

## **IT Training**

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**Office 2007**

# **Word**

## **Word processing your CV**

**July 2008**



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# INTRODUCTION

This short course is aimed at those who already know the basics of word processing and would like some help in producing a curriculum vitae (CV).

There are different types of CV, for example a chronological CV for use when your work has been continuous and your experience highlights your steady career development, and the position you are seeking follows on logically from your most recent job.

Examples of different types of CV can be seen in the booklet, *Making Successful Applications*. This is produced by Careers DMU and can be downloaded from their web site.

During this training session you will produce a targeted CV. These are written when you have a particular job in mind.

Student Services run an Ask service which is open from Monday to Friday from 9am, the last appointment is 4.45pm. This is run on a drop-in basis and there will be a careers advisor available to provide guidance on what information you should include in your CV with the opportunity to have your completed CV checked to ensure you have incorporated all the required information. There is no need to book one of these 15 minute appointments; you will be seen on a first come served basis.

To take advantage of the Ask service, go to Student Services on the ground floor of Gateway House.

Check the Careers pages on the DMU web site for more information:

[http://www.dmu.ac.uk/study/student\\_services/careers/](http://www.dmu.ac.uk/study/student_services/careers/)

## Knowledge assumed

experience of using a computer, for example keyboard familiarity  
experience of using Windows  
basic experience of using Microsoft Word

## Areas covered

creating a Word document  
creating a table  
formatting text in a table



## Document signposts

*Instructions for you to type*

**Bold text**

*Shortcuts*

*Reminders*



*Notes*

*Exercises*



## OVERVIEW

Word 2007 is a very powerful word processing package and there are many features that you may not currently use to their full potential.

Our aim is that, by the end of this training session, you will be confident in using tables to format text and should be able to produce a CV easily.



### IMPORTANT TO REMEMBER

The format that you will use to produce a CV is only one of many that are acceptable.

Before spending time on a CV consider the type of job you are applying for. For example, for work involving a design element, a more creative style of CV may be more appropriate, whereas a more formal style may be best for a position as an accountant.

---

As time for this training session is limited you will create only the last two tables of the CV shown on page 4. You will also learn how to modify the tables and format text so that points are emphasised.

## EXAMPLE CV

### JANE SIMMONS

Home address  
11 Derry Street  
Bridgnorth  
Shropshire  
SH5 8NR

Tel: (0123) 345798  
Email: jsimm@aol.com

Term address  
12 Claremont Road  
Oadby  
Leicester  
LE5 8WB

Tel: (0116) 218 9766  
Date of Birth: 16 October 1979

#### EDUCATION AND QUALIFICATIONS

- 1996-2000      De Montfort University, Leicester  
Studying for BEng (Hons) Electronic Engineering 2:1 predicted
- Final year subjects include: Power Electronics, Power Systems, Energy Utilisation, Industrial Studies.  
Also options in Digital Signal Processing and Data Networks.
- Project: Dual Linearly Polarised Microstrip Antennas.  
Involves literature survey, design and fabrication of prototype and evaluation by outdoor testing.
- 1989-1996      Shropshire High School  
A-levels: Physics (B), Maths (D), Economics (E)  
GCSEs: 8 subjects at grades A to C including Maths and English

#### WORK EXPERIENCE

- Oct 98-Aug 99      Software Designer, WRT International (Industrial Placement)
- Responsible for designer-level support for DMS-100 family of products
  - Conducted detailed analysis of field problems, recreated the scenarios in the laboratory and debugged the software to design a solution
  - Participated in code inspections, design reviews and testing
- Summer 97      Technical Analyst, DK Engineering (Vacation Employment)
- Responsible for ongoing support of Electronic Data Interchange development
  - Modified existing programs to add or change features; analysed program crashes to correct or reduce future failures; supported users through training, tracing software problem reports or fixing hardware problems
- Summer 96      Assistant at Coral Electronics (Family building company)
- Responsible for logistics of supplier deliveries
  - Advised financial aspects with both customers and suppliers



## TECHNICAL SKILLS

Programming:	C, C++, Java, Visual Basic, Assembler, Fortran
Operating Systems:	UNIX, DOS, VAX/VMS, Win 3.1, Win NT, Novell
Software Packages:	Excel, Word, Lotus 123
Methodologies:	SSADM\$, UML, Object Orientated Analysis and Design, Prince 2
Other:	AutoCAD, Oracle

## PROFESSIONAL ACTIVITIES

- Student member of the IEEE and Institute of Measurement and Control
- Reached Regional Final of Engineering Society National Student Design Competition in March 1999

## EXTRA-CURRICULAR ACTIVITIES

- **Secretary of the University Women's Rugby Club**, involves organising meetings, scheduling matches and compiling match reports
- **Treasurer of Engineering Society Committee**, responsible for fund-raising and budgeting
- **Member of the British Association of Ski Instructors**, which involves training/coaching, risk analysis and equipment repair

## ADDITIONAL SKILLS

- Full clean driving licence
- Conversational French

## REFERENCES

Dr S Squires  
School of Engineering and Manufacture  
Queens Building  
De Montfort University  
The Gateway  
Leicester LE1 9BH

Mr C Bannister  
Technical Director  
WRT International  
London Road  
Leicester  
LE2 6BN

# GETTING STARTED

- Double click the Microsoft Word 2007 shortcut on the desktop



or

- Click the **Start** button
- Select **All Programs**
- Choose **Microsoft Office**
- **Microsoft Office Word 2007**

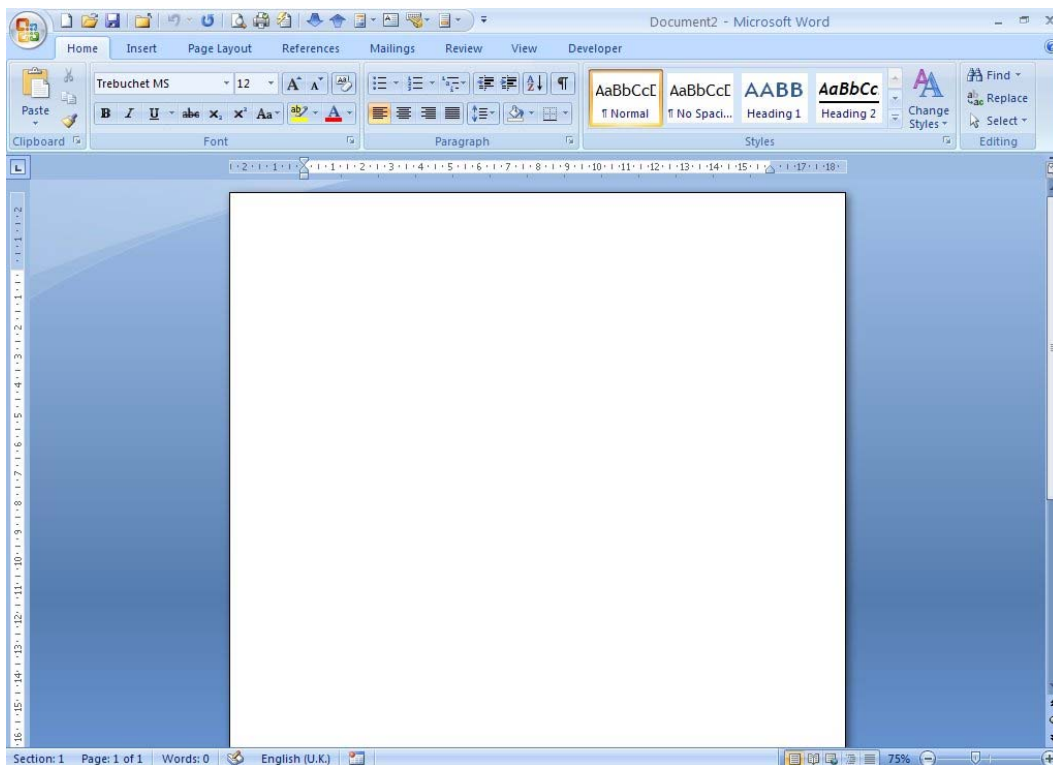


Word opens with a blank document displayed.

Office Button

Tabs

Ribbon

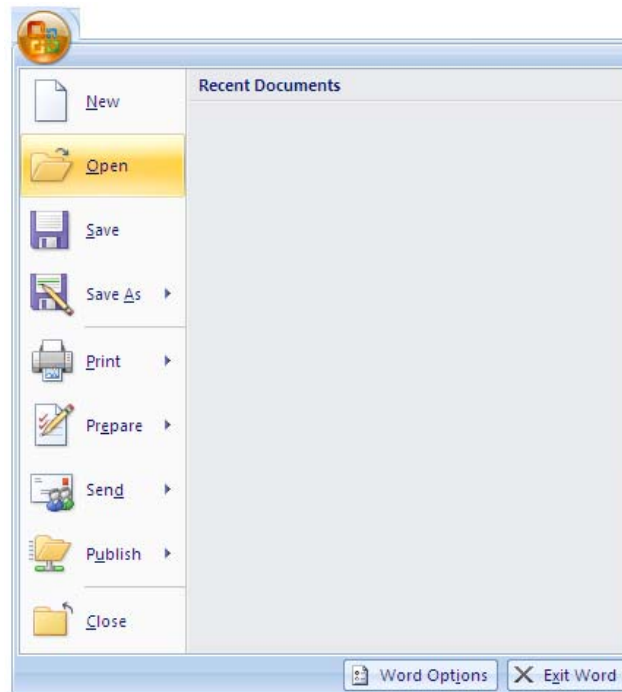


Status bar

View buttons

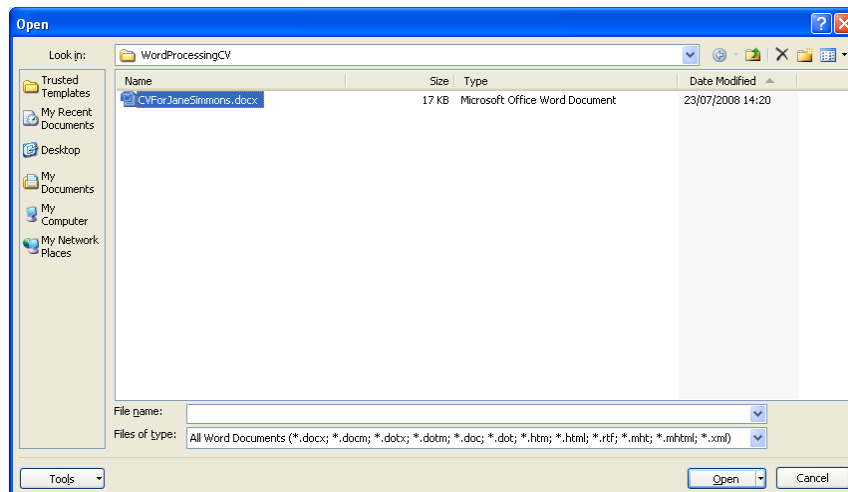
To open the document that you will be working with:

- Click the **Office Button**
- Click **Open**



The Open dialog box is displayed.

- In the Look in: window select the **WordProcessingCV** folder on drive C

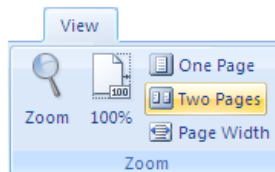


- Open the document **CVForJaneSimmons**

The document is opened.

To see the two pages of the document side by side on the screen:

- Choose the **View** tab
- Click **Two Pages** in the Zoom group on the ribbon



You can see that the document consists of several different tables. Your finished CV should aim to fill two sides of A4 paper but no more.

You could use just one table and format it, by merging and splitting cells, so that it looks the same as those shown. You will learn how to do that shortly.

<b>JANE SIMMONS</b>	
Home address	Work address
11 BERRY STREET	12 CLAREMONT ROAD
ENGLAND	GLoucester
ENGLAND	ENGLAND
SAF 34E	SAF 34E
TEL: 01123 345678	TEL: 01163 218 9766
Email: jsimmons1.com	Date of Birth: 15 October 1979
<b>EDUCATION AND QUALIFICATIONS</b>	
1996-2000	De Montfort University, Leicester
	Studying for BEng (Hons) Electronic Engineering 2:1 predicted
	Final year subjects include: Power Electronics, Power Systems, Energy Utilization, Industrial Studies.
	Also options in Digital Signal Processing and Data Networks.
	Project: Real University: Realises microchip architecture. Involves literature survey, design and fabrication of prototype and evaluation by outdoor testing.
1993-1996	Shropshire High School
	A-levels: Physics (B), Maths (D), Economics (E)
	GCSEs: 8 subjects at grades A to C including Maths and English
<b>WORK EXPERIENCE</b>	
Oct 98-Aug 99	Software Designer, WET International (Industrial Placement)
	■ Responsible for design-level support for DWS-100 family of products.
	■ Conducted detailed analysis of field problems, recreated the scenarios in the laboratory and debugged the software to design a solution.
	■ Participated in code inspections, design reviews and testing.
Summer 97	Technical Analyst, IXX Engineering (Vacation Employment)
	■ Responsible for ongoing support of Electronic Data Interchange development.
	■ Modified existing programs to add or change features; analysed program crashes to correct or reduce future failures; supported users through training, tracing software problem reports or fixing hardware problems.
Summer 96	Assistant Account Electronics (Family building company)
	■ Responsible for logistics of supplier deliveries.
	■ Advised financial aspects with both customers and supplier.
<b>TECHNICAL SKILLS</b>	
	Programming: C, Assembly, Fortran
	Operating Systems: UNIX, DOS, WINDOWS
	Software Packages: Prolog, Word, Lotus 123
	Other: AutoCAD, Oracle
<b>EXTRA-CURRICULAR ACTIVITIES</b>	
	Secretary of the University Women's Rugby Club, involves organising meetings, scheduling matches and compiling match reports.
	Treasurer of Engineering Society Committee, responsible for fundraising and budgeting.

While a new table has borders by default, you can choose to switch them off so that the final copy looks like a neat, well formatted document.

Before you edit the existing tables, you will add two more tables to the end of the document.

All tables are created in the same way and modified to suit the contents. By the end of this training session you will be confident that you could have started the document from scratch and produced all the tables it contains.

- Click the **One Page** button in the Zoom group on the ribbon
- Enlarge the image by clicking the **100%** button in the View group on the ribbon

## CREATING A TABLE

Position the insertion point at the end of the document leaving a line space below the last table.

EXTRA-CURRICULAR ACTIVITIES	
	<ul style="list-style-type: none"><li>• <b>Secretary of the University Women's Rugby Club</b>, involves organising meetings, scheduling matches and compiling match reports</li><li>• <b>Treasurer of Engineering Society Committee</b>, responsible for fund-raising and budgeting</li></ul>

Position insertion point here

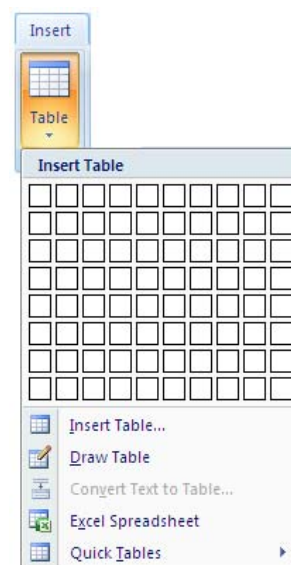
There are several ways to insert a table into a document but we will look at only two:

1. Using the Table tool grid
2. Using the Insert Table dialog box

### *USING THE TABLE TOOL GRID*

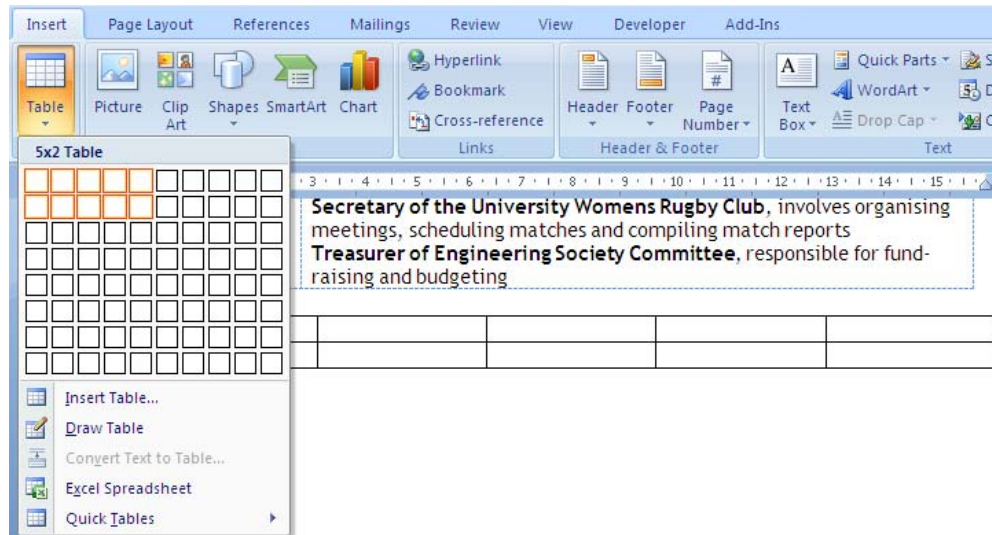
- Click the **Insert** tab
- Click the **Table** button in the Tables group on the ribbon

The Table tool grid is displayed.



- Drag the mouse pointer across the grid until you have highlighted five cells and down the grid to highlight two

The table is displayed in the document as you select the cells.



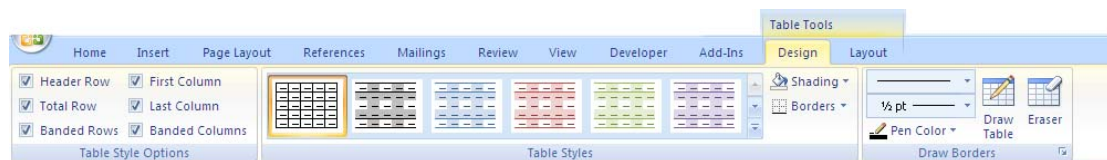
- Click the left mouse button in the last cell to create the table


The table fills the width of the page between the left and right margins and has borders around each cell.

When the insertion point is inside the table a Table Tools contextual tab is displayed on the ribbon.

There are two tabs within the Table Tools:

## Design



## Layout



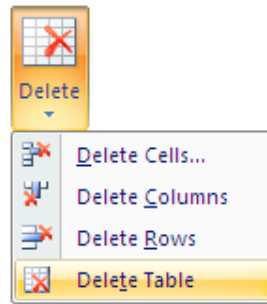
You will practice using these shortly.

## *Deleting a table*

---

To delete a table:

- Ensure the insertion point is within the table
- Choose the **Layout** tab in the Table Tools on the ribbon
- Click the **Delete** button in the Rows & Columns group



- Click **Delete Table**

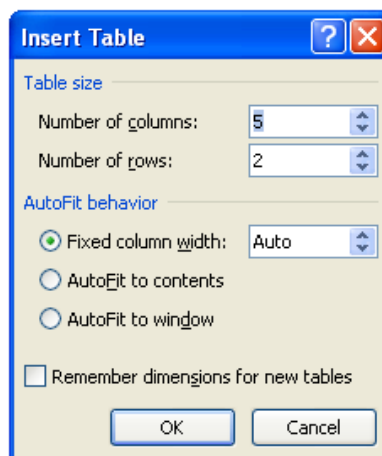
## *USING THE INSERT TABLE DIALOG BOX*

---

Now you will insert a table using the dialog box.

- Select the **Insert** tab
- Click **Table** in the Tables group
- Click **Insert Table**

The Insert Table dialog box is displayed.





You can see that, by default, you are offered a table with 5 columns and 2 rows.

- In the Number of Columns box type 2
- Click OK

A two column two row table is created.

EXTRA-CURRICULAR ACTIVITIES	
	<b>Secretary of the University Womens Rugby Club</b> , involves organising meetings, scheduling matches and compiling match reports
	<b>Treasurer of Engineering Society Committee</b> , responsible for fund-raising and budgeting



If you are unsure of the number of rows you will need in the finished table, accept the default of 2 rows. You can add more as you need them.

When you enter data in the last cell of the table and press the Tab key to proceed to the next one, a new row will be added automatically.

The table you are aiming to create will look like this:

ADDITIONAL SKILLS	
	Full clean driving licence
	Conversational French

cells

rows

columns

You can see that the finished table has a different layout to the one in your document. The first row has been merged to form a single cell and the columns in rows two and three are not of equal size.

### *Changing the column width*

---

When a table is created, the cells are an equal size across the page. You can change the width of the columns to accommodate the amount of text or simply to enhance the presentation of the table.

To make the cells in the first column narrower:

- Position the mouse pointer over the dividing line between the two columns

The mouse pointer changes to a black cross (column width indicator)



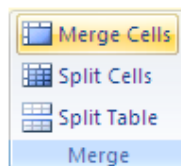
- Click and hold the left mouse button, and drag the column boundary to the left to approximately 2.5 cm on the ruler
- Release the mouse button


### *Merging cells*

---

Now that the first column has been made narrower it is not wide enough to hold the table heading so you need to merge the cells in the first row.

- Move the mouse pointer to the left of the first row of the table and click the left mouse button to select it
- Select the **Layout** tab in Table Tools
- Click **Merge Cells** in the Merge group on the ribbon




The two cells of the first row have been merged into one.

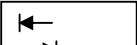

Entering text into the table

- Position the insertion point in the first cell
- Type **ADDITIONAL SKILLS**

To embolden the heading:

- Select the **Home** tab
- Click the **Bold** button in the Font group on the ribbon 

ADDITIONAL SKILLS	

- Position the insertion point in the second cell of the second row
- Type Full clean driving licence
- Press the **Tab** key once 

A new row is added to the table.

ADDITIONAL SKILLS	
	Full clean driving licence

- Press **Tab** again
- Type Conversational French

ADDITIONAL SKILLS	
	Full clean driving licence
	Conversational French

### *Hiding the table borders*

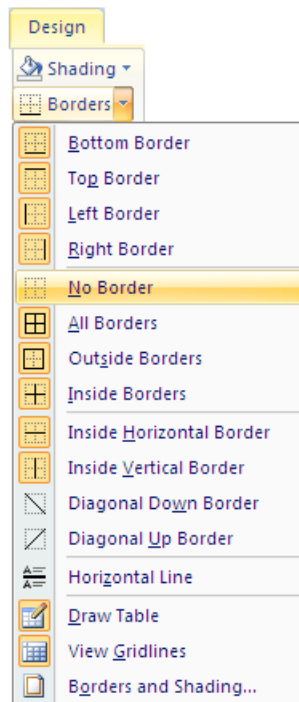
---

The cells of the table are being used as place holders for the text and it is not intended that you will see the borders around the cells when the document is printed. So you need to hide the borders.

When you position the mouse pointer over the table a small box, called the Table Move Handle, is displayed at the top left corner of the table.

Table Move  
Handle

- Select the whole table by pointing to the table move handle and clicking the left mouse button
- Choose **Design** tab in the Table Tools
- Click the down arrow to the right of the Borders button in the Table Styles group on the ribbon



- Choose **No Border**

The borders are removed leaving only gridlines (which do not print) as an aid when working with the table.

ADDITIONAL SKILLS	
	Full clean driving licence
	Conversational French



If you do not see the gridlines, you can turn them on. With the insertion point in the table:

- Select the **Design** tab in Table Tools
- Click the **Borders** button in the Table Styles group of the ribbon
- Click View Gridlines

Or

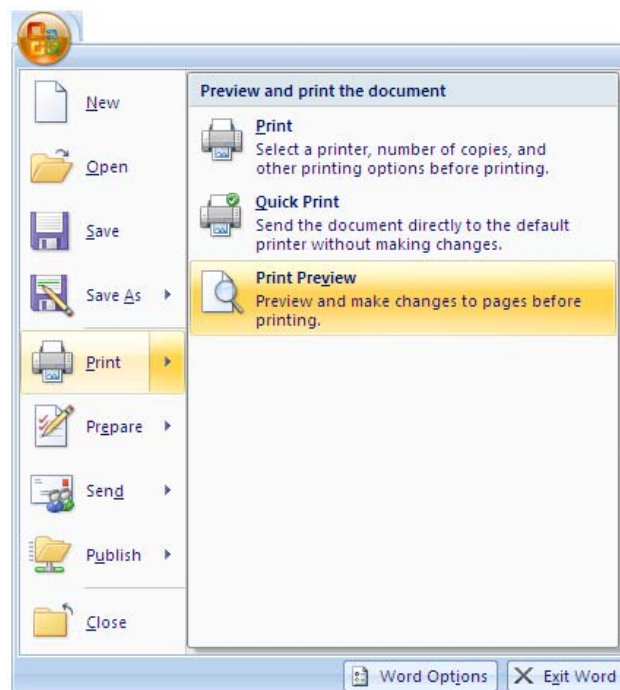
- Click the **Layout** tab
- Click the **View Gridlines** button in the Table group



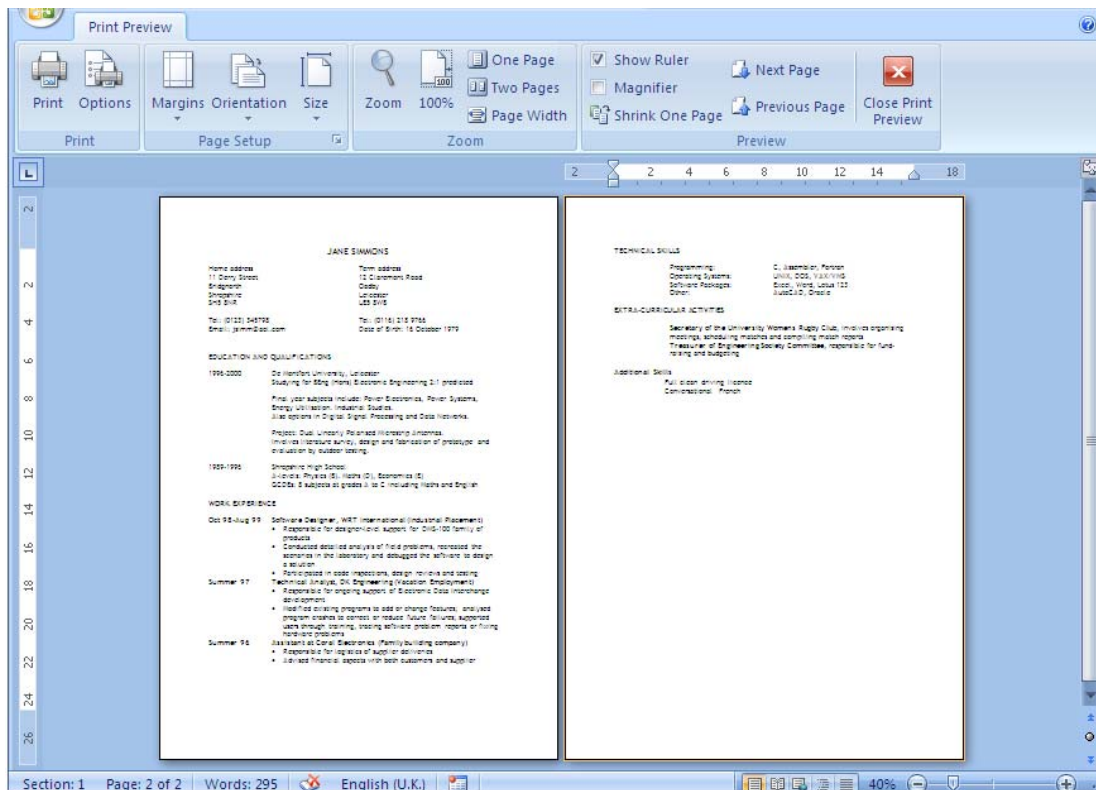
- Check the borders on the other tables and remove them if necessary

Check on the document's progress using Print Preview:

- Click the **Office Button**
- Print
- Print Preview



The document should look like this:



➤ Close Print Preview to return to the document



Insert the following table:

REFERENCES	
Dr S Squires	Mr C Bannister
School of Engineering and Manufacture	Technical Director
Queens Building	WRT International
De Montfort University	Leicester
Leicester LE1 9BH	LE2 6BN

➤ Hide the borders

## MODIFYING A TABLE

### INSERTING A ROW

When you create a table you don't always know how many rows and columns you are going to need.

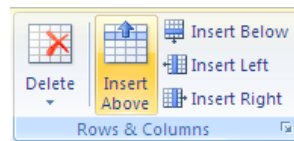
In each of the tables there should be an empty row after the heading. However, in the table holding the Additional Skills information, we did not include one.

To insert a row:

- Position the insertion point in the second line of the Additional Skills table

ADDITIONAL SKILLS	
	Full clean driving licence
	Conversational French

- Select the **Layout** tab in the Table Tools
- Click Insert Above in the Rows & Columns group on the ribbon



A row is inserted into the table.



- Insert a row between Full clean driving licence and Conversational French

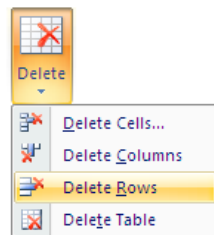
## DELETING A ROW

---

- Position the insertion point in the empty row between Full clean driving licence and Conversational French

ADDITIONAL SKILLS	
	Full clean driving licence
	Conversational French

- Click the Layout tab on Table Tools
- Click Delete in the Rows & Columns group on the ribbon
- Choose Delete Rows



The row is deleted.



If you select several rows you can delete them all at the same time.



## ***BULLET POINTS***

---

When you are listing items, a bullet point can help to separate and emphasise them. The Work Experience table has already been formatted with bullet points.

The Extra-Curricular Activities and Additional Skills tables would benefit from bullet points too.

### ***Applying bullet points***

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- In the Extra-Curricular Activities table, select the rows of text to which you want to add bullets

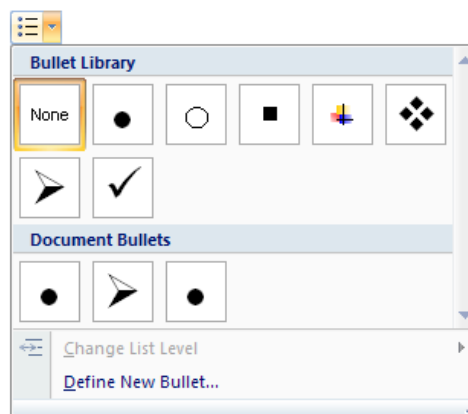
EXTRA-CURRICULAR ACTIVITIES	
	<b>Secretary of the University Womens Rugby Club</b> , involves organising meetings, scheduling matches and compiling match reports
	<b>Treasurer of Engineering Society Committee</b> , responsible for fund-raising and budgeting

- Select the Home tab
- Click the down arrow to the right of the Bullets button in the Paragraph group of the ribbon



Click

The Bullet Library list is displayed.



- Click the style of bullet you would like to use

EXTRA-CURRICULAR ACTIVITIES	
	<ul style="list-style-type: none"> <li>• <b>Secretary of the University Womens Rugby Club</b>, involves organising meetings, scheduling matches and compiling match reports</li> <li>• <b>Treasurer of Engineering Society Committee</b>, responsible for fund-raising and budgeting</li> </ul>

The bullets are applied but, in the example above, you can see that they are indented away from the left border of the cell. This does not match the spacing on the earlier table so it needs to be altered.

### *Changing the bullet indent*

---

There are two ways in which to do this. However, for the purposes of this training session we will use the easiest one.

- Select the bulleted text that needs to be amended
- Click the **Decrease Indent** button in the Paragraph group on the Home tab



The bullets are realigned.

EXTRA-CURRICULAR ACTIVITIES	
	<ul style="list-style-type: none"> <li>• <b>Secretary of the University Womens Rugby Club</b>, involves organising meetings, scheduling matches and compiling match reports</li> <li>• <b>Treasurer of Engineering Society Committee</b>, responsible for fund-raising and budgeting</li> </ul>



- Add bullets to the Additional Skills table and change the spacing if necessary

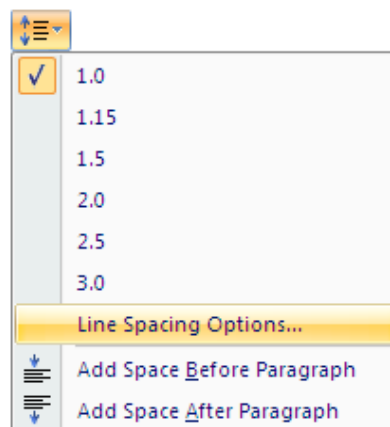
## PARAGRAPH SPACING

As already stated you should aim to keep your CV fairly short, typically two sides of A4 paper. The CV that you are working on is only one and a half sides so there is room to format the text to include space between the points so that they are a little easier to read.

The text in the Education and Qualifications table has been separated by including an empty row in the table. However, the text with bullet points is cramped and can be spaced a little more without exceeding the maximum length of the document.

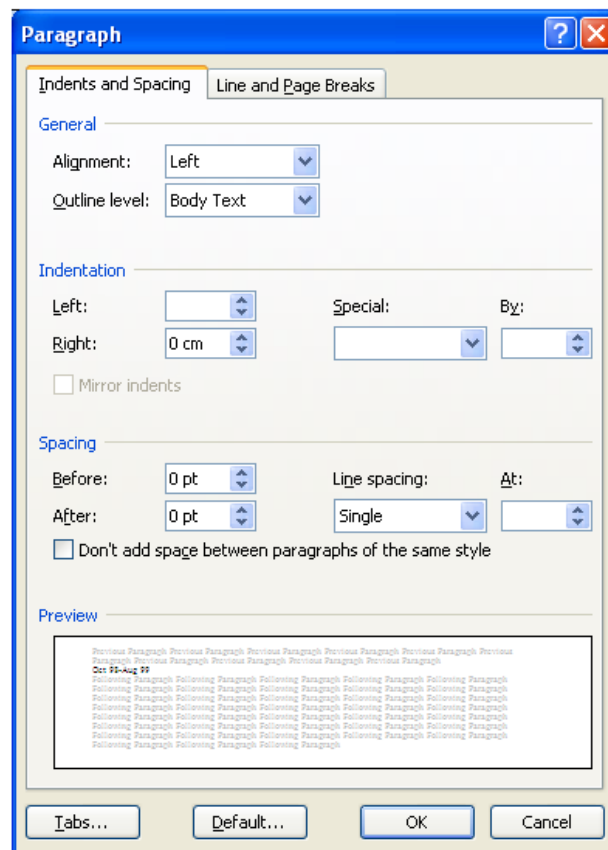
Rather than adding extra line spaces to the text, you will use paragraph spacing. This method is ideal when you are working with bullets as you don't add unwanted bullets on the blank lines.

- In the Work Experience table, select the last three rows
- Click the down arrow to the right of the **Line Spacing** button in the Paragraph group of the Home tab



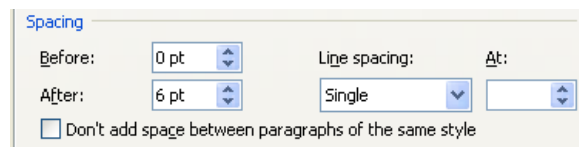
- Choose **Line Spacing Options**

The paragraph dialog box is displayed.



You use the Spacing section of the dialog box to add extra spacing before and/or after each paragraph.

- Change the **Spacing After** to 6 pt (points)



This adds a half line space after each paragraph.

- Click **OK**
- Preview the document to see the effect

<b>WORK EXPERIENCE</b>	
<b>Oct 98-Aug 99</b>	<b>Software Designer, WRT International (Industrial Placement)</b> <ul style="list-style-type: none"> <li>• Responsible for designer-level support for DMS-100 family of products</li> <li>• Conducted detailed analysis of field problems, recreated the scenarios in the laboratory and debugged the software to design a solution</li> <li>• Participated in code inspections, design reviews and testing</li> </ul>
<b>Summer 97</b>	<b>Technical Analyst, DK Engineering (Vacation Employment)</b> <ul style="list-style-type: none"> <li>• Responsible for ongoing support of Electronic Data Interchange development</li> <li>• Modified existing programs to add or change features; analysed program crashes to correct or reduce future failures; supported users through training, tracing software problem reports or fixing hardware problems</li> </ul>
<b>Summer 96</b>	<b>Assistant at Coral Electronics (Family building company)</b> <ul style="list-style-type: none"> <li>• Responsible for logistics of supplier deliveries</li> <li>• Advised financial aspects with both customers and supplier</li> </ul>

- Click Close Print Preview to return to the document
- Check that the table still fits on the page



You should always use Print Preview to check the layout of a document before printing. It may be that changes such as additional line spacing have altered your carefully laid out document and forced text on to additional pages.

- Check that a blank page has not been created - if it has remove it



- Add additional paragraph spacing to the Extra-Curricular Activities, Additional Skills, and Technical Skills tables



---

### ***IMPORTANT TO REMEMBER***

When using paragraph spacing you are not adding additional lines, just extra space between paragraphs.

A paragraph is determined by the fact that you have pressed the Enter key. So a paragraph could be several lines long or a single word.

When you change the spacing to 6 pts before or after a paragraph you are adding a half line space (12 pts are a full line space). Paragraph spacing is applied to paragraphs, not to individual lines (this is line spacing).

---

## SHADING CELLS

Depending on the format of your CV you may want to add shading or colour to the cells containing the table headings. However, do remember that this should be subtle rather than a bold statement.

- Position the insertion point in the heading of the Education and Qualifications table
- Click the down arrow next to the Shading button in the Paragraph group of the Home tab



Move the mouse pointer over the colour palette and see the selected row of the table change to match the current colour.

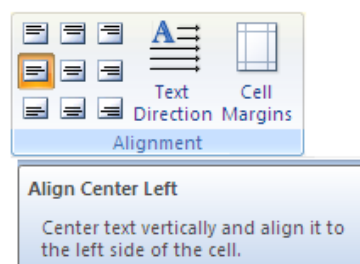
- Choose **White, Background 1, Darker 15%**

### EDUCATION AND QUALIFICATIONS

Now that the row has shading you can see that the text is not centred vertically.

To change the alignment, with the insertion point positioned in the top row of the table:

- Click the **Layout** tab on the Table Tools
- Choose **Align Center Left** in the Alignment group



The text does not appear to have moved because the row is not very deep.

To solve the problem, with the insertion point still in the top row:

- Change the spacing to **3pt Before** the Paragraph (you need to type the 3 in as the default spacing is 0 pt or 6 pt)

See **Paragraph Spacing** on page 23.

Spacing

Before: 3 pt      Line spacing: Single      At: [ ]

After: 0 pt

☐ Don't add space between paragraphs of the same style



- Add shading to the heading cells of the other tables
- Add an extra 3 pts spacing to the top of each table heading

To extend the CV and finish off:



- Add a table between Technical Skills and Extra-Curricular Activities to list **Professional Activities**. Include the information shown below.

#### PROFESSIONAL ACTIVITIES

- Student member of the IEEE and Institute of Measurement and Control
- Reached Regional Final of Engineering Society National Student Design Competition in March 1999

- Insert a row in the Technical Skills table and include **Methodologies**.

TECHNICAL SKILLS		
	Programming:	C, C++, Java, Visual Basic, Assembler, Fortran
	Operating Systems:	UNIX, DOS, VAX/VMS, Win 3.1, Win NT, Novell
	Software Packages:	Excel, Word, Lotus 123
	Methodologies:	SSADM\$, UML, Object Orientated Analysis and Design, Prince 2
	Other:	AutoCAD, Oracle



- Add a row to the end of the Extra-Curricular Activities table to include information on the **Membership of the British Association for Ski Instructors**.

EXTRA-CURRICULAR ACTIVITIES	
	<ul style="list-style-type: none"> <li>• <b>Secretary of the University Women's Rugby Club</b>, involves organising meetings, scheduling matches and compiling match reports</li> <li>• <b>Treasurer of Engineering Society Committee</b>, responsible for fund-raising and budgeting</li> <li>• <b>Member of the British Association of Ski Instructors</b>, which involves training/coaching, risk analysis and equipment repair</li> </ul>

- Make sure that the formatting throughout the document is consistent



#### IMPORTANT TO REMEMBER

Keep the format of the CV uniform:

- Use the **same** style of font throughout
- Use a **bold** font size **14pt** for your name
- Use a **bold** font size **12pt** for main headings

- **Save** the document
- **Preview** the document
- **Print** the document
- **Close** the document

## WHAT NEXT?

1. Before you begin to create you own CV:
  - Gather the information that you will include
  - Contact Careers DMU in Gateway House to get advice on what to include and which style of CV you should use
2. Produce your CV:
  - Word process your CV using this document as a guide
3. If necessary get it checked:
  - Contact Careers DMU
  - Edit the CV if required - and don't forget to include a single side cover letter with your CV when you send it to a prospective employer