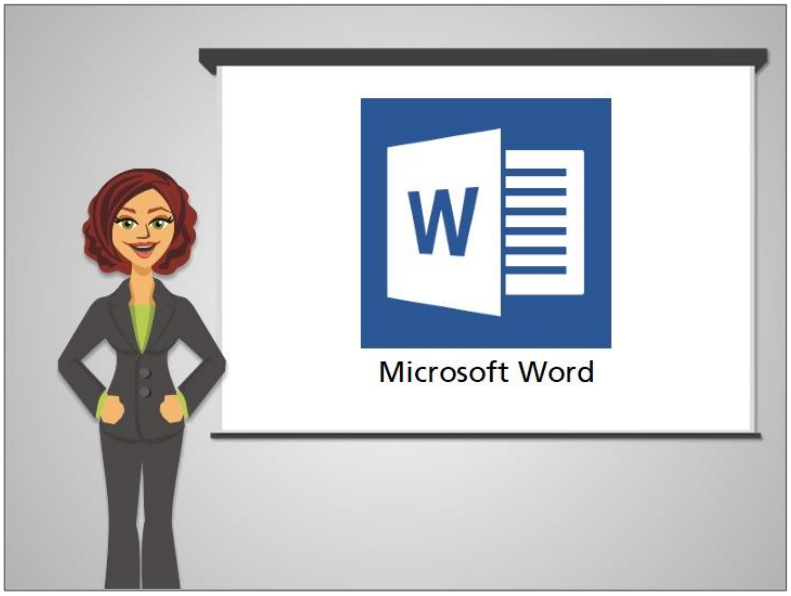
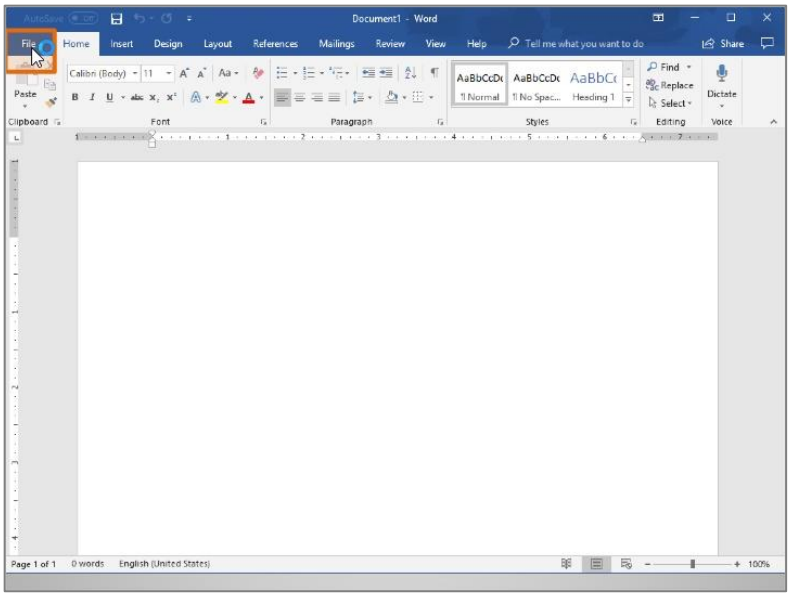
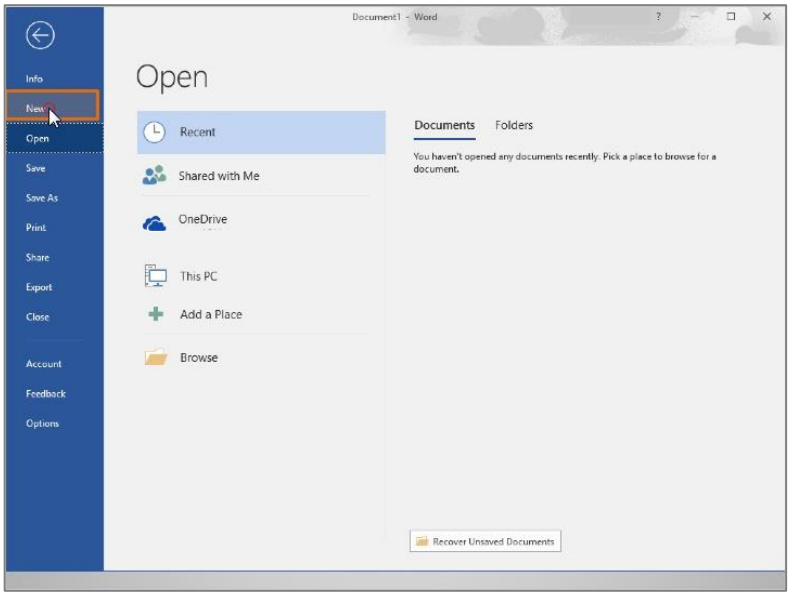
Using a Template



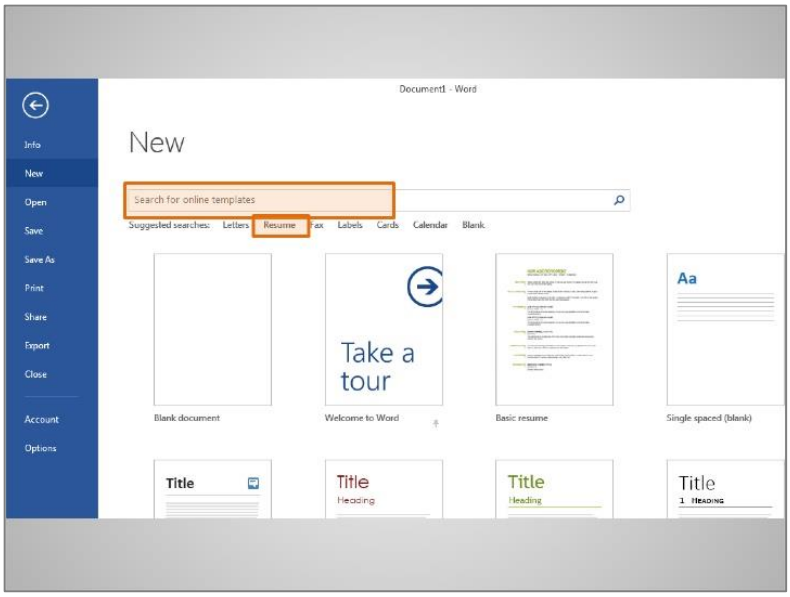
Let's take a look at creating a resume using Microsoft Word. One advantage to using a program like Word is the availability of templates for certain kinds of documents, including a resume. Since resumes use complex formatting, it can be a lot easier to use a ready-made template in Word.



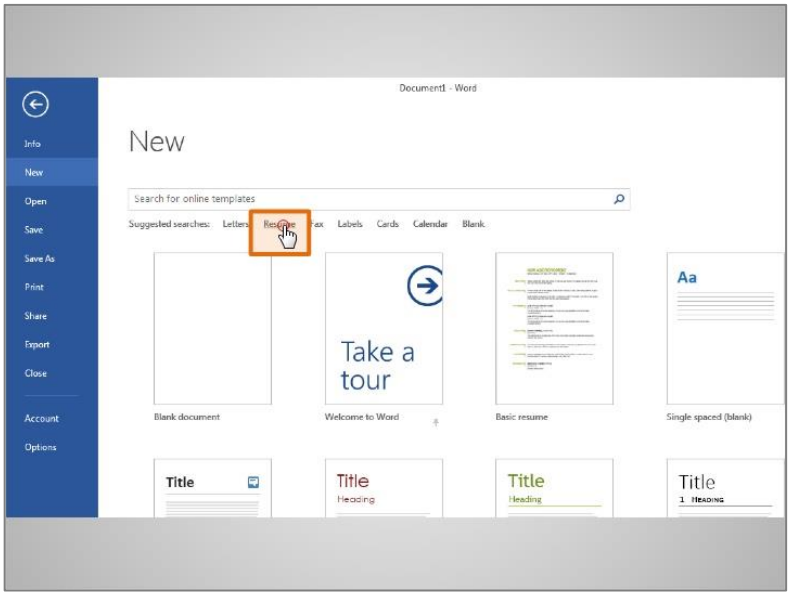
Michelle has already opened Word which shows a blank document. To find a Word template, Michelle clicks on the File tab,



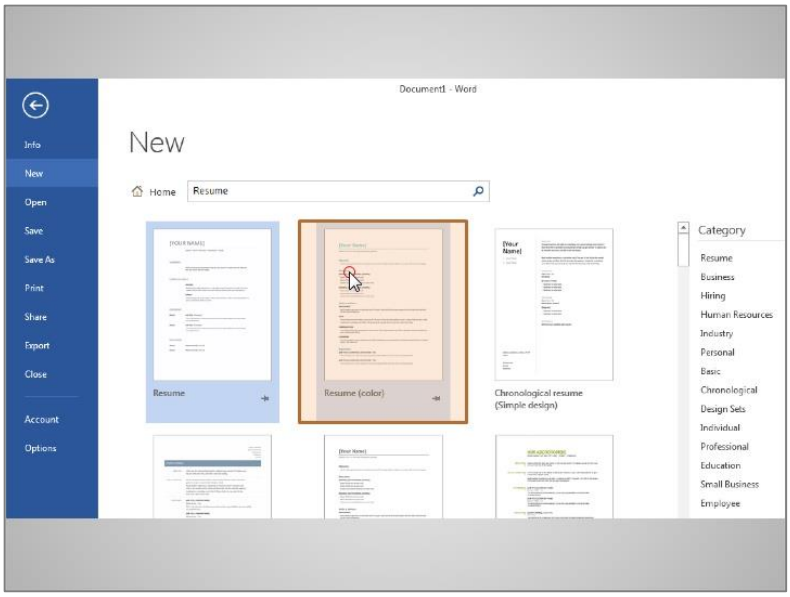
then clicks on New.



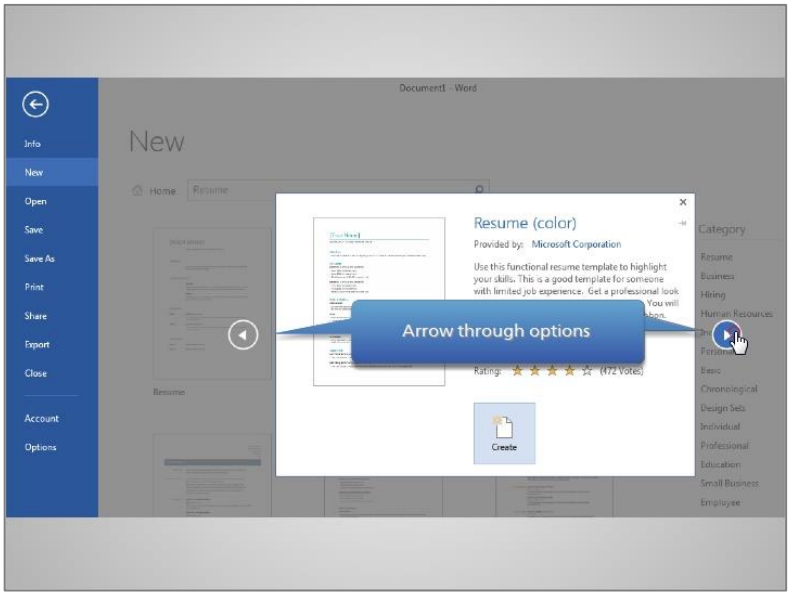
This brings up a gallery where we can browse for templates. Many types of documents are listed here but we can search for what we're looking for using the search box. In the case of resumes, there is already a suggested search for resumes.



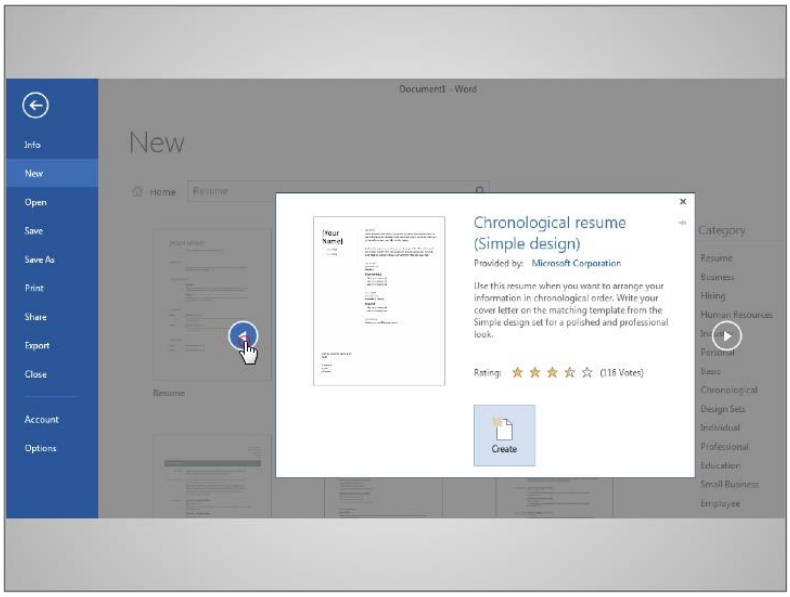
Michelle can just click it to bring up the resume templates.

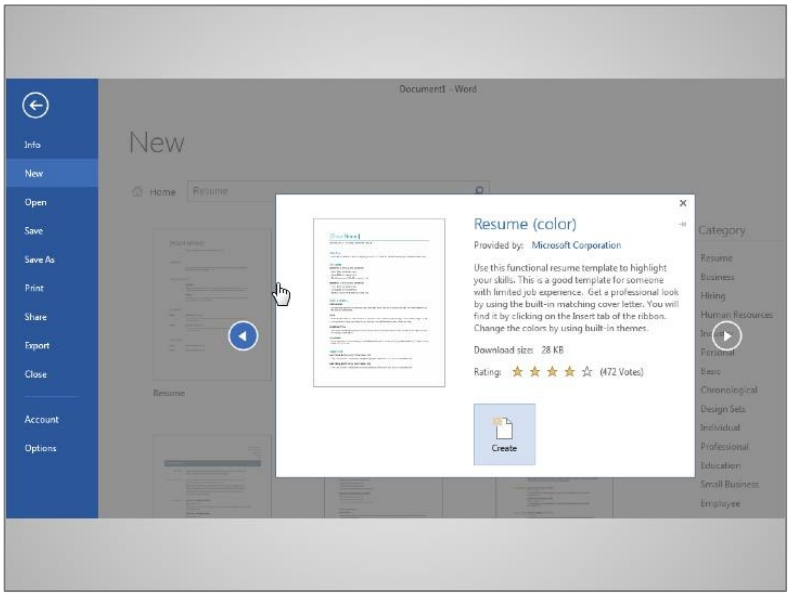


Some of the resume types are traditional, some are functional, and some have been made for specific types of jobs. Michelle clicks on a resume to bring up a larger preview.

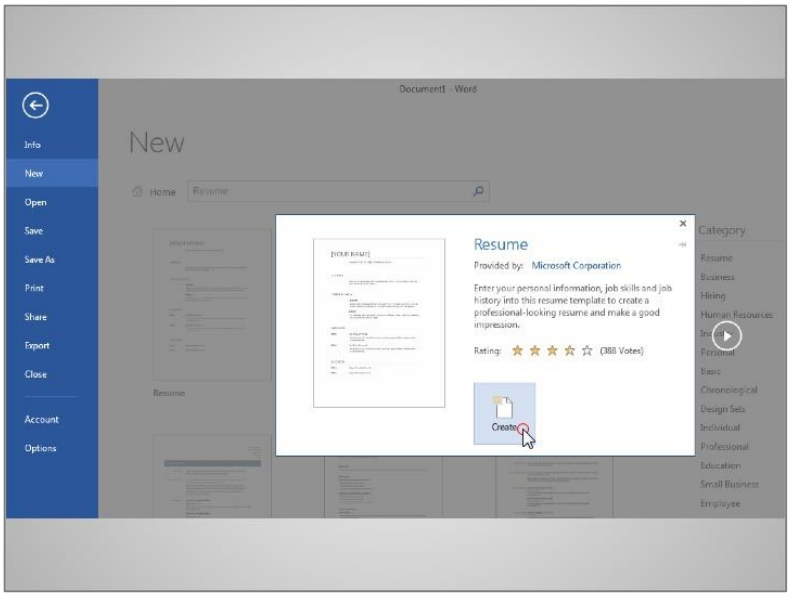


Then she can click on the left and right arrows to cycle through the other templates.

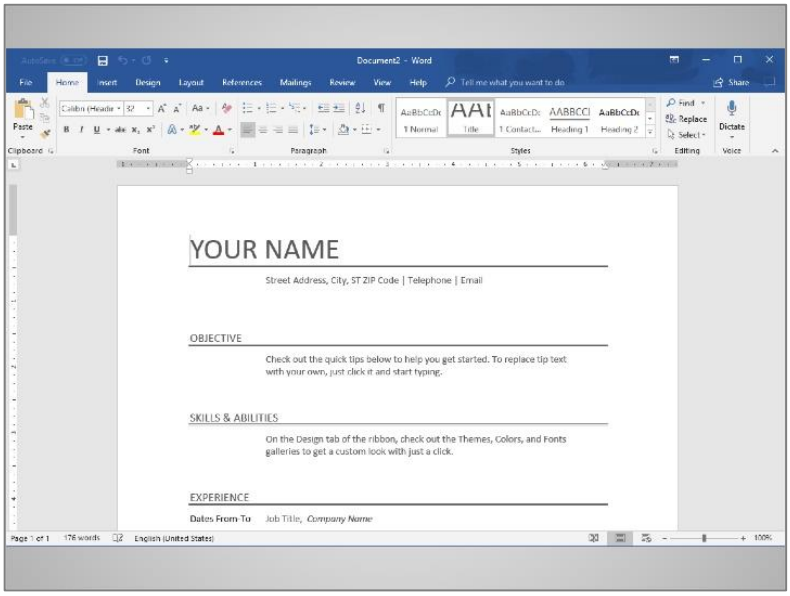


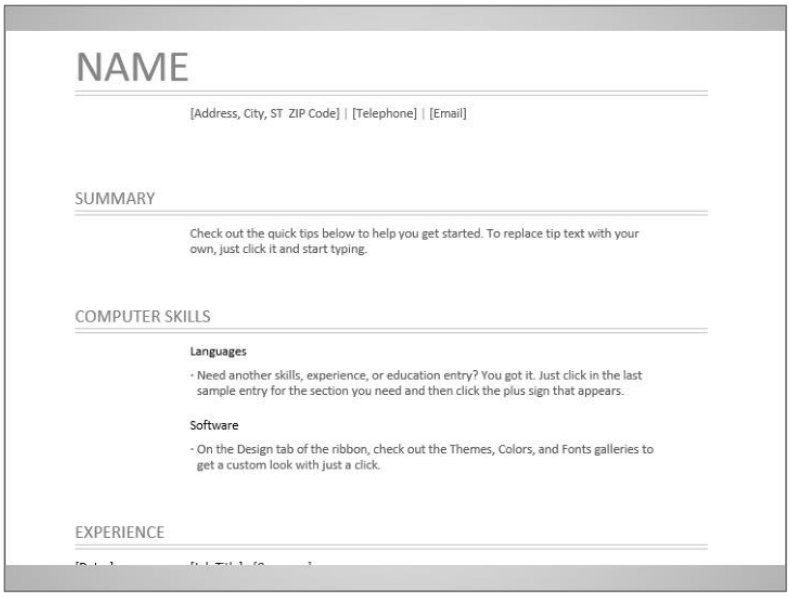


Since most employers skim through resumes in a matter of seconds, it's best to choose a design that is clean and simple. It is recommended to stay away from templates with lots of colors and lines.

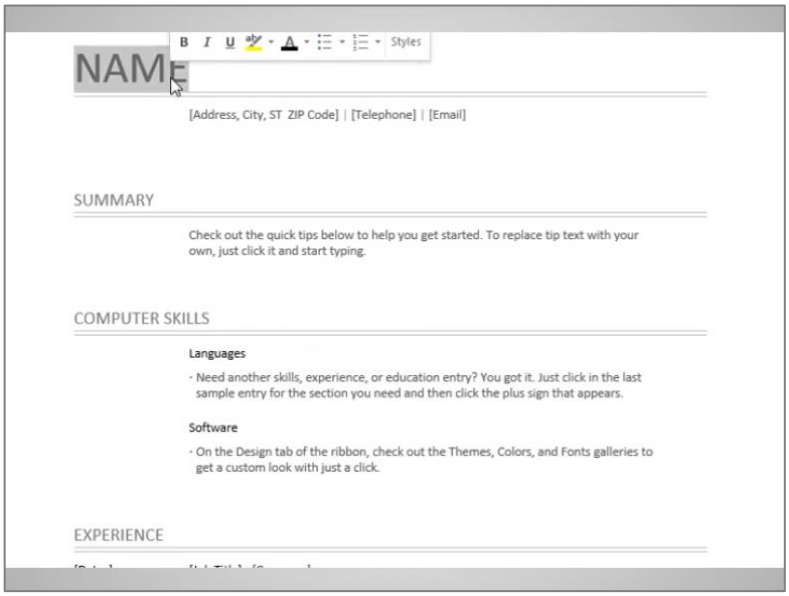


Michelle decides on a simple template and clicks on create.

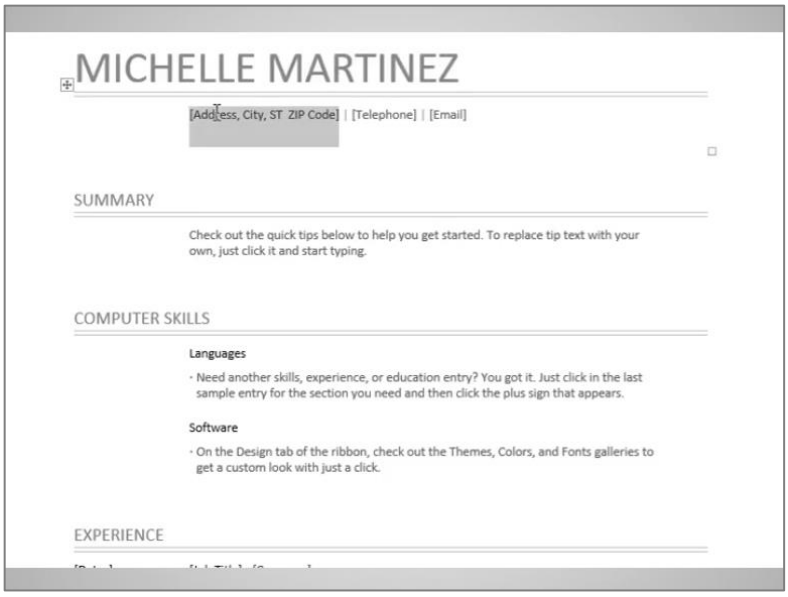




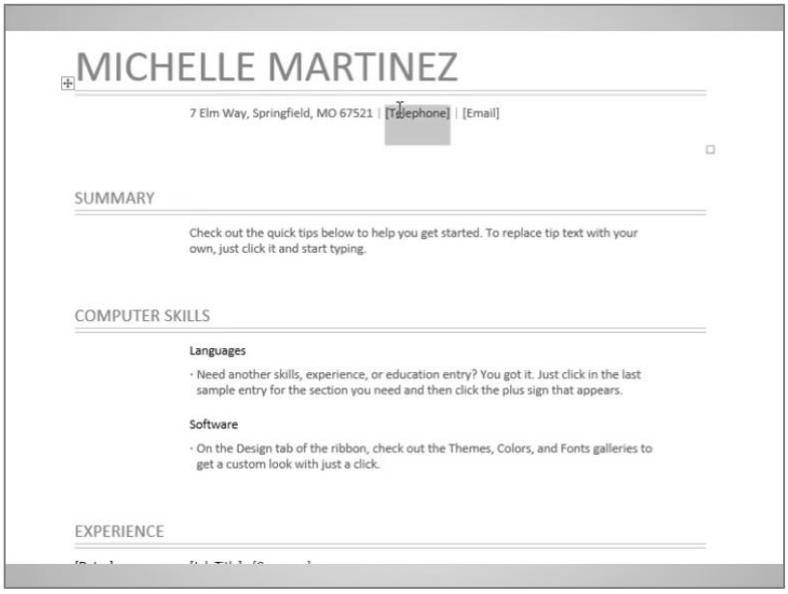
Once the template is opened, Michelle is able to fill in her own information. To do so, she just clicks in each field and types over what's there.



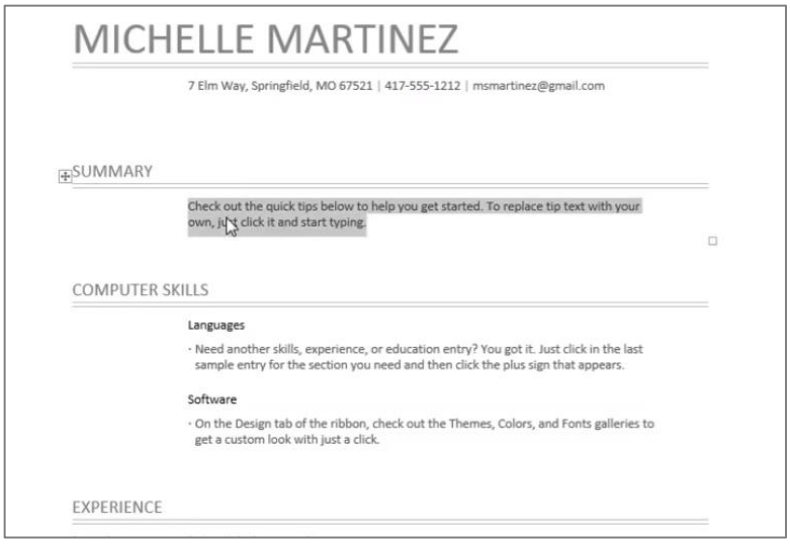
When Michelle clicks in the name field, the current text is highlighted. Once the text is highlighted, it can be replaced by simply typing over it. Michelle types out her name,



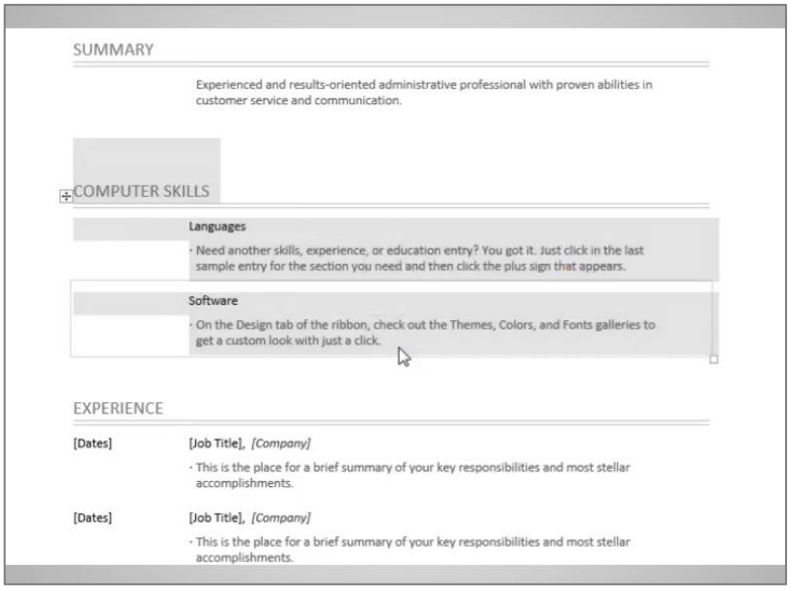
then she types out her address,



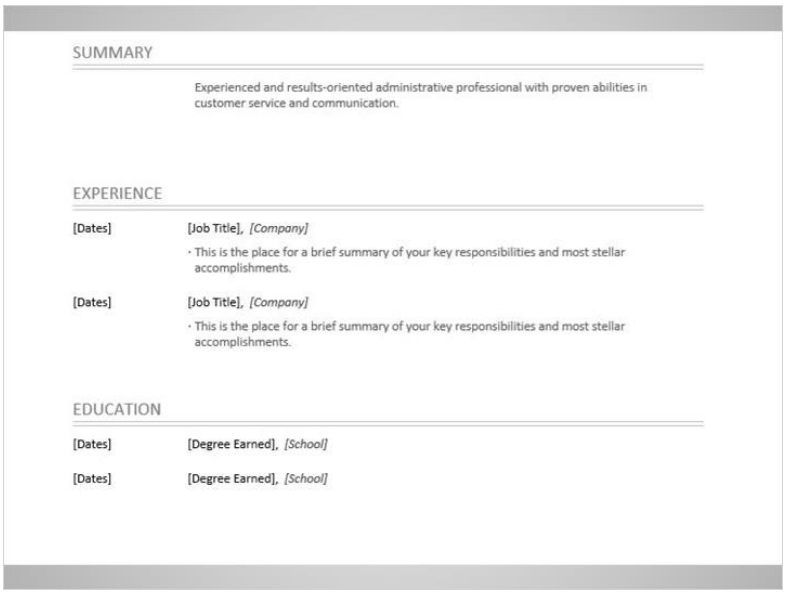
phone number and e-mail address. Just by clicking in each field, highlighting it, and typing over.



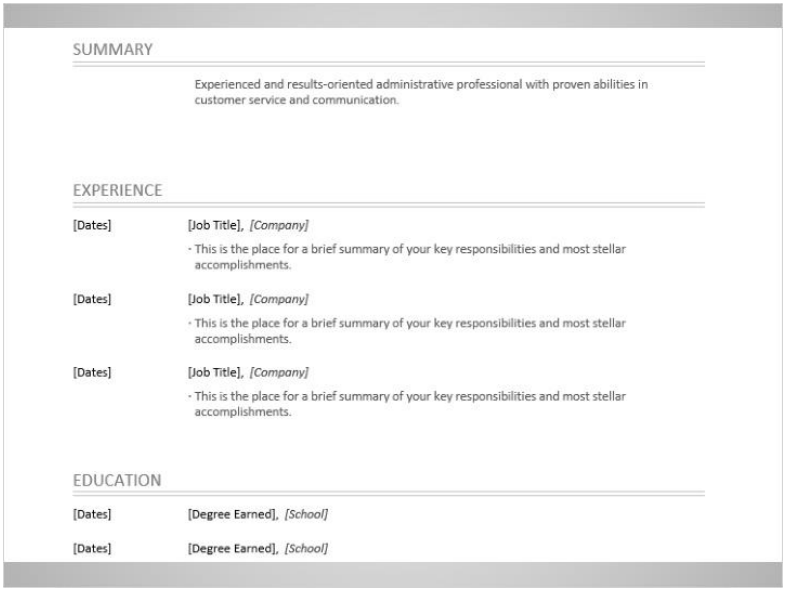
Next Michelle comes to the summary section, as with the other areas of the template, she can just click into the area, and then type in any text.



Michelle decides not to list any computer skills so she needs to remove this section of the template. To remove this section, she clicks and drags over the section to highlight it. Then she presses the delete key on her keyboard to remove the section. You can delete any section in a template that you don't want to use.



In the work history section, Michelle will continue to click and type in each field.



Michelle will continue to fill in the template by clicking in each field and typing in the information. After she's done, Michelle will be sure to save her resume. If you would like more information on saving documents, or more on using Microsoft Word, visit the beginning Microsoft word class on this site.