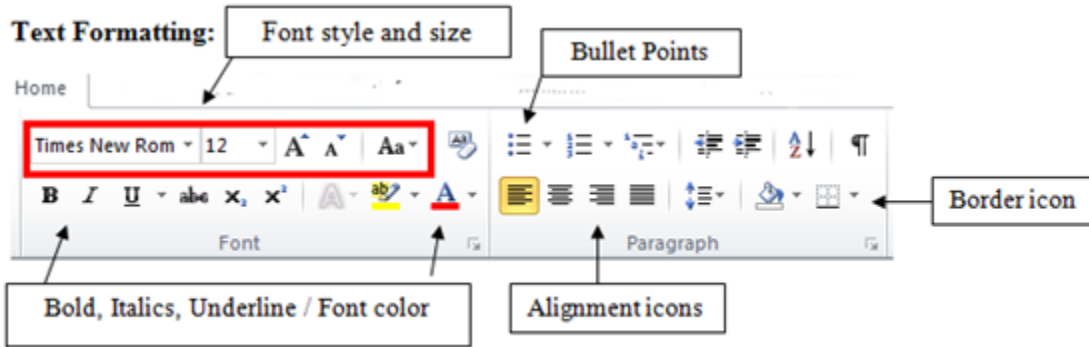


Microsoft Word for Resumes Cheat Sheet

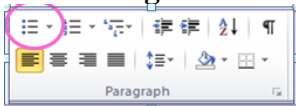


I-Beam Cursor- This cursor always appears when it is near text. Before you begin typing anything, you must make sure you click where you want to begin typing text with this cursor; you will then see the **insertion point indicator** blinking; this is where your words will appear.

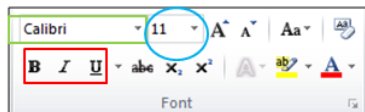
The Ribbon: Text Formatting Commands



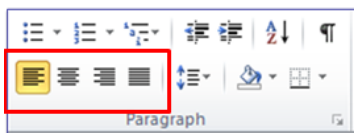
Formatting—



Bullets: Select the lines you wish to have bulleted, and then click the bullet icon (in the home menu)

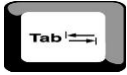


Font: Home tab, Font Group. Utilize different styles (underline, bold, italics, CAPS) to call attention to different sections of your resume.

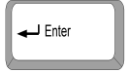


Alignment: Justification icons, Home tab, paragraph group. Use to center your personal information.

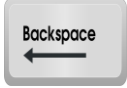
Useful Keys for Formatting–



The TAB key indents a line of text



ENTER key creates a new line of text-do this when entering resume info



The BACKSPACE key deletes text

Selecting Text in Microsoft Word

To Select:	Do This:
Any Amount of Text	Using your I-beam cursor, click where you want to begin the selection, hold down the left mouse button, and then drag the pointer over the text that you want to select.
A Word	Double-click anywhere inside the word with your I-beam cursor
A Sentence	Hold down the CTRL, and then click anywhere inside the sentence.
A Paragraph	Triple-click anywhere inside the paragraph.
All of the text in a Document	In the Menu bar, go to Edit→ click “Select all”

Organization: Margins

Left Margin-- arrange your most significant information along this margin

Right Margin – complements the left: place the job location and/or dates along a right margin, balancing the relevant employer's name and your position title on the left margin.

