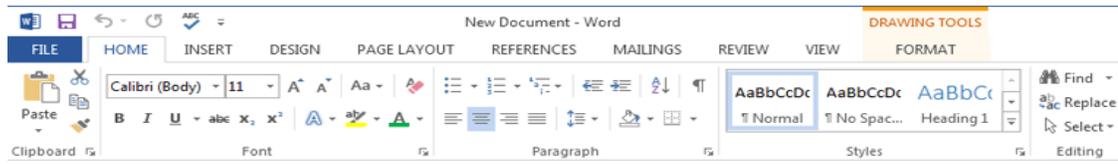# Technology Project Notes
Creating a Resume Using Microsoft Word

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
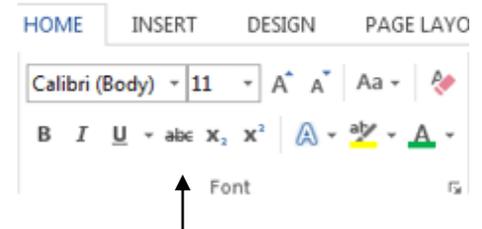
Project Steps

1. Click on Start, All Programs, **Microsoft Office and Microsoft Office Word 2013**.
2. Click on the **option for Blank Document**.
3. 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.**
4. Click on **Insert** on the **Menu Bar**. Click on **WordArt** and choose which style you want.
5. Click on **Insert** on the **Menu Bar**. Click on **Table** and choose how many rows and columns you need.
6. Resize your table using the resizing points.
7. Type the information required in your table. Add headers that are center aligned and bolded or underlined.
8. Place a bullet for the examples provided in each cell. With the body text portion selected, click on the **Bullets or Numbering** tool located in the **Home** tab 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. To design your table, click on the portion of the table you want to edit. Under **Table Tools and Design** choose **Shading**.
10. 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**.
11. Insert images by clicking on the **Insert** tab and selecting **Online Pictures**. Remember after selecting the image to click on **Format** on the **Menu Bar** and select **Wrap Text** (i.e., "In Front of Text"). This changes the way the text wraps around an object.
12. Click on the **File tab**. Click on **Save.**