



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Introduction to MS Word 2007

Objective: Learn How to Format a Resume in Word 2007

1. Overview of Word 2007 Interface

- Quick Access Toolbar
- Ribbon (Tabs & Groups)

2. Formatting a Document

Tips for using MS Word efficiently

- Selecting/highlighting text
- Moving Around using Home, End, Page up & Page Down
- Aligning Text: left, centre and right align
- Bold, italics & underline
- Changing font size
- Bullets: inserting bullets and changing bullets style
- Borders: inserting borders, changing border width and border style

3. Editing a Document

- Indenting: increase & decrease indent
- Spelling and Grammar Check
- Using Show / Hide to edit documents
- Status Bar
- Copying and moving text
- Changing margins

4. Printing a Document

- Print Preview
- Printing: using the Print Dialogue Box

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