



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Intermediate MS Word 2007

Objective: Learn How to Format a Resume using a table

1. Efficient Shortcuts

- Edit + Select All
- Shift and Click
- Format Painter

2. Page Numbering

- Inserting Page numbers
- Positioning page numbers

3. Using Find and Replace feature

4. Headers & Footers

- Create Headers
- Create Footers
- Edit Headers and Footers
- Switching between headers and footers

5. Tables

- Create a Table
- Format a Table
- Moving around in a table (Tab, Ctrl + Tab)
- Insert rows
- Insert Columns
- Remove Borders

TIMES CHANGE WOMEN'S EMPLOYMENT SERVICE 365 BLOOR STREET EAST, SUITE 1003, TORONTO, ONTARIO M4W 3L4
TEL: 416-927-1900 FAX: 416-927-7212 EMAIL: women@timeschange.org WEBSITE: www.timeschange.org

