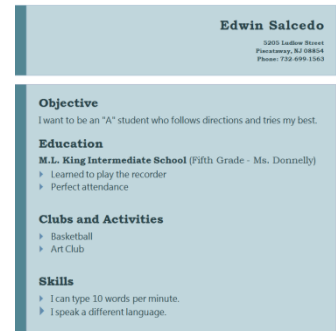
Project Steps

1. Click on Start, All Programs, **Microsoft Office and Microsoft Office Word 2013**.
2. Click on the **File Tab** on the **Menu Bar** and click **New**.
3. From the available templates, select **Origin Resume** and click **Create**.
4. Click on the **File Tab**. Click on **Save As**. When the **Save As dialog box** appears, type in your **File Name** and follow the steps to save your file. Finally **Click Save.**
5. Click near the text you want to replace. The text will appear highlighted. Type your text. I will go over with you what will be included in your resume. You will be provided an example to help guide you.
6. Use the pre-made bullet under the "Education" section to start listing important things you have learned since you have been in school or special accomplishments (i.e., Perfect Attendance).
7. Replace the title "Experience" with **Clubs and Activities**. Delete the text under "Experience", but not the "Skills section."
8. Type any clubs and activities you have participated in. With the body text portion selected, click on the Bullets or Numbering tool located in the Home section of the Menu Bar under the Paragraph section of the Ribbon to bullet or number your text (or right click to select either tool).
9. Use the pre-made bullet under the "Skills" section to start listing skills you have acquired (i.e., I speak a different language.). Just press Enter on your keyboard to add another bullet.
10. To design your table, click on the portion of the table you want to edit. Under **Table Tools and Design** choose **Shading** and **Borders**.
11. To change the font face, font size or font color, highlight your text by clicking and dragging with your mouse and select your options from the **Font** section of the **Ribbon** located under the **Home** tab in the **Menu Bar**.