

## Using Word to Create a Resume Outline

- 1) Typing 5 minutes
  - a) Hunt & Peck vs. Touch Type
  - b) Explain importance of student writing their own resumes
- 2) Typing Master 5 minutes
  - a) Log into system using new user account
  - b) Select the 25 minute tutorial
  - c) Show the first tutorial, Home Row (1.1)
- 3) Practice Typing 20 minutes
  - a) Allow students opportunity to log into the system
  - b) Ask students to complete the entire first tutorial (1.1 – 1.7)
- 4) Using Word 25 minutes
  - a) Cover screen layout
  - b) Students open either functional resume or chronological resume documents
    - i) Discuss selecting text with a mouse
    - ii) Practice selecting text with a mouse
      - (1) Select YOUR NAME text and change it to be the student's name
      - (2) Select STREET ADDRESS text and change it to be the student's address
      - (3) Change the rest of the contact information
      - (4) Select the entire document and change the font style to be Arial
    - iii) Discuss Tab vs. Enter vs. Shift
    - iv) Practice Tab vs. Enter vs. Shift
      - (1) Use the Tab key to line up the YR on the resume
      - (2) Use the Enter key to separate each of the employment, education and skills information
    - v) Discuss various basic formatting techniques
      - (1) Show difference between indentation and tab
    - vi) Practice Bold, Italics, Underline, Left Justify, Center, Bullets Numbering and indentation
      - (1) Use the Bold button to make the student's name bold
      - (2) Use the Italics button to highlight the Job title
      - (3) Use the Bold button to highlight the Objective, Summary of Qualifications and each of the main titles for each section of the resume.
      - (4) Use the bullets to highlight the skills on the functional resume and use sub-bullets. Use the bullets to highlight the skills at each job in the chronological resume.
    - vii) Discuss Save vs. Save As
      - (1) Have students do a Save As and give the resume a new name
      - (2) Have students open the new document, make a change and save
- 5) Resume Templates 65 minutes

- a) Allow users to continue working on their resumes by completing information about their objective and summary of qualifications.