Microsoft Word 2010 — Chapter 5: Using a Template to Create a Resume

Introduction (274)

A **template** is similar to a form with _____ _____; that is, Word prepares the requested document with text and/or formatting common to all documents of this nature.

After Word creates a document from a template, you fill in the blanks or replace prewritten words in the document.

Project – Resume

At some time, you will prepare a resume to send to prospective _____. In addition to some personal information, a **resume** usually contains the applicant's:

- ❖
- ❖

You should design your resume carefully so that it presents you as the best candidate for the job.

To Create a New Document from a Template (277)

- ✓ Click the _____ tab on the Ribbon to open **Backstage view.**
- ✓ In the left navigation column, click _____ to display the gallery.

To Change a Document Theme (279)

In previous chapters, you have used a color scheme from one document theme and a font set from another. A document theme is a coordinated combination of a _____ scheme, _____ set, and _____.

- ✓ Go to the _____ _____ tab.
- ✓ Click the _____ button in the Themes group.
- ✓ Choose a document theme.

Resume Template (280 – 281)

A _____ _____ is an object that contains instructions for filling in text and graphics.

To Change the Margin Settings (281)

- ✓ Go to the _____ _____ tab.
- ✓ Click the _____ button in the Page Setup group.

To View Gridlines (282)

When a table contains no borders, it can be difficult to see the individual cells in the table. Gridlines show cell outlines without printing solid borders.

- ✓ Click inside the table so that the cursor is within a cell.
- ✓ Go to the _____ _____ _____ tab.
- ✓ Click the View Table Gridlines button in the _____ group.

To Change Row Height (285)

- ✓ Click inside a cell in the row that needs to be adjusted.
- ✓ Go to the Table Tools _____ tab.
- ✓ In the _____ _____ group, click the Table Row Height arrows to adjust up or down.

To Indent a Paragraph (290)

- ✓ With the insertion point (cursor) in the paragraph to be indented, go to the Home tab.
- ✓ In the _____ group, click the _____ _____ button.

To Insert a Building Block Using the Quick Parts Gallery (291)

- ✓ Put the insertion point (cursor) in a blank line where you want the content.
- ✓ Go to the _____ tab.
- ✓ In the Text group, click the _____ _____ button.
- ✓ Scroll through the Quick Parts gallery to find the section or subsection needed.

To Change Spacing Before and After Paragraphs (292)

- ✓ Select the text of the line or paragraph.
- ✓ Go to the _____ _____ tab.
- ✓ In the _____ group, click the Spacing Before or Spacing After arrows to adjust.

To Customize Theme Fonts (295)

- ✓ Go to the _____ tab.
- ✓ In the Styles group, click the _____ _____ button.
- ✓ Select the option to Create New Theme Fonts to open the dialog box.
- ✓ You can select a _____ font and _____ font. You can also name the new theme fonts.

To Create a Quick Style (296)

- ✓ Select the line of text and format it (font color, style, etc.)

- ✓ With the line selected, click the More (arrow) button in the _____ _____ gallery on the Home tab.
- ✓ Choose Save Selection as a New Quick Style from the menu.
- ✓ With the Create New Style from Formatting dialog box open, name the style.

To Reveal Formatting (298)

- ✓ With the insertion point (cursor) in the text, press _____ + _____.

Sharing A Document with Others (301 - 303)

PDF stands for _____ _____ _____. It is a file format created by Adobe Systems that shows all elements of a printed document as an electronic image. Users can view a PDF document without the software that created the original version.

To save a document as a PDF file, open the _____ view:

- ✓ Click the _____ tab on the Ribbon.
- ✓ From the left, select Create _____ Document.
- ✓ With the dialog box open, check that 'Save as type:' shows the correct format. Name your file.
- ✓ Click the _____ button.
- ✓ The PDF will automatically open for viewing.

XPS stands for _____ _____ _____ is a file format created by Microsoft that shows all elements of a printed document as an electronic image. Windows users can view an XPS document without the software that originally created it.

To Save a Word 2010 Document in an Earlier Word Format (306)

If you need to share a document in Word 2010 with a user who has a version of Word earlier than Word 2007, they will not be able to open the Word 2010 document because it is not compatible.

Word 2010 documents have a file type of _____, whereas versions prior to Word 2007 have a _____ file type.

To save the Word document in a previous version format:

- ✓ Click the File tab in the Ribbon to open _____ view.
- ✓ In the left navigation column, choose _____ & _____.
- ✓ Click _____ _____ _____ in the gallery of options.
- ✓ Click Word _____ in the right pane to specify the new file type.

- ✓ With the dialog box open, verify that the 'Save as type' is correct.
- ✓ Click the Save button.

FILE TYPES (308)

FILE TYPE	FILE EXTENSION	DESCRIPTION
Word Document		Format used for Word 2010 or Word 2007 documents
		Format used for documents created in versions of Word from Word 97 to Word 2000
Word Template		Format used for Word 2010 or Word 2007 templates
Word 97-2003 Template		Format used for templates created in versions of word from Word 97 and Word 2003
PDF		
XPS		
Single File web Page		
		HTML format that can be opened in a Web browser; various elements (i.e., graphics) are saved in separate files and folders
Rich Text Format		Format designed to ensure file can be opened and read in many programs; some formatting may be lost to ensure compatibility
		Format where all or most formatting is removed entirely from the document
OpenDocument Text		Format used by other word processing programs such as Google Docs and OpenOffice.org

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HTTP://SCSITE.COM/WD2010/LEARN and select Chapter 5.