ETT 229 Project 1: Create a Resume Using Microsoft Word

Section A: Project Overview

Purpose: This project introduces you to document design through the creation of a resume in Microsoft Word. This project will help you create a useful resume, but its primary goal is to learn about the page layout and formatting features in Word. *Please do not submit an existing resume*; your grade will be based on how well you followed these instructions. Through the successful completion of the resume assignment, the learner will demonstrate the ability to:

- Modify page margins
- Insert headers and footers on specified pages
- Modify font styles
- Modify font colors
- Insert and modify tables

Assignment Submission: All assignments must be submitted via Blackboard. (Please use the Assignment link within this project's Blackboard folder to submit your assignment.) Label your file using the following format: `ETT229_Lastname_Resume` (example: ETT229_Jones_Resume.docx)

Assignment Grading: Please review the grading rubric shown below. Before submitting your project, review the rubric to ensure that you have met all requirements.

Grading Rubric for Project 1: Resume	
File Management: • Document is saved and named correctly, then uploaded via the correct assignment link.	10 points

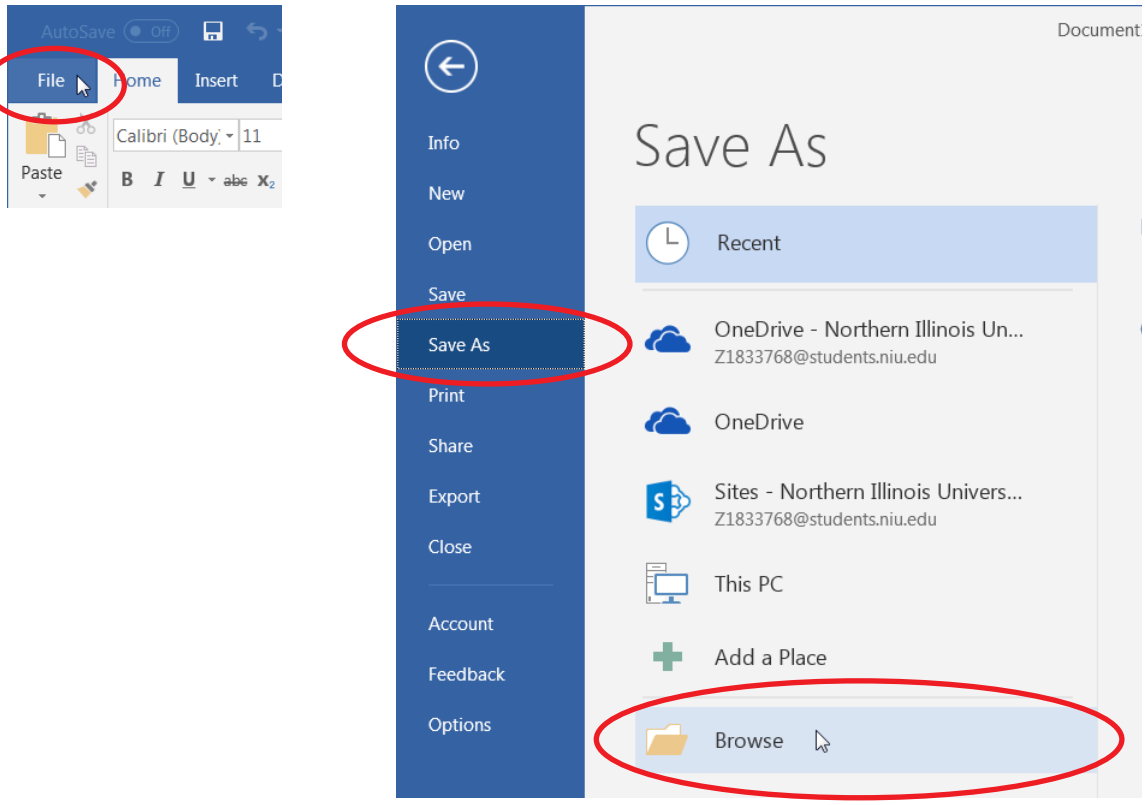
Document Formatting:
• Document margins are one inch (1") on all sides.
• The first page header contains the student's name, address, phone, and e-mail address.
• The name is in 18-point Arial Black font, and uses a color other than black.
  ○ The other lines are in 12-point Arial font, and the color matches the name.
  ○ All text in the header is centered.
• A table is inserted that is 2 columns by 7 rows with invisible borders.
  ○ The first column's width is 2" and the second column's width is 4.5".
  ○ All text in the first column is 12-point Arial, in Bold, using the same color as the header.
  ○ All text in the second column is black and uses 12-point Arial font.
  ○ The first column contains the following categories, skipping a line between each one: Objective, Education, Experience, and Professional Memberships.
  ○ The second column has information about the student (e.g., a bulleted list of responsibilities or achievements within the Experience section).
• A second page is created, which includes a header containing the student's name in 18-point Arial Black, and in the same color as the first header.
• The section heading "References" is in bold and centered.
• Three references are listed in an appropriate format (per the sample).
• The first page contains a footer (in 10-point Arial, italicized) alerting readers to the second page.
	70 points

Content: • All content uses correct spelling and grammar, and is professional in tone. • When possible, real information is used. Any "filler" information is realistic and appropriate.	20 points
TOTAL	100 points

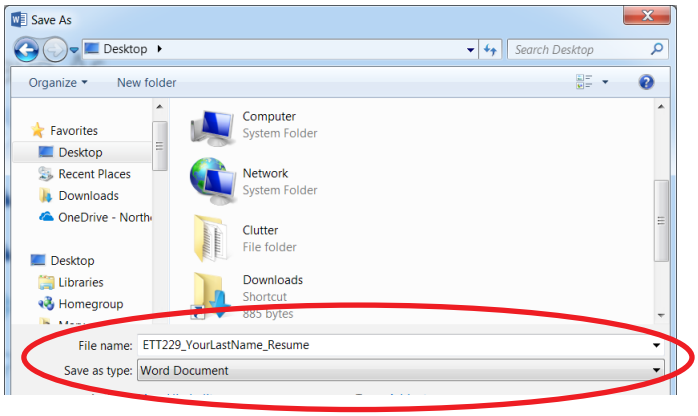
Section B: Create and save a new document

1) Launch Microsoft Word (the Office 365 version for Microsoft Windows; do not use the "Office Online" app), then create a new blank document.

2) Click on the **File** menu (at the very top of the screen). Choose **Save As**, then click **Browse**.



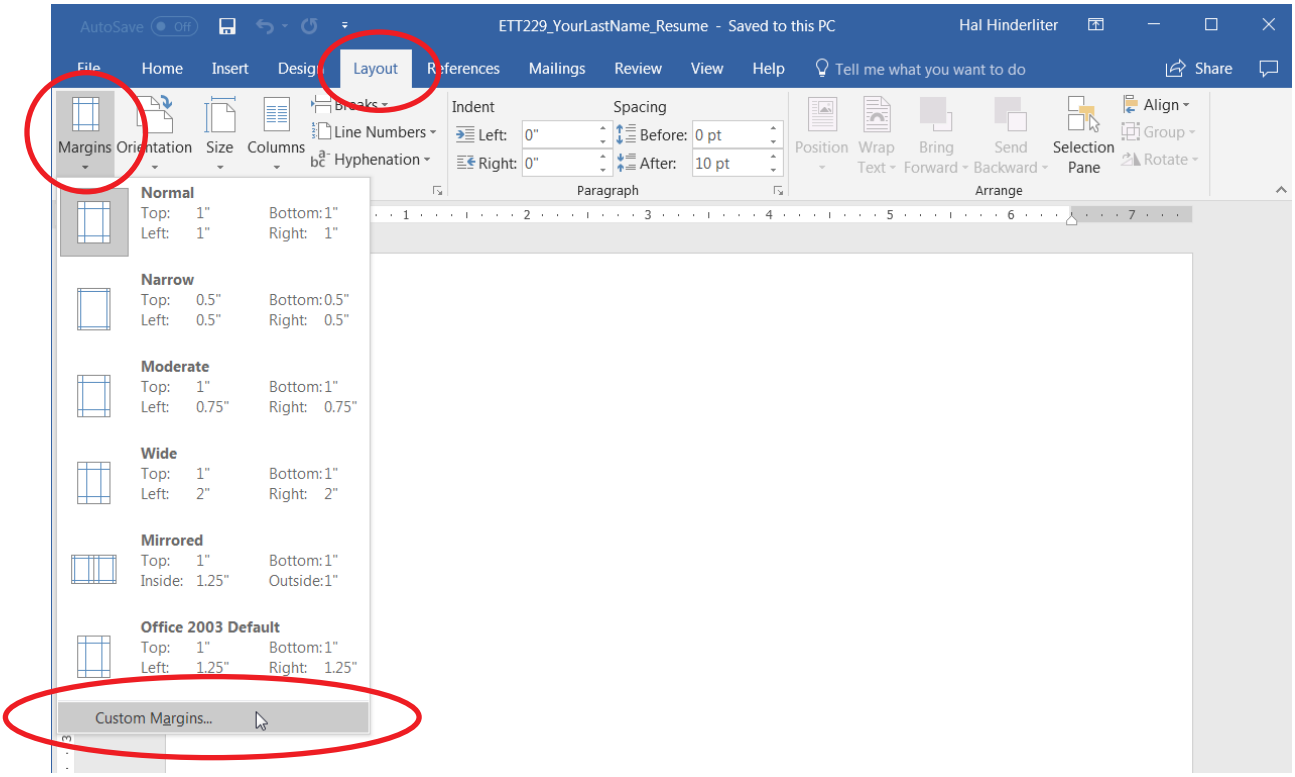
3) Type in the file name, using the format `ETT229_Lastname_Resume`. Save the document to a convenient location (such as your Desktop or a project folder), leaving the file format at the default (as a **.docx** file).



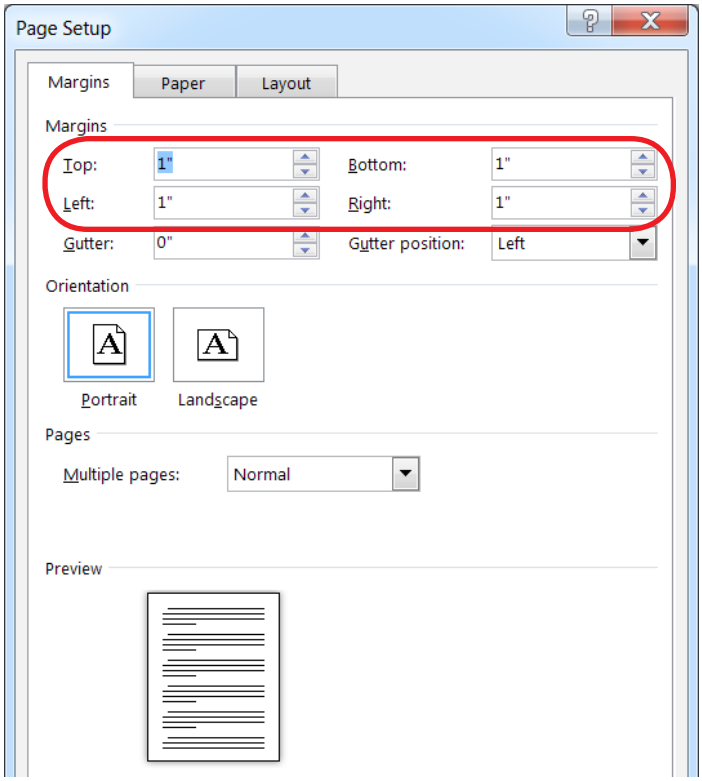
Be sure to SAVE your project periodically throughout the remaining steps of this exercise!

Section C: Modify the margins

4) From the **Layout** tab: choose **Margins**, then select **Custom Margins**.

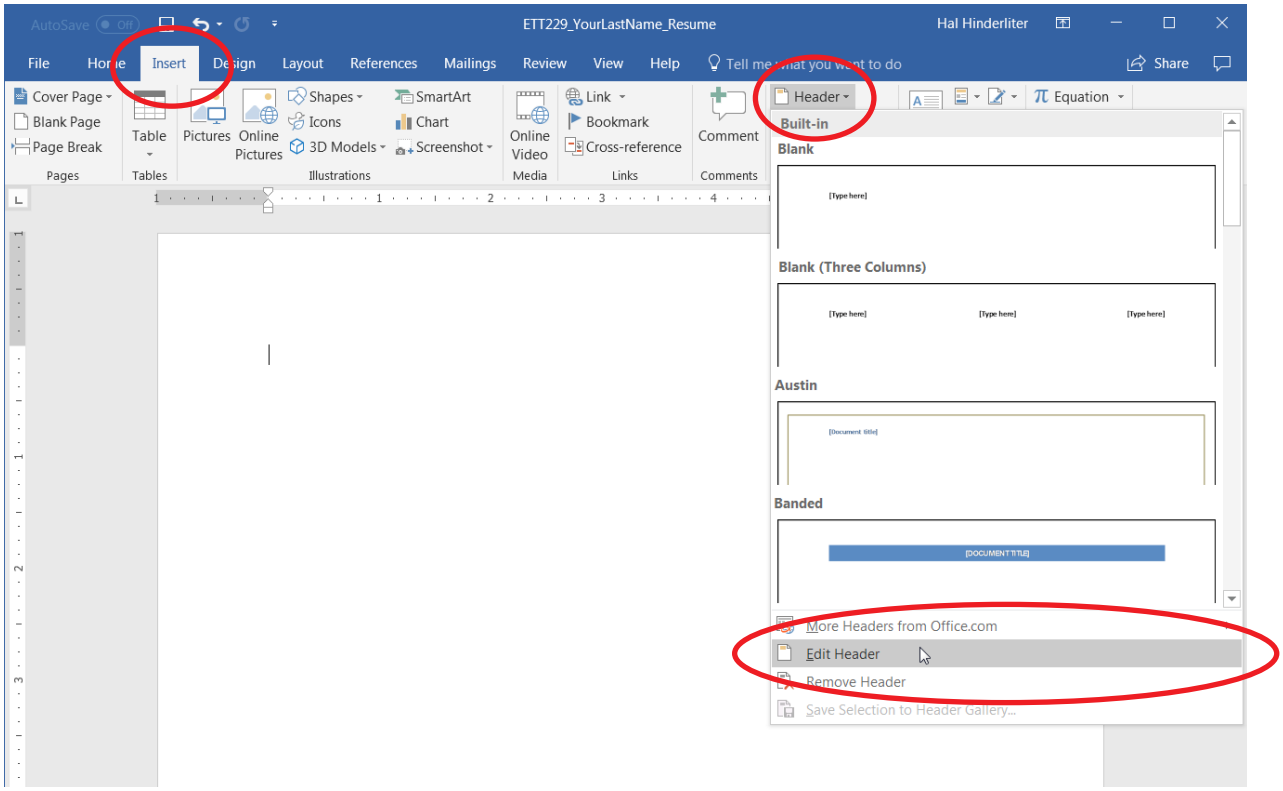


5) From the resulting Document window, assure that all margins are set to 1", then click OK.

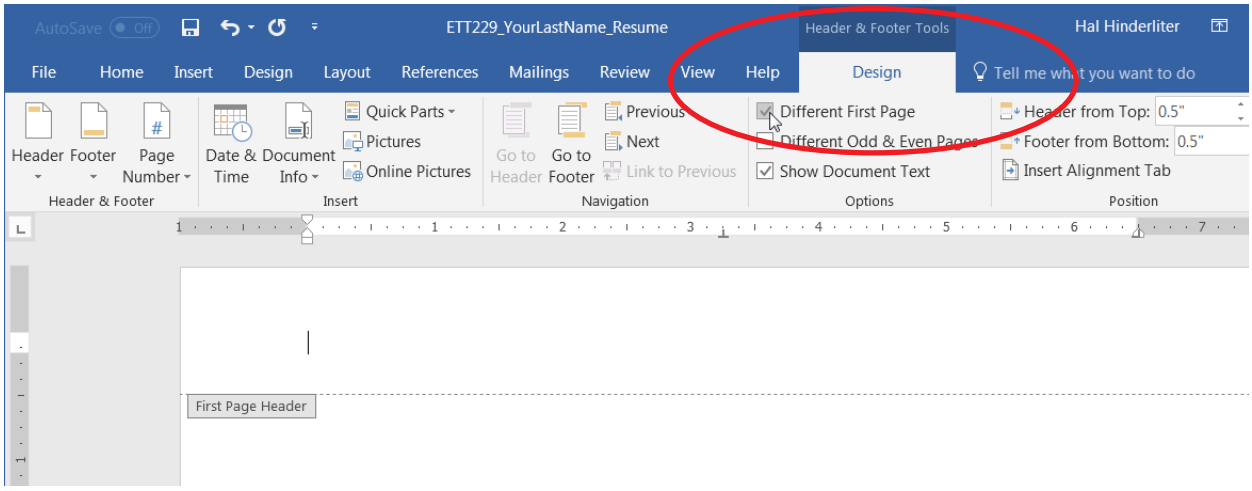


Section D: Create a first-page header

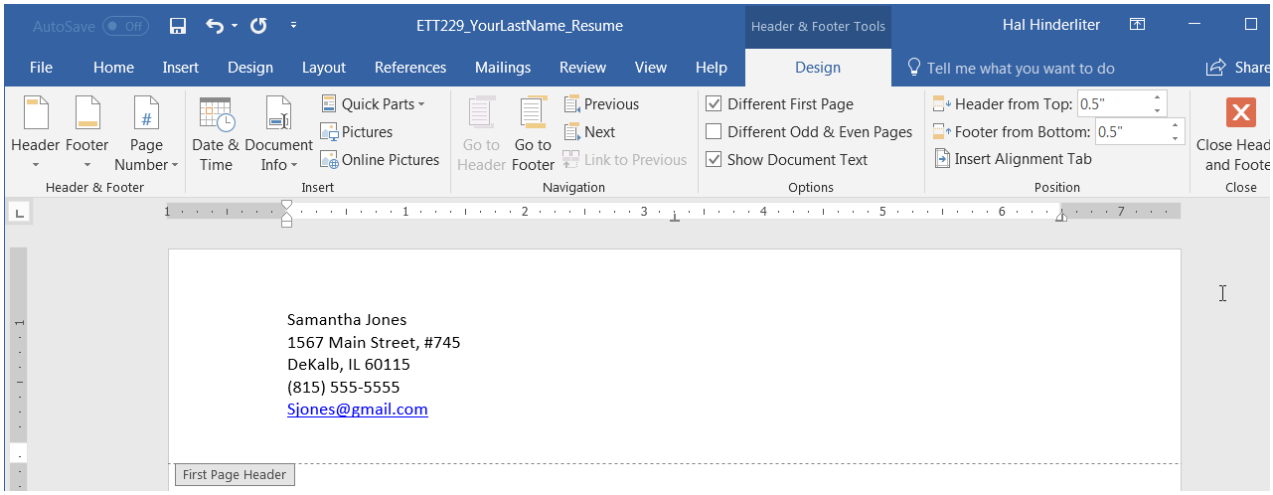
6) From the **Insert** tab: choose **Header**, then select **Edit Header**.



7) From the **Design** tab (beneath the "Header & Footer Tools" text), check the **Different First Page** option.

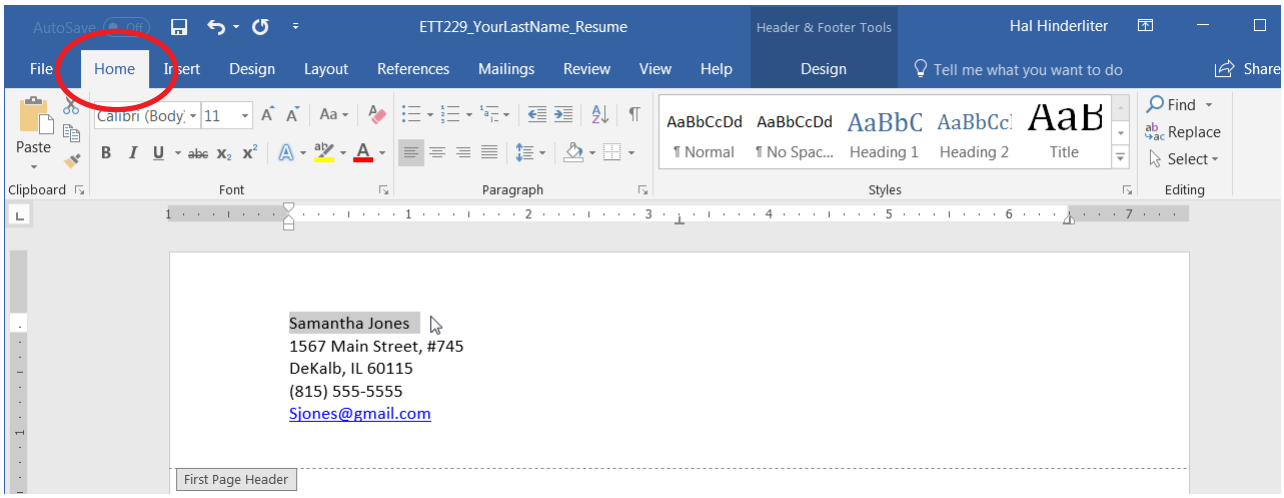


8) Type your name, address, telephone number, and email address in the header as shown below. After the e-mail address, press the **Enter** key twice to create two additional blank lines.

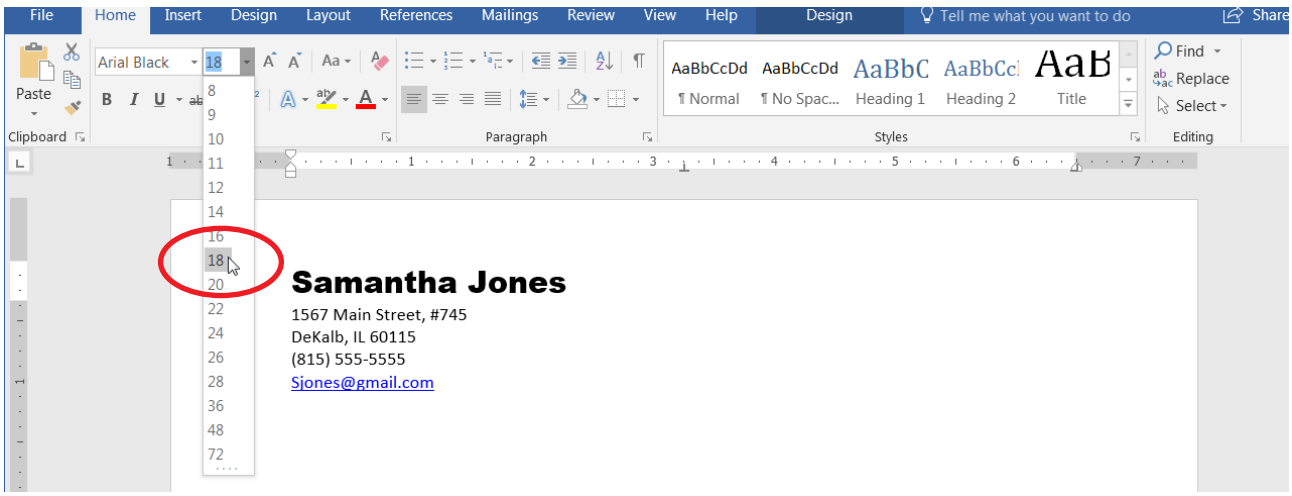


Section E: Modify the text in your header

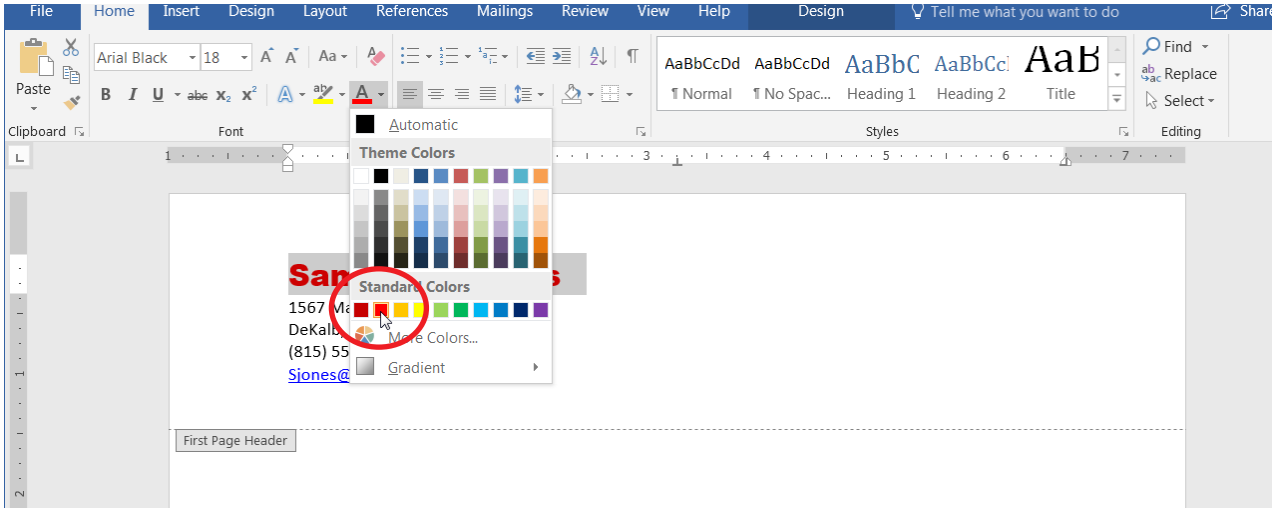
9) Without closing the header, switch to the **Home** tab, then highlight your name in the header.



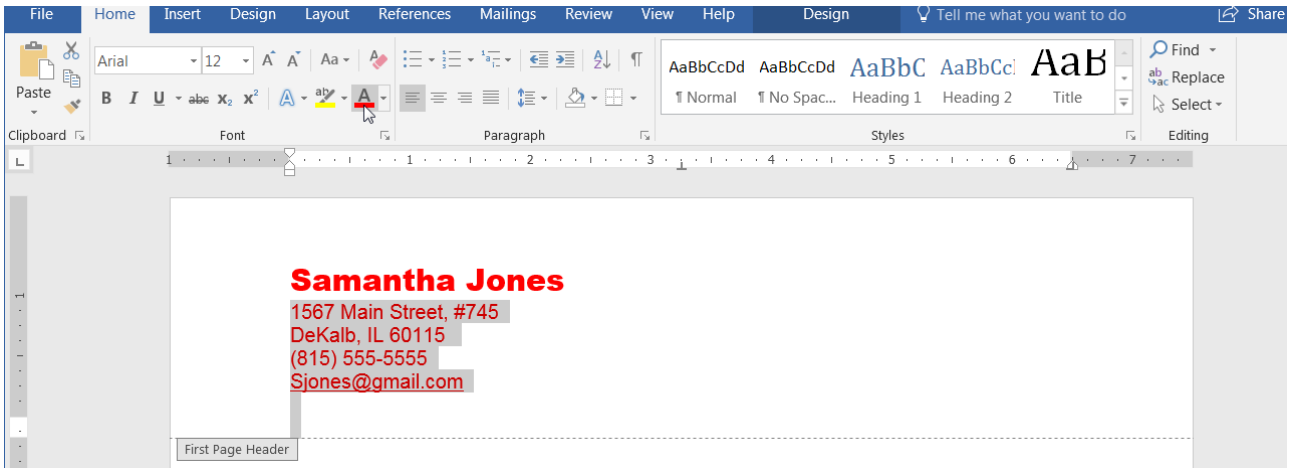
10) Using the dropdown menus, change the **font** (typeface) to Arial Black and the **font size** to 18 points.



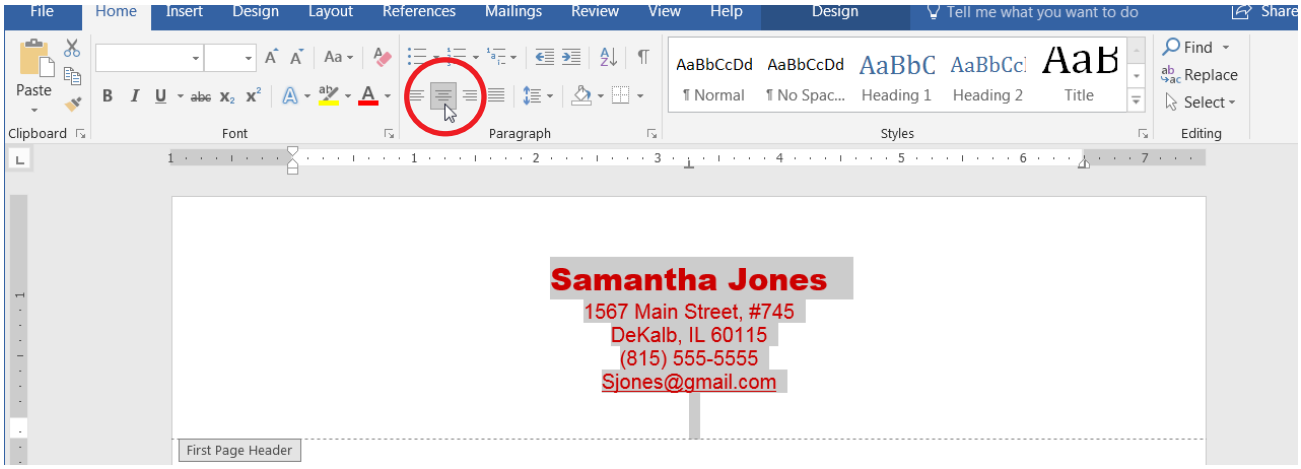
11) With your name still highlighted, use the **font color** dropdown menu to change the color of the text. (Pick any color other than black, but be sure to choose something that's dark enough to be visible.)



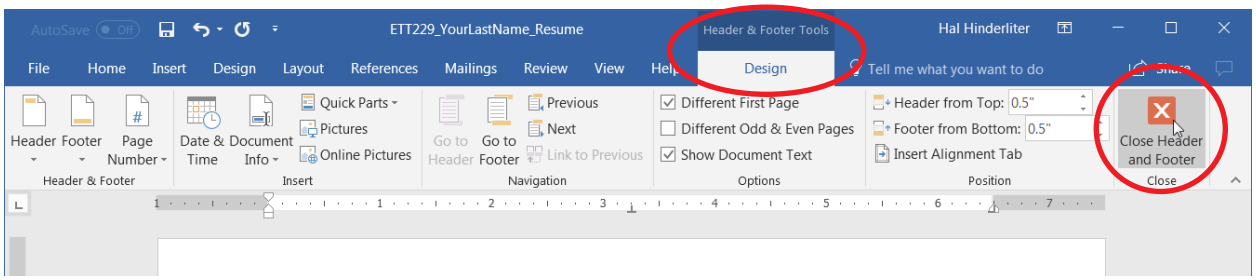
12) Highlight all the remaining header text below your name. Use the same dropdown menus to change the **font** to Arial (plain) and the **font size** to 12 points. Change the **font color** to the same color you chose for your name.



13) Highlight all the text in your header (including your name), then click the **Center** alignment button to center-align your contact information within the header.

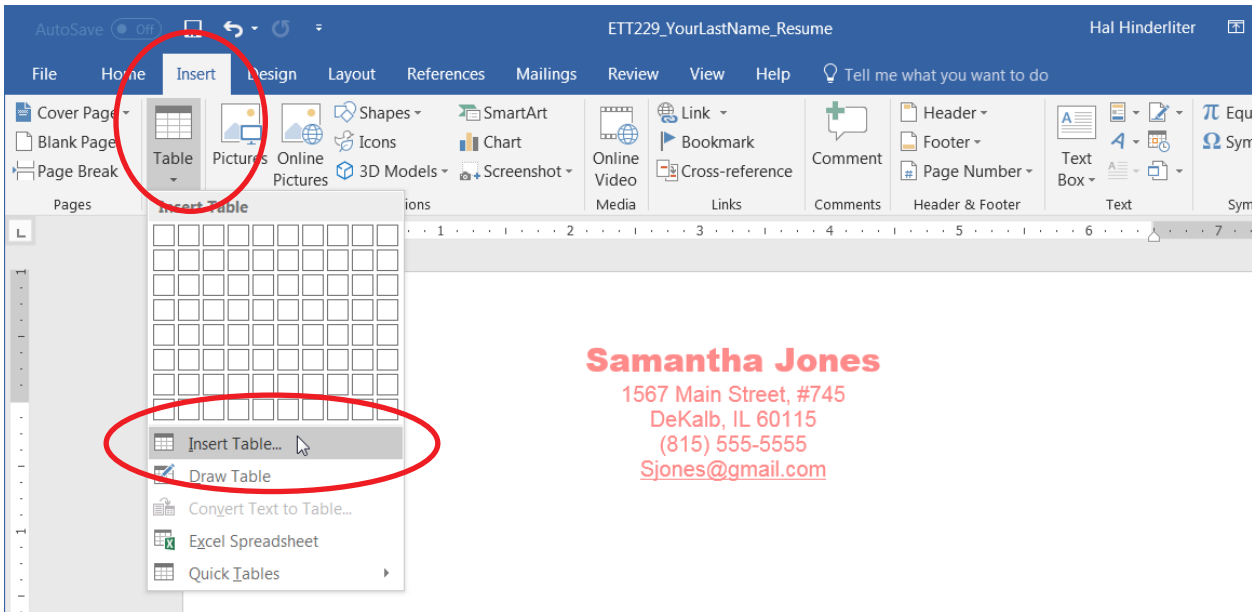


14) Your header is complete. Switch to the **Design** tab (beneath the words "Header & Footer Tools"), then click the **Close Header & Footer** button.

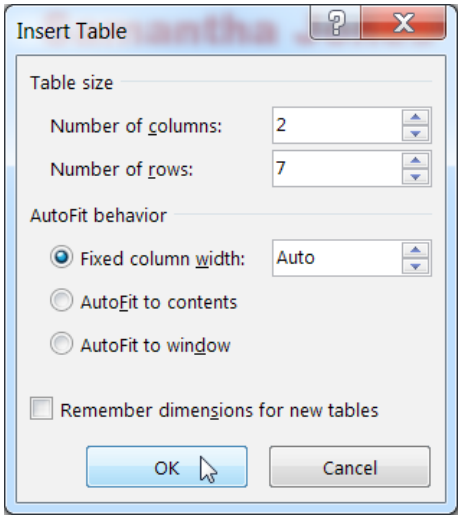


Section F: Insert then customize a table

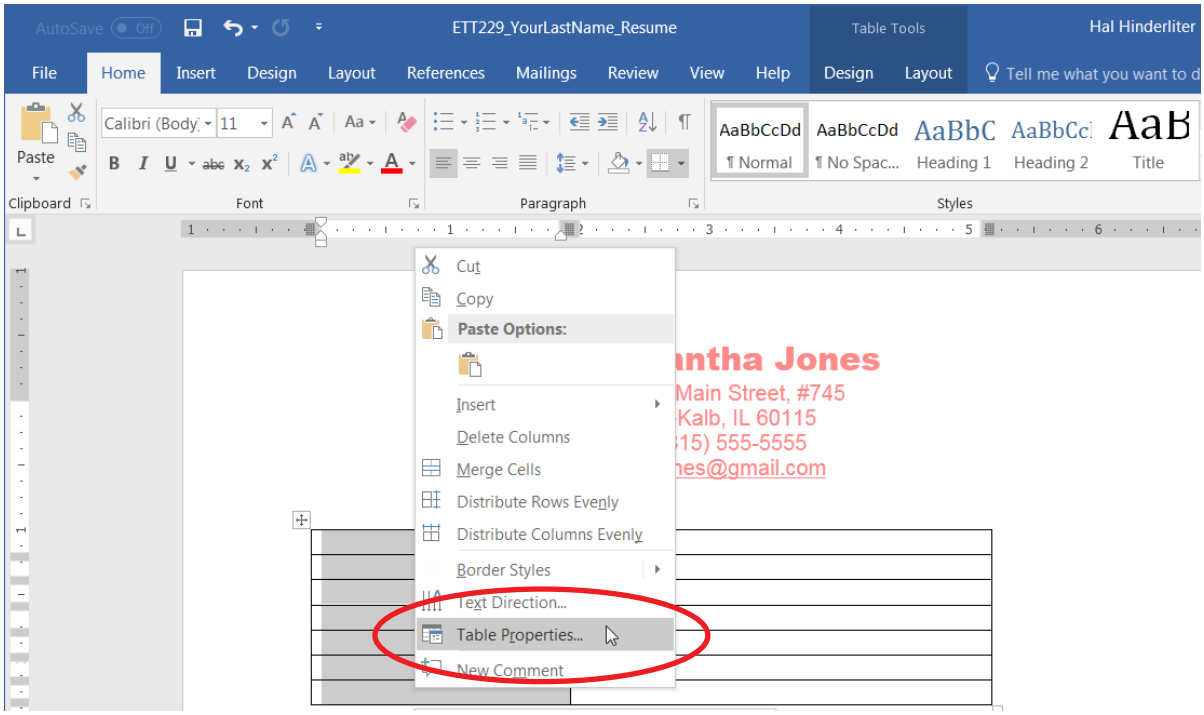
15) From the **Insert** tab: choose **Table**, then select **Insert Table**.



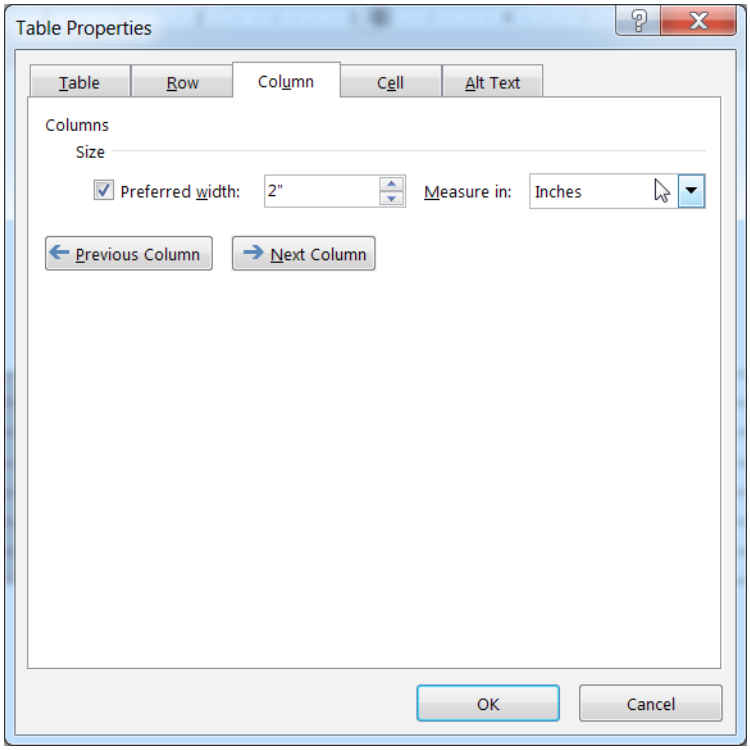
16) In the resulting dialog box, set the **number of columns** at 2 and the **number of rows** at 7. Click **OK**.



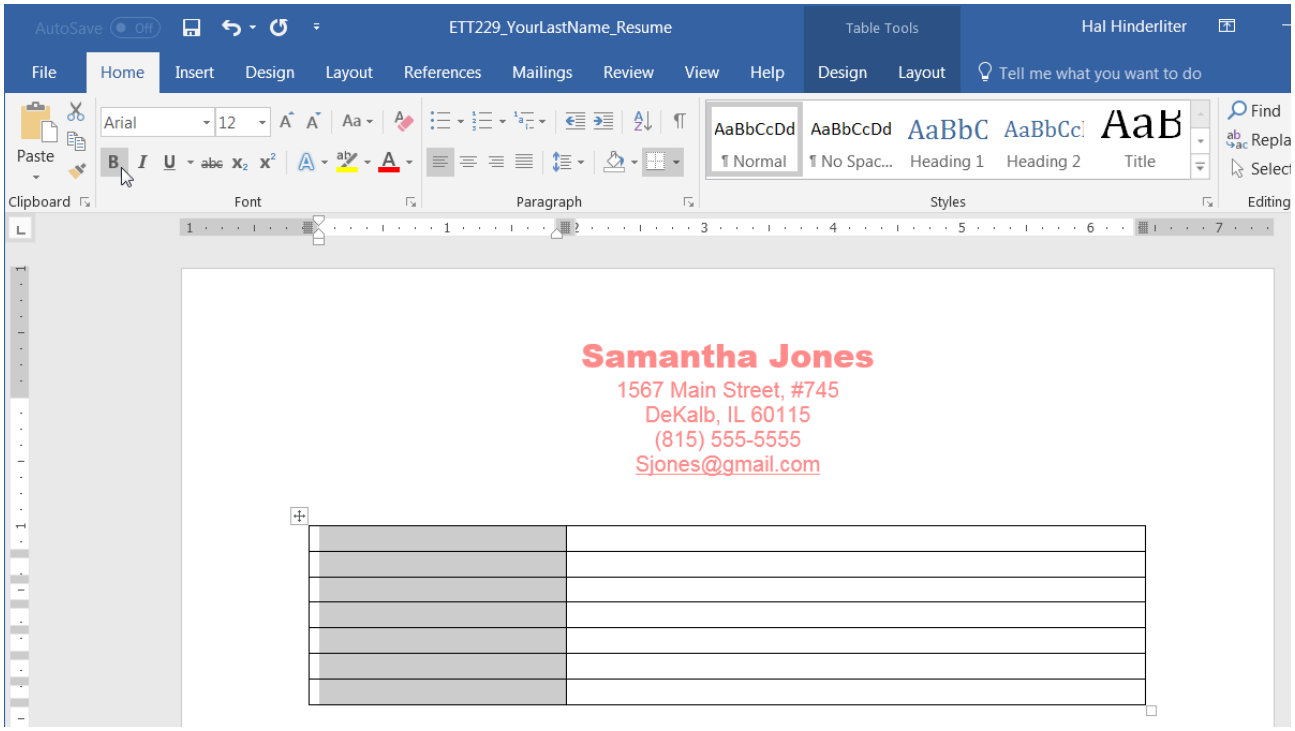
17) Click-and-drag with your mouse to highlight all the cells in the first column. Next, right-click on the table to select **Table Properties** from the contextual menu.



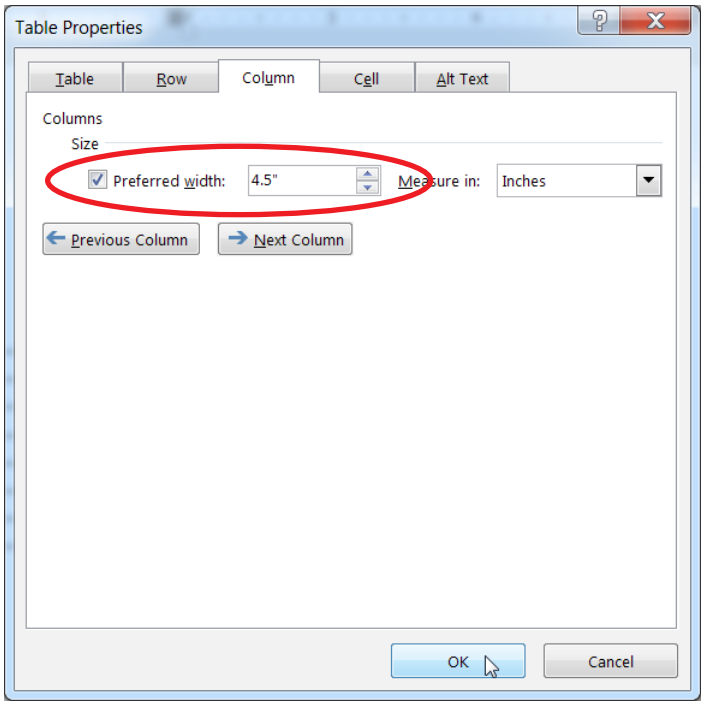
18) In the resulting Table Properties dialog box, use the Size setting within the Column group to set a **width** of 2".



19) With all the cells in the first column still highlighted and the **Home** tab selected, use the dropdown menus to set the **font** as Arial (plain) with a **font size** of 12 points. Change the **font color** to the same color you chose for your name. Finally, click on the **Bold** button.

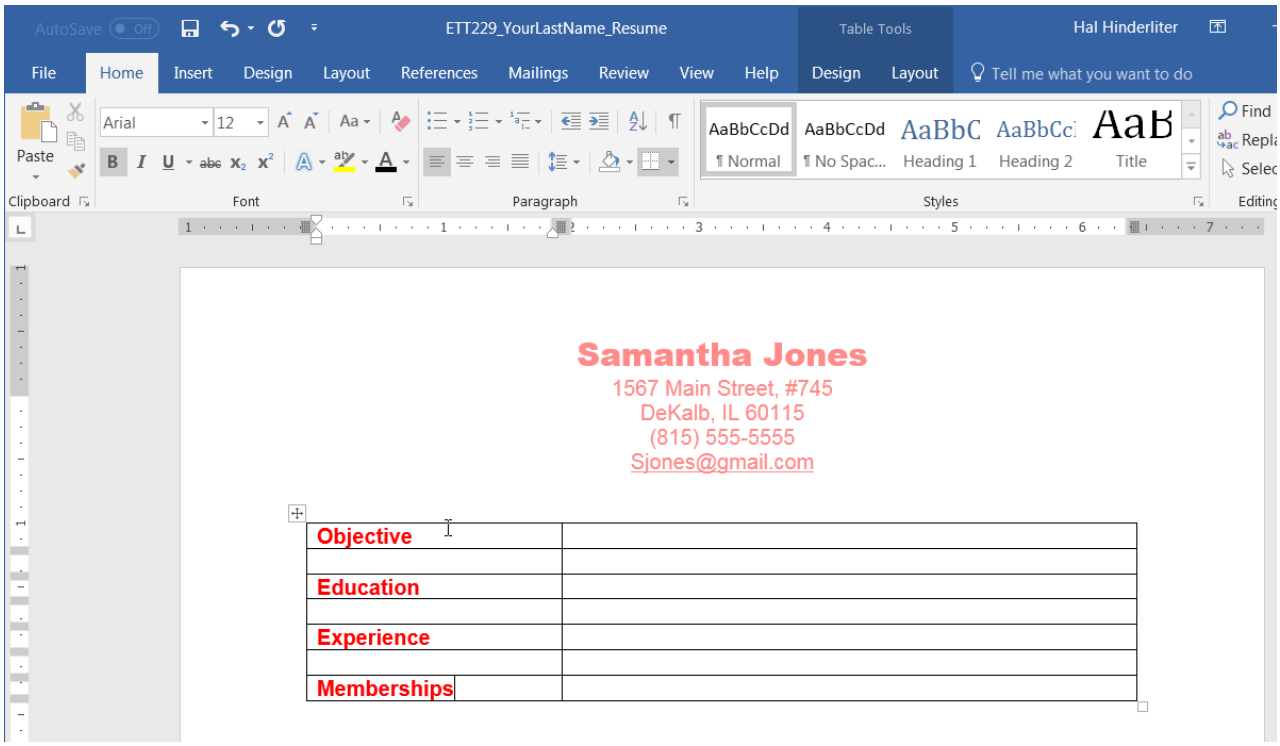


20) Click-and-drag with your mouse to select all the cells in the *second* column. Once again, right-click on the table to select **Table Properties** from the contextual menu. Set Column 2 to have a **width** of 4.5".



21) With all the cells in the second column still highlighted and the **Home** tab selected, use the dropdown menus to set the **font** as Arial (plain) with a **font size** of 12 points. Set the **font color** to black.

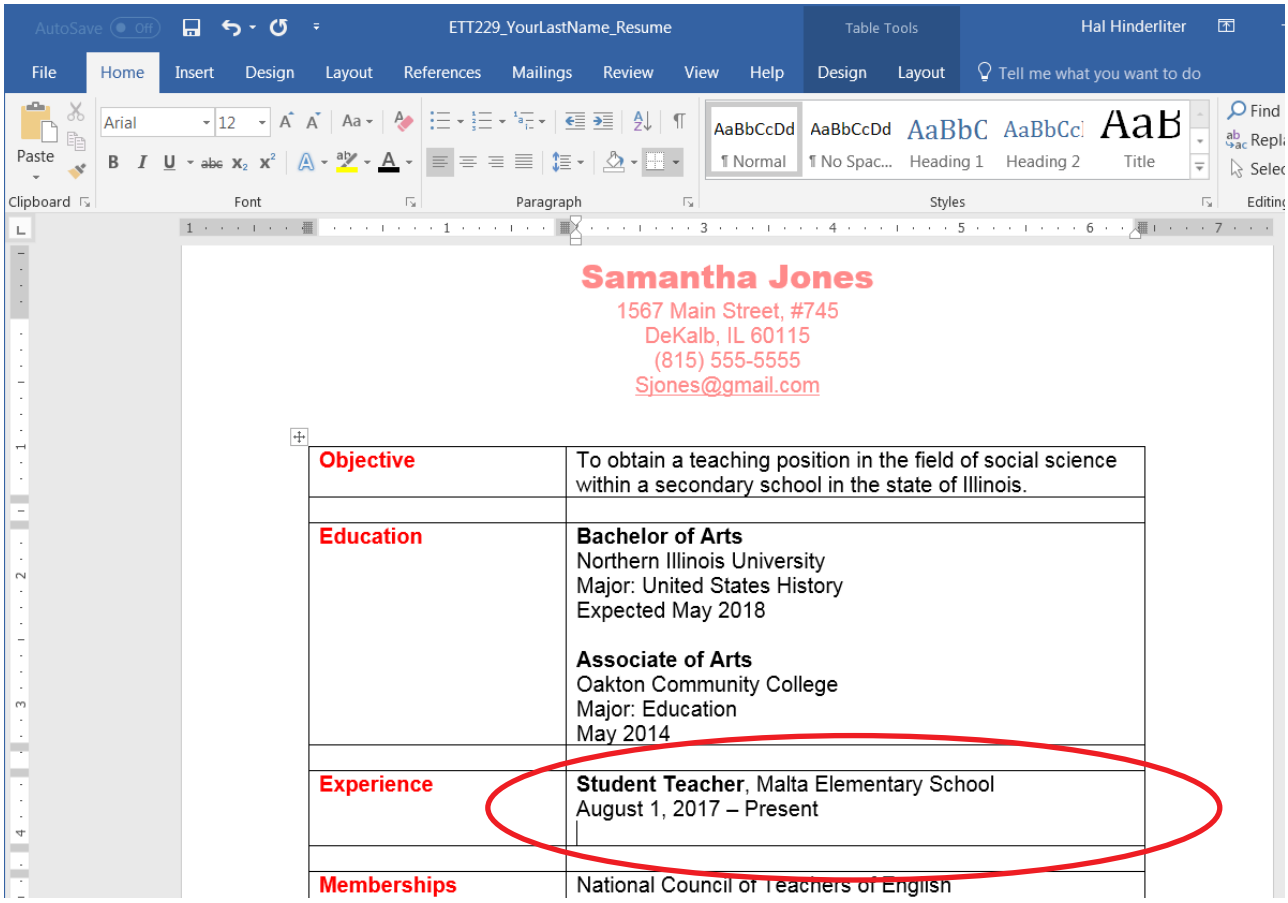
22) Click within the first cell in the upper left-hand corner of the table, then type the word **Objective**. In the third cell of the first column, type the word **Education**. In the fifth cell of the first column, type the word **Experience**. In the final cell of the first column, type the word **Memberships**.



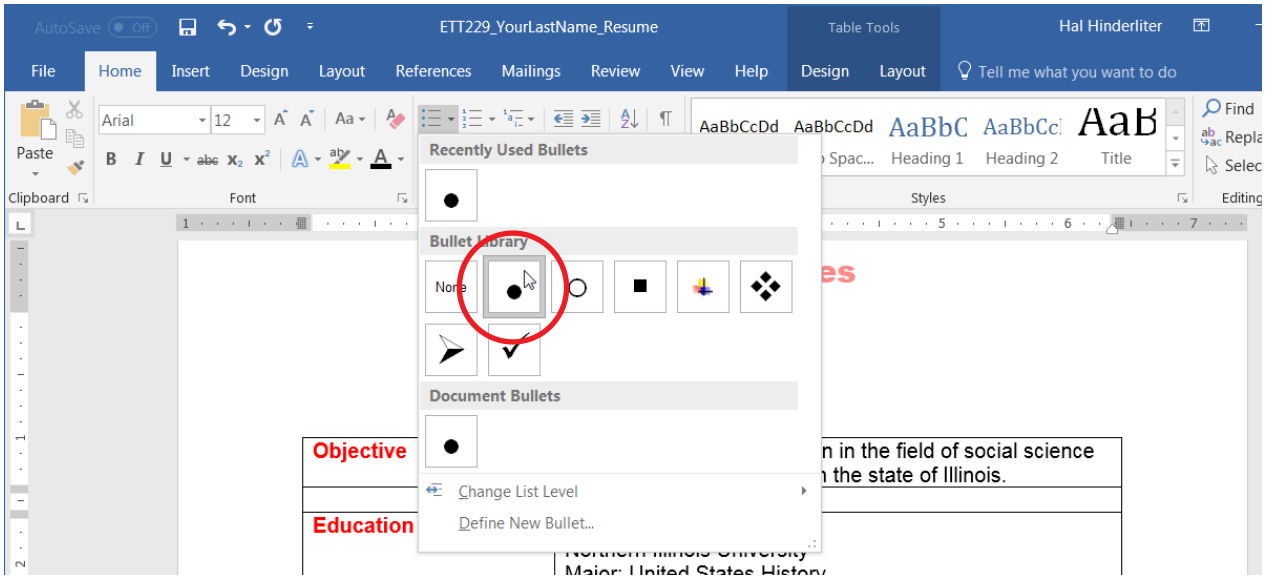
23) Click within the cell to the right of Objective, and type in your own personal employment objectives. (See the sample for inspiration, but then come up with your own text.) Do the same for the cell to the right of the word Education, and also for the cell to the right of the word Memberships (skip the Experience cell for now). You might not currently belong to any professional associations, but you should still list two or more that would be appropriate for your field. (Until you actually belong to these associations, be sure to update this resume before you give it to potential employers!) Follow the sample's example of how to format these entries.

Section G: Insert a bulleted list into a table

24) In the cell to the right of the word Experience, type the title of your most recent job position followed by the company's name. Highlight the job title, then click the **Bold** button. Next, press the **Enter** key to create a new line. Type the dates when you were employed at this job, then press **Enter** again to create another new line.

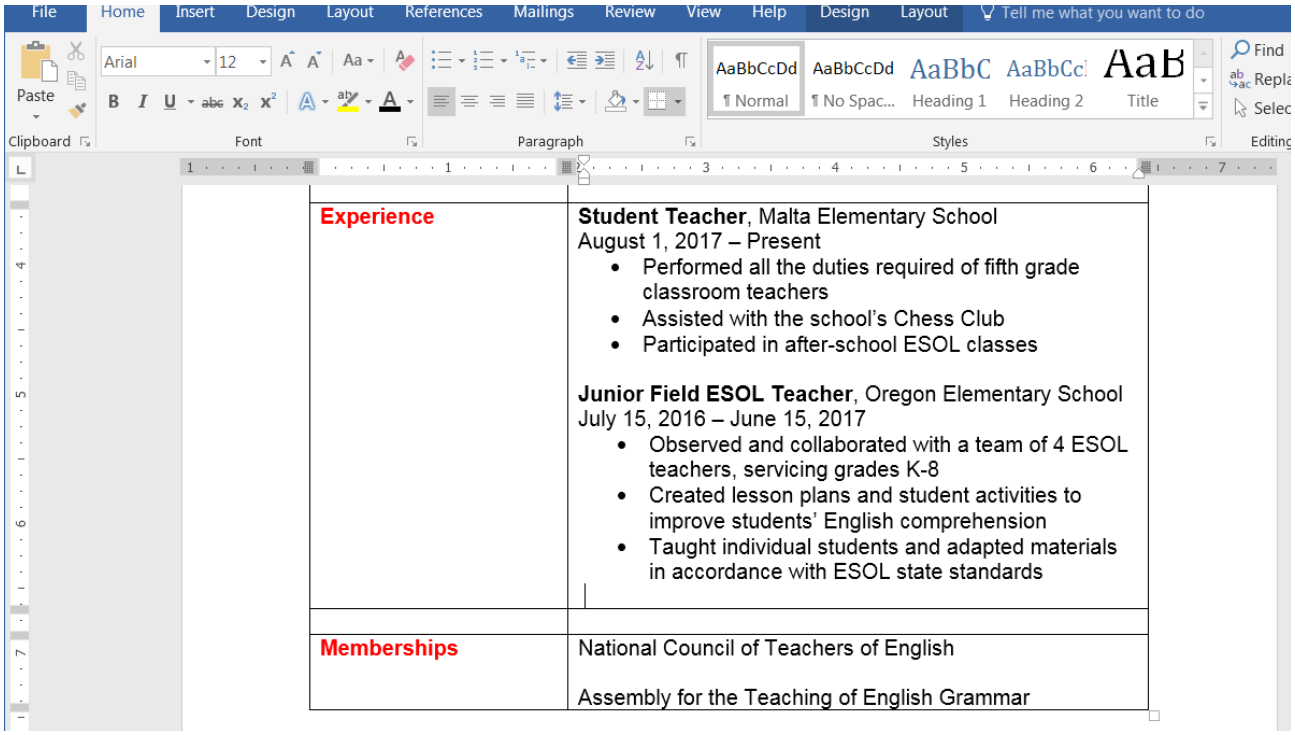


25) From the **Home** tab: click the drop-down menu arrow on the **Bullets** button, then select a bullet style.

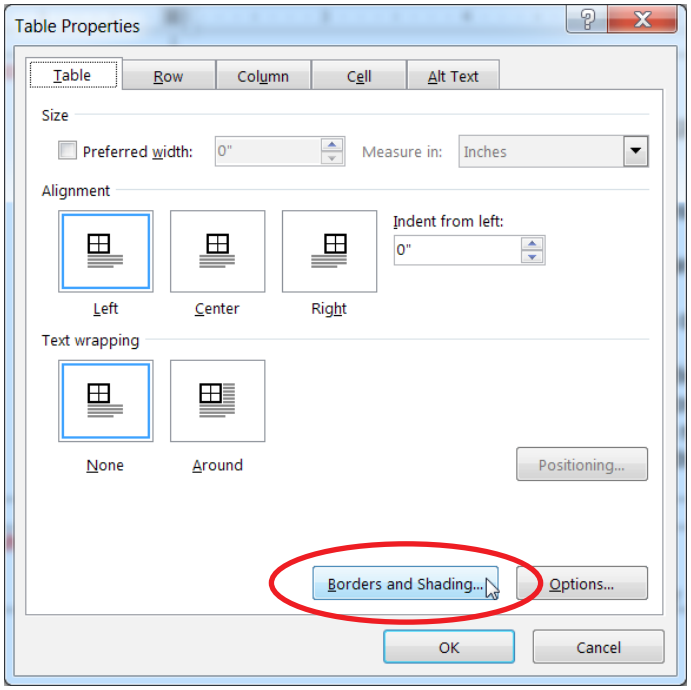


26) Type a list of your responsibilities from that job position, then press **Enter** again. Deselect the **Bullets** button to remove the bullet from the blank line.

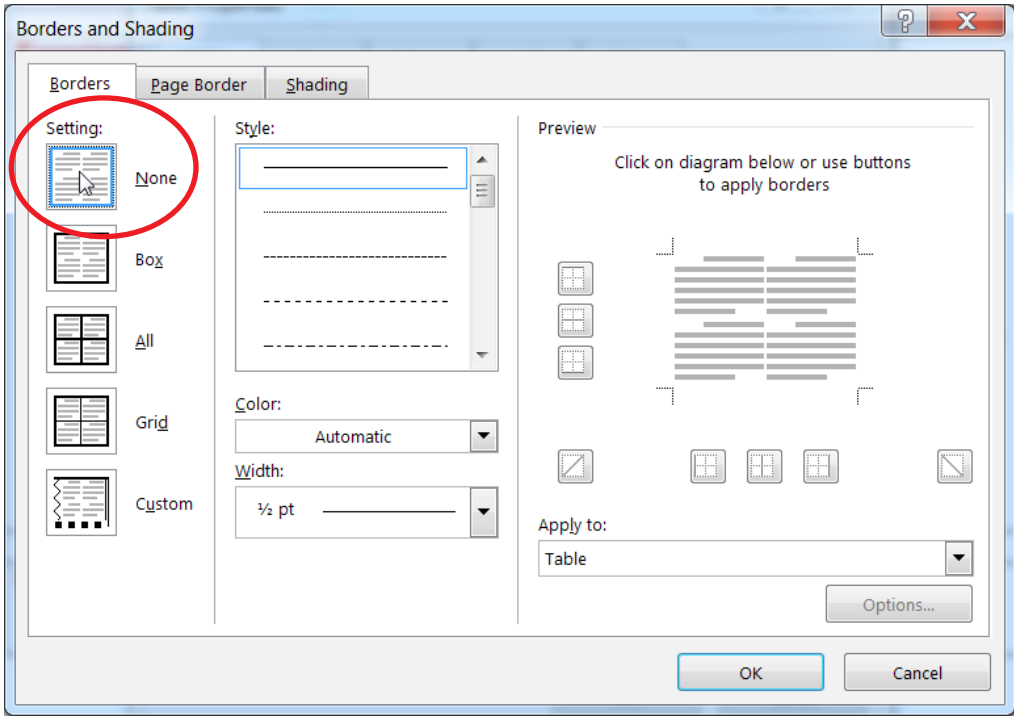
27) Press **Enter** again to create another new line. Repeat steps 24-26 for any other work experience you'd like to include (list the newer positions first).



28) Next, remove the border from the table for a cleaner appearance. Click your cursor inside of any cell within the table, then right-click on the table to select **Table Properties** from the contextual menu. From that dialog box, select the **Table** tab then click on the **Borders and Shading** button.

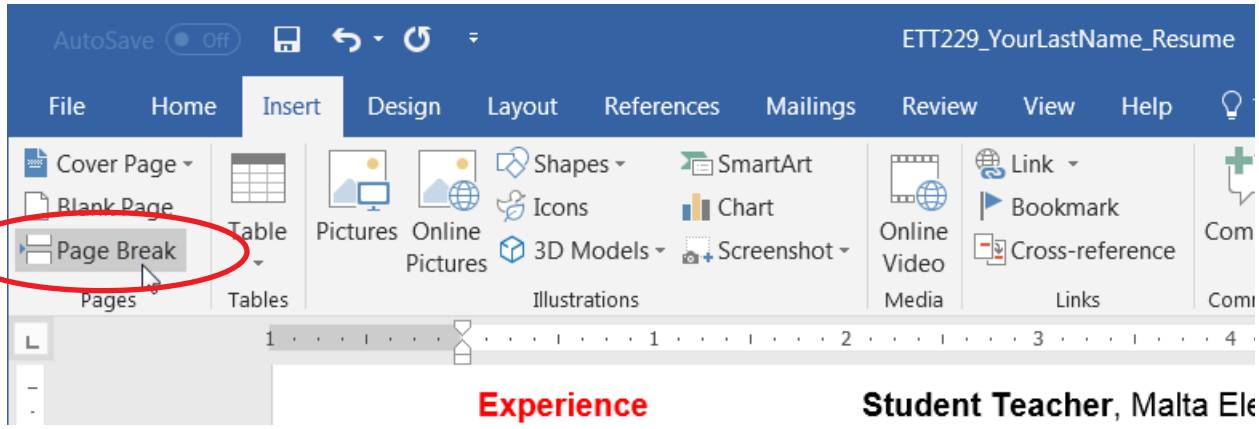


29) Within the Borders and Shading dialog box, click on the **None** button (from the Settings section within the Borders group) to make the table borders invisible. Click **OK** to close the Borders and Shading dialog box, then click **OK** again to close the Table Properties dialog box.

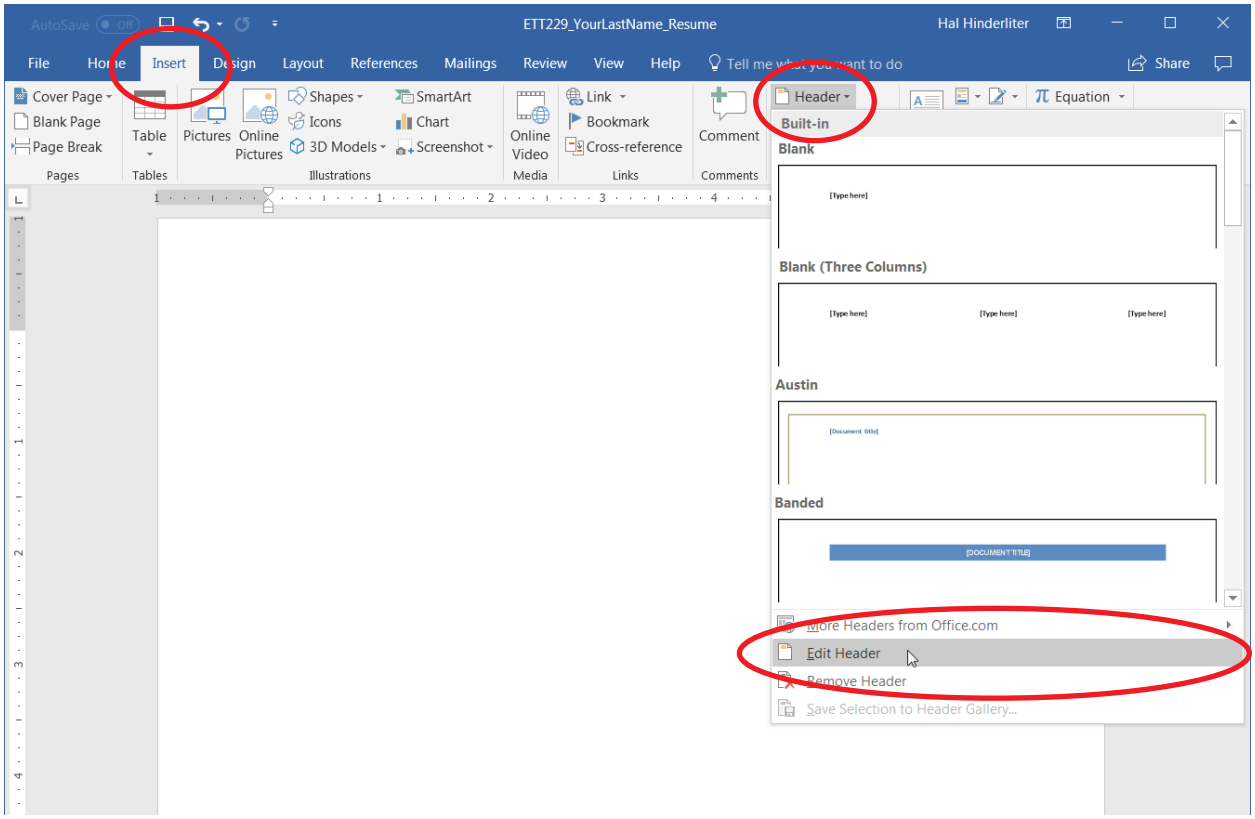


Section H: Create the second page

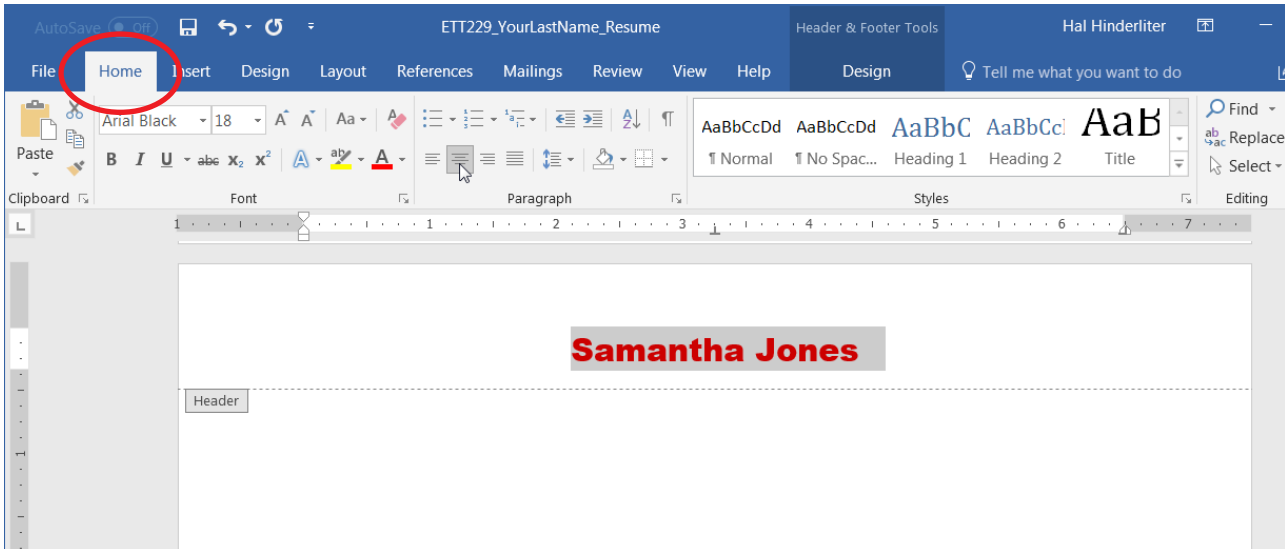
30) The second page of your resume will list your references (people who can vouch for your work performance and character). If you don't currently have any professional references, you can list family members or friends. To create the second page, click to place your cursor just below your last entry in the Membership section (so that your cursor is positioned outside the table). From Word's **Insert** tab, select **Page Break**.



31) With your cursor now positioned at the top of a new page, click on Word's **Insert** tab. From the **Header** button's drop-down menu, select **Edit Header**.

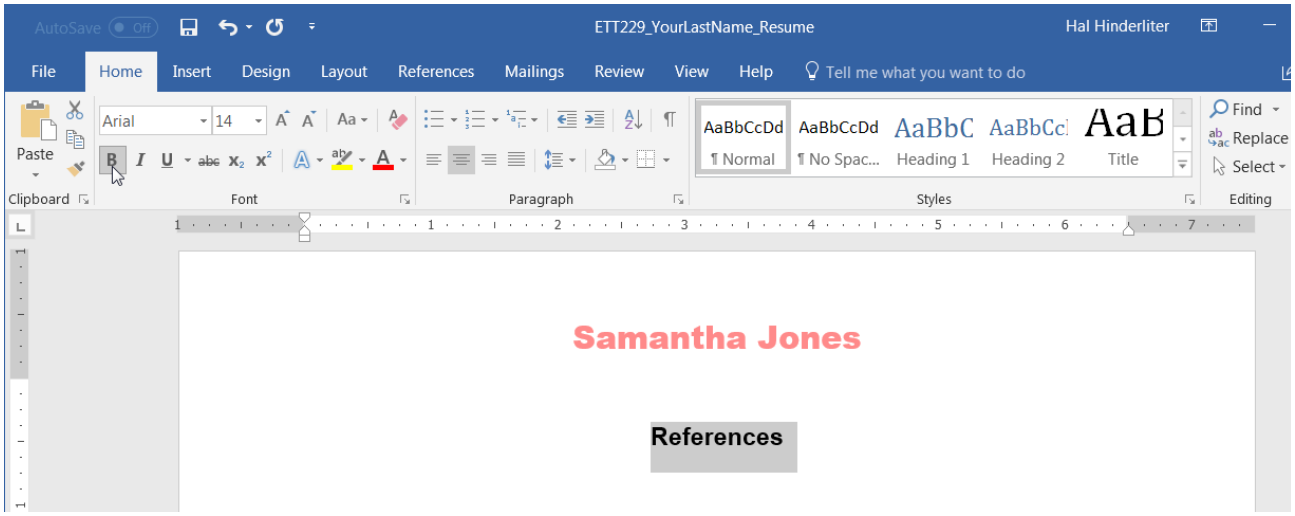


32) Type your name, then click on the **Home** tab. Click and drag with your mouse to highlight your name, then use the Home tab's tools to change the **font** to Arial Black, with a **font size** of 18 points. Select the same **font color** used for your name on the first page, then choose the **Center** alignment button.

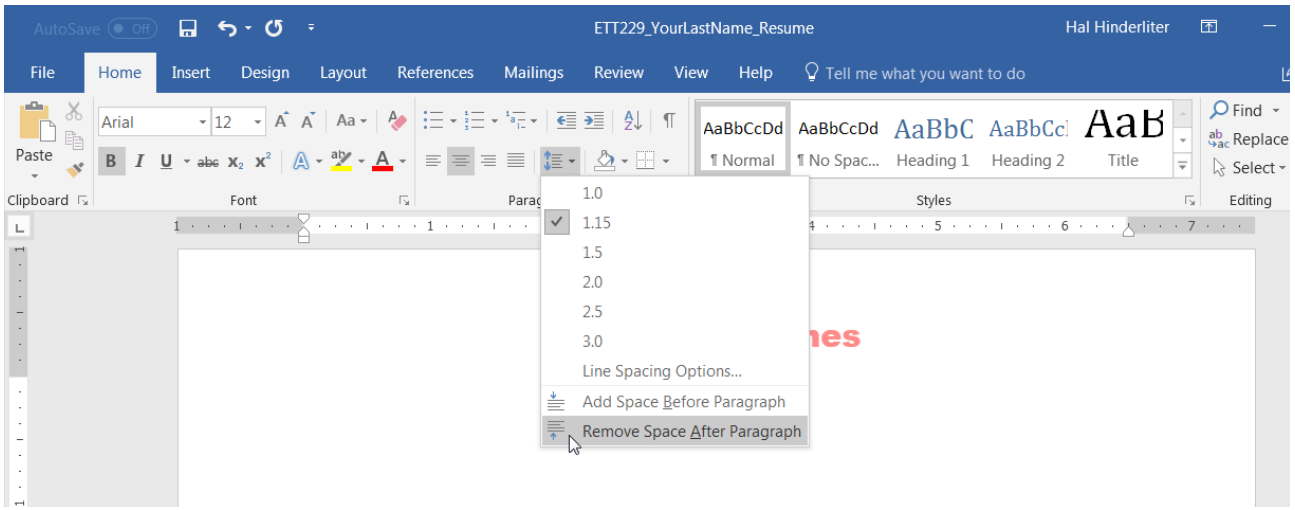


33) Switch to the **Design** tab (beneath the words "Header & Footer Tools"), then click the **Close Header & Footer** button.

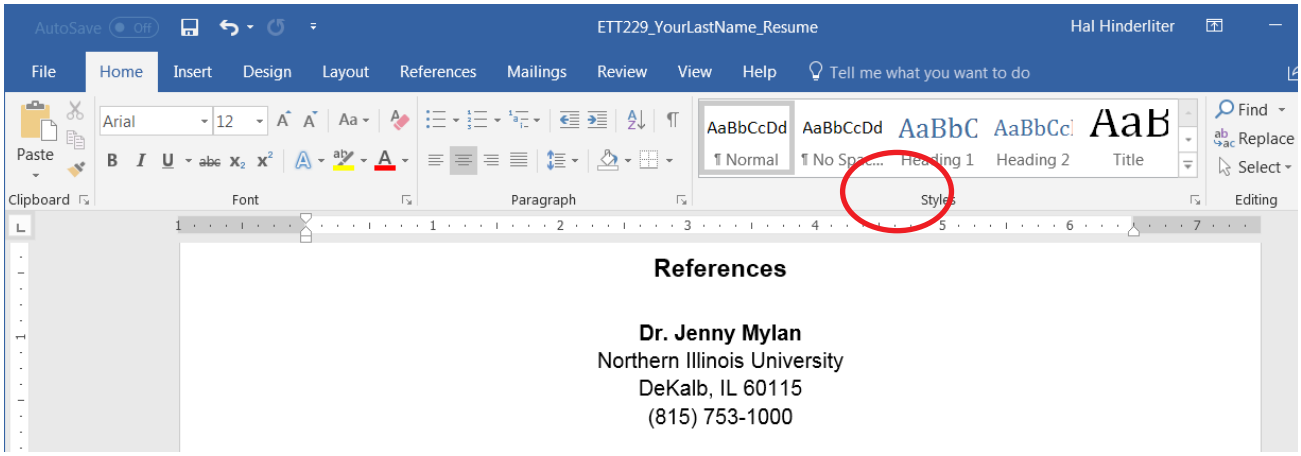
34) Press the **Enter** key to create one blank line below your header, then type the word "References." Highlight the word, then use the Home tab's tools to change the **font** to Arial (regular), with a **font size** of 14 points. Click the **Center** alignment button, then make the text **Bold**.



35) Click on the **Line and Paragraph Spacing** icon, then choose **Remove Space After Paragraph** from the drop-down menu. Press the **Enter** key twice to move down two lines, then change the **font size** to 12 points.



36) Type the name of your first reference. Press **Enter** to move to the next line, then deselect the Bold button but leave the alignment centered. Type in the address and phone number for this reference.

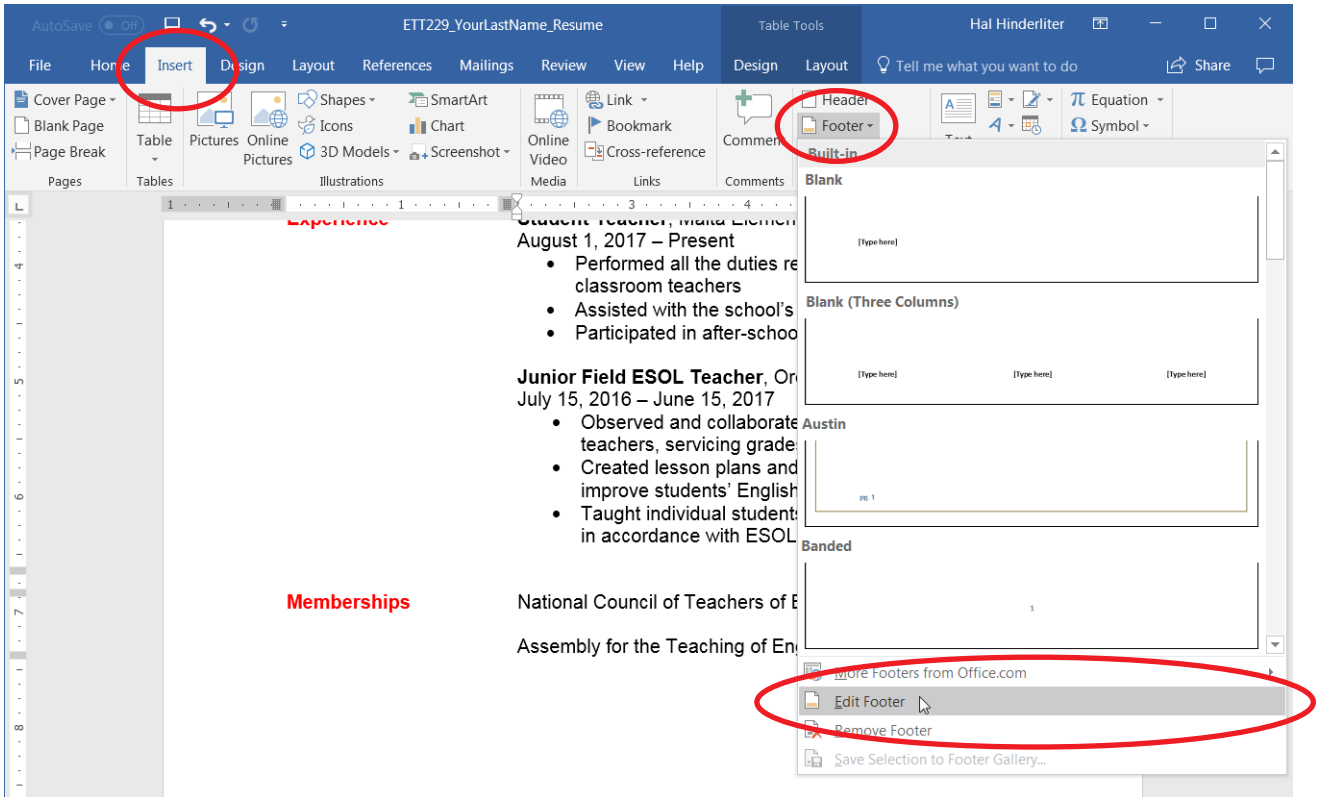


37) Press the **Enter** key twice to move down two lines, then click the **Bold** button (from the Home tab tools). Type the name of your second reference. Deselect the Bold button but leave the alignment centered. Press **Enter** to move to the next line, then type the address and phone number for your second reference.

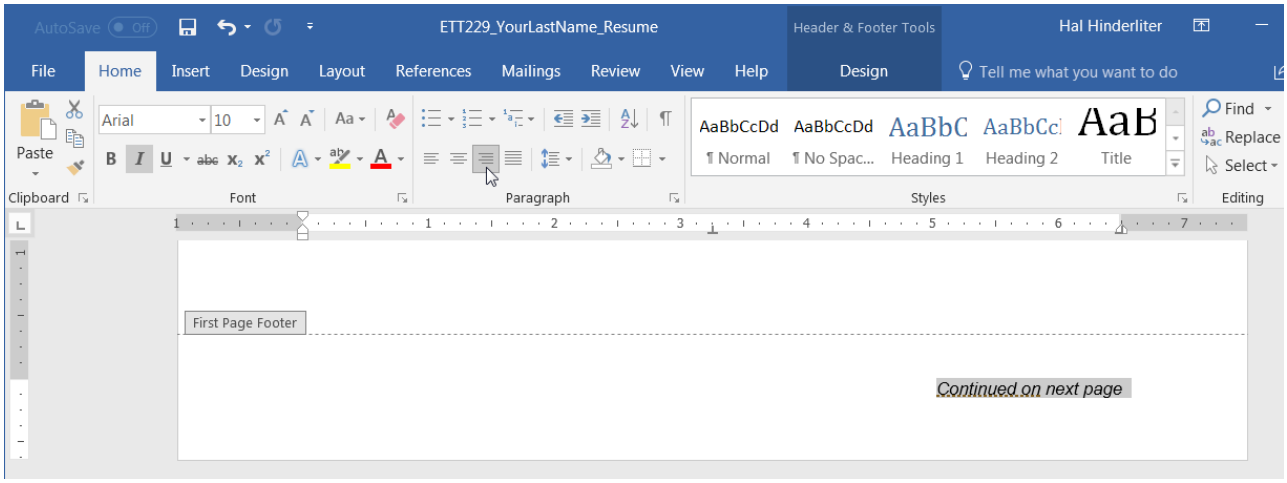
38) Repeat step #36 to enter your third reference.

Section I: Create a footer on your first page

39) Click your cursor within one of the table cells on the first page of your resume. From the **Insert** tab, choose **Footer**, then **Edit Footer**.



40) Type the words “Continued on next page” into your footer. Highlight the text, then switch to the **Home** tab. Use the Home tab’s tools to set the **font** as Arial (regular) with a **font size** of 10 points. Click on the **Italics** button, then click the **Right** alignment button.



41) Switch to the **Design** tab (beneath the words “Header & Footer Tools”), then click the **Close Header & Footer** button.

42) Save your file one last time. You’re done!

End of Job Aid