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WORD 2016

2 Creating a Résumé in a Table

A table is one of the most useful tools for organizing and formatting all sorts of information, from résumés to travel schedules. Tables are flexible and easy to use. There are many features that let you set up, modify, and format tables. In this chapter, you will merge and split table cells; align table text; apply table styles; and insert, delete, and resize rows and columns.

LEARNING OBJECTIVES

- Create a table
- Build an effective résumé in a table
- Select data in a table
- Format tables
- Apply table styles
- Use a template to create a résumé

CHAPTER TIMING

- Concepts/Develop Your Skills: 1 hr 30 mins
- Self-Assessment: 20 mins
- Total: 1 hr 50 mins

PROJECT: LANDING THE PERFECT JOB

Your cover letter is complete, and now it's time for your résumé. You are pursuing a position in retail computer sales. You need to summarize your qualifications and experience, focusing on skills that target the position you are applying for. You also need to demonstrate that your skills fit the needs the employer has expressed. You decide to use a table for your résumé since it will make your résumé easy for a hiring manager to quickly read.

You also intend to make as many professional contacts as possible in the next few months, and using a table to track those contacts will be very helpful. You'll take advantage of the table's Sort feature to organize the data and apply formatting that will make it attractive and, more important, easy to read.

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What's Important in a Résumé?

The purpose of a résumé is to win an interview. Many hiring managers will take less than a minute to review a résumé; therefore, your résumé needs to immediately capture the reader. It needs to be dynamic, targeted, and designed to emphasize your experience, qualifications, and skills, particularly those that transfer to the job. Like the cover letter, one page is generally preferred.

There are three primary types of résumés: *chronological*, *functional*, and *combination*. A chronological résumé assumes you are continuing along a career path, listing your most recent position first. It is good for showing your growth within a profession. A functional résumé is skill and accomplishment based. It can be used by those just out of school, career changers, or those with gaps in their employment history. A combination résumé is a combination of chronological and functional, listing your skills and experience first, followed by your employment history.

Introducing Tables

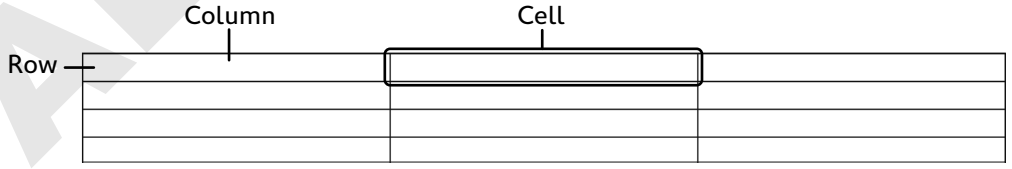
Tables provide a convenient method for organizing and aligning data in an easy-to-read format, and they afford a nice way to break up a text-heavy document. Formatting with table styles adds flair to your documents, and tables draw your reader's attention to key items.

Just as with most actions on a computer, there are multiple ways to insert a table. You can use the Table button on the Ribbon, the Insert Table dialog box, and the Quick Tables gallery. You can even convert tabular columns to a table.

Contextual tabs appear in context with the task you are performing. A lot of features use contextual tabs. With tables, contextual tabs appear on the Ribbon when the insertion point is in a table.

View the video "Creating Tables."

Tables are organized in columns and rows. Where columns and rows intersect, they form a rectangle known as a cell.



Navigating and Selecting Data in a Table

You can move the insertion point by clicking in a cell, or you can use keystrokes for navigating. Here are the keystrokes you are likely to use most often:

- Tab for moving to the next cell
- Shift + Tab for moving to the previous cell

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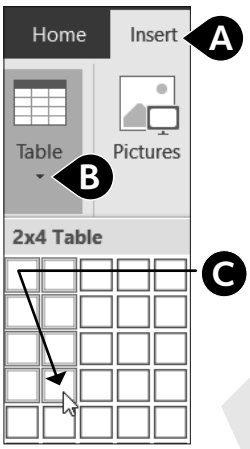
Just as in a regular text document, if you want to format or modify something in a table, you select it first. The mouse pointer changes shape depending on whether you're selecting a cell, row, column, or the entire table.

View the video "Selecting Data with the Mouse."

DEVELOP YOUR SKILLS: W2-D1

In this exercise, you will insert a table in a document and use selection and navigation techniques. Then you will enter data in your table.

1. Start Word and create a new document using the **Single Spaced (Blank)** template.
2. Navigate to your **Word Chapter 2** folder and save the document as **`W2-D1-StellaResume`**.
3. Choose **Home→Paragraph→Show/Hide** ¶ to display formatting marks.
4. Follow these steps to insert a **2×4** table from the Ribbon:



Ⓐ Click the **Insert** tab.

Ⓑ Click the **Table** button.

Ⓒ Drag in the grid and click the fourth cell in the second column.

5. Apply the following selection techniques:
   - Use the selection arrow to select a row.
   - Click the **move** handle in the upper-left corner of the table to select the entire table. (The insertion point or the mouse pointer must be in the table for the move handle to appear.)
   - Use the down-pointing black mouse pointer to select a column.
6. Deselect by clicking anywhere in the table and then use the following notes to navigate in a table:
   - Use Tab and Shift+Tab to move forward and back one cell at a time.
   - Position the insertion point at the end of a row (not the last row) and tap Tab to move to the beginning of the next row.
   - Press Alt+Page Up to move to the top of the column.
   - Press Alt+Page Down to move to the end of the column.

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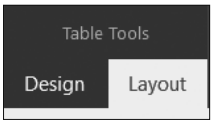
7. Enter the following information:

Stella·Martin¶ 127·Stevens·Street¶ Cleveland,·OH··44113¶ 216-555-1212¶ SSMartin5@yahoo.com¤	¤
OBJECTIVE¤	¤
QUALIFICATIONS¤	¤
EXPERIENCE¤	¤

8. Save the document.

Modifying a Table

Whenever you click in a table or select cells, rows, or columns, the contextual Layout tab appears. All the features you'll need to modify your table's structure are located here. Also, some of these features are available in the pop-up menu when you right-click in a table.



Inserting Rows and Columns

You can insert new columns and rows in an existing table. If you want to insert multiple rows or columns, you must first select the same number of existing rows or columns as you want to insert. For example, to insert two new rows, select two existing rows first. You can also add a row to the bottom of a table with a tap of the Tab key when the insertion point is in the last table cell.

A quick and easy way to insert a single row or column is with the insert control that appears when the insertion point is in the table and the selection arrow is pointing between rows or columns.

☰ Table Tools→Layout→Rows & Columns | Right-click in the table and choose Insert

Merging/Splitting Cells and Aligning Data

You can merge two or more adjacent cells in the same row or column into a single cell. The merge option is often used to create a heading row that spans the width of the table. You can also split a single cell into multiple cells.

You can split the entire table, if desired. The first step is to position the insertion point anywhere in the row that you want to become the first row of the second table. Then, execute the Split Table command. When formatting marks are visible, you will see a paragraph between the two tables. To rejoin the table, delete the paragraph symbol.

☰ Table Tools→Layout→Merge→Merge Cells *or* Split Cells | Right-click in the table and choose Merge Cells *or* Split Cells

☰ Table Tools→Layout→Merge→Split Table

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Aligning Table Data

You can align data horizontally or vertically, and you can change the direction of text. You can also modify the cell margins thereby customizing the spacing between cells.

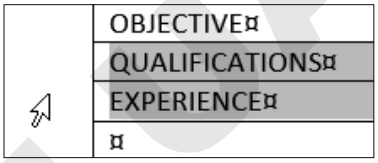
Table Tools→Layout→Alignment

DEVELOP YOUR SKILLS: W2-D2

In this exercise, you will use several techniques to insert and delete rows. You will also merge cells and align data within cells.

1. Choose **File→Save As** and navigate to your **Word Chapter 2** folder.
2. Name the file **`W2-D2-StellaResume`**.
3. Make sure the insertion point is in the table.
4. Move the mouse pointer to the left edge of the table between the first and second rows until the insert control appears as shown.

5. Click the **insert control** to add a row to the table.
6. Position the insertion point in the last table cell (last column, last row) and then tap Tab to generate a new row.
7. Use the selection arrow in the left margin to select the *QUALIFICATIONS* and *EXPERIENCE* rows.



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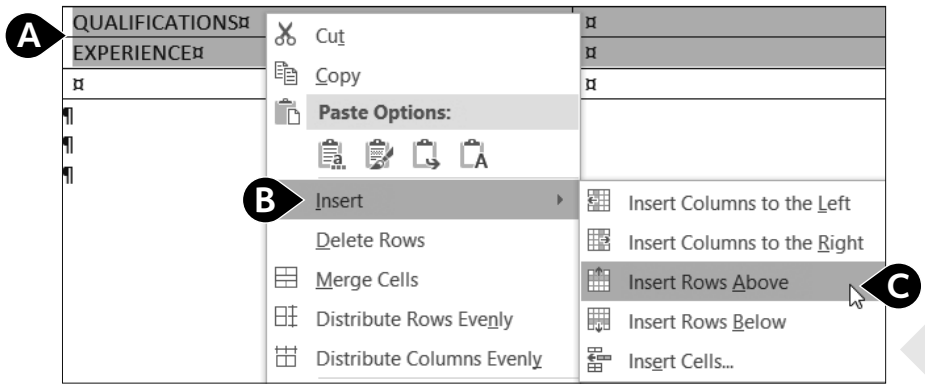
8. Follow these steps to insert two rows in the table:



Ⓐ Position the mouse pointer within the selected rows and right-click to display the menu.

Ⓑ Drag the mouse pointer to the **Insert** command.

Ⓒ Choose **Insert Rows Above** from the submenu.

9. Select the second blank row, position the mouse pointer in the selected row, and right-click to display the menu.
10. Choose **Delete Rows** from the menu.
11. Use the selection arrow to select the *EXPERIENCE* row and then click the right mouse button in the selected row.
12. Choose **Insert** from the menu and then choose **Insert Rows Above** from the submenu.
13. Use the **insert control** to insert another row at the bottom of the table.
14. Position the selection arrow to the left of the first row and click to select the row.
15. Choose **Table Tools→Layout→Merge→Merge Cells** .
16. Choose **Table Tools→Layout→Alignment**.

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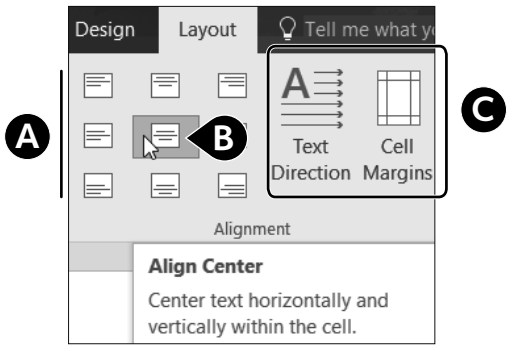
17. Follow these steps to center the heading data:



Ⓐ Hover the mouse pointer over the buttons in the group on the left and notice the ToolTips that describe the alignment options.

Ⓑ Choose the **Align Center** option.

Ⓒ Hover the mouse pointer over the two buttons on the right and read the ToolTips.

18. Save the file.

Sizing Columns and Rows

There are a number of techniques for resizing columns and rows. The adjust pointer, which is a double-headed arrow, appears whenever you position the mouse pointer on a row or column gridline. You can adjust the column width or row height by dragging the gridline. The Cell Size group in the contextual Table Tools' Layout tab provides handy tools for precise sizing.

☰ Table Tools→Layout→Cell Size

DEVELOP YOUR SKILLS: W2-D3

In this exercise, you will continue modifying the table by resizing columns and rows. Then you will finish entering data in the résumé.

1. Save your file as **`W2-D3-StellaResume`**.
2. Choose **View→Show→Ruler**.

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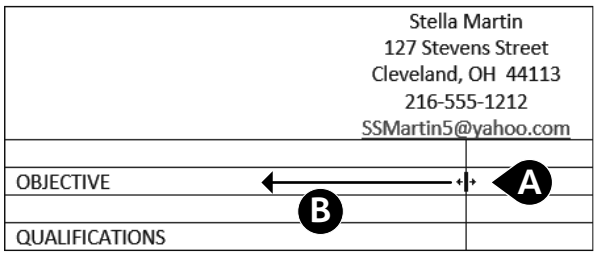
3. Follow these steps to narrow the left column:



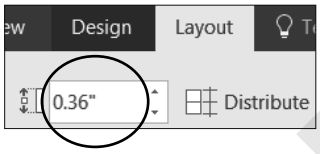
   A Position the mouse pointer on the center vertical gridline; it changes to the adjust pointer (a double-headed arrow).

   B Drag left until the column is approximately 1½" wide. You can use the ruler at the top of the page as a guide.

4. Position the mouse pointer on the bottom border of the *OBJECTIVE* row and notice the adjust pointer is a double-headed arrow pointing up and down.

5. Drag down a bit to increase the row height and then position the insertion point in the *OBJECTIVE* row.

6. Choose **Table Tools→Layout→Cell Size** and hover the mouse pointer over the buttons to observe their purpose.



7. Position the insertion point in the next row and notice the default row height is 0.18".

8. Position the mouse pointer in the *OBJECTIVE* row, then click in the **Table Row Height** field, type **`0.18`**, and tap Enter.

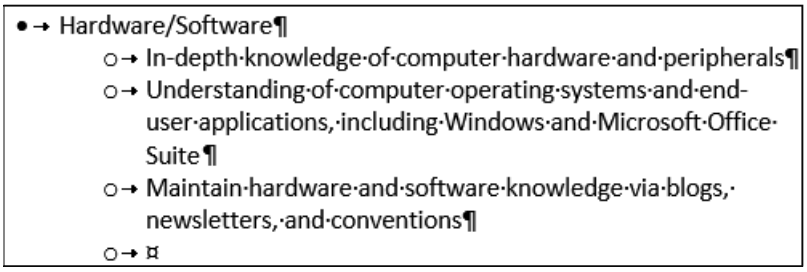
9. Position the mouse pointer in the second cell of the *OBJECTIVE* row and type **`Retail Computer Sales`**.

10. Position the insertion point in the second cell of the *QUALIFICATIONS* row.

11. Choose **Home→Paragraph→Bullets** and type **`Hardware/Software`** Enter.

12. Choose **Home→Paragraph→Increase Indent**.

13. Complete the list, including the last bullet:



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14. Choose **Home→Paragraph→Decrease Indent**.

15. Type the following list, remembering to use the **Increase Indent** button to demote:

- Sales
  - Ability to build good customer relations
  - Good presentation skills
  - Familiar with sales proven strategies
  - Ability to close the sale

16. Position the insertion point in the second cell of the *EXPERIENCE* row and type **`Sales Intern, Best Computers (Summers, 2013–2016)`** Enter.

17. Type the remaining lists, remembering to use **Increase Indent** and **Decrease Indent** to demote and promote bullet points:

Sales Intern, Best Computers (Summers, 2013–2016)
- Presales
  - Prepared demonstrations describing hardware and software features and benefits
  - Prepared proposals and sales contracts
- Sales
  - Sold various brands of PCs, tablets, notebooks, including IBM, Hewlett-Packard, Compaq, and Macintosh
  - Recommended software based on customer needs
  - Performed follow-up activities necessary to close sales
  - Closed difficult deals and exceeded sales goals
  - Assisted in promotional events
  - Recognized as Intern of the Month on three occasions
- Post Sales
  - Scheduled delivery and installation and implemented training schedules
  - Followed up with customers to ensure satisfaction

18. Position the insertion point in the first cell of the last row and type **`EDUCATION`**.

19. In the second cell of the *EDUCATION* row, type **`Computer Science Graduate, Case Western University`**.

20. Choose **File→Print** to view your document in the Print screen.

21. Click **Back** to return to the Word screen.

22. Choose **Layout→Page Setup→dialog box launcher**, click the **Layout** tab, then choose **Center** from the Vertical Alignment field and click **OK**.

23. Save and close the file.

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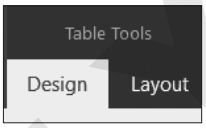
Formatting with Borders, Shading, and Styles



Borders, shading, and styles can enhance the readability of a table, and they add pizzazz. Whenever you click in a table or select cells, row, or columns, the contextual Design tab appears. The features you need to modify your table's formatting are located here.

The Borders and Shading buttons have memory, meaning they reflect the last option chosen in the current session. This is handy if you want to apply the same effect multiple times.

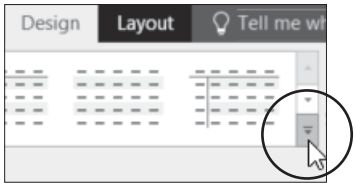
Just like regular text, you can also format tables using the formatting tools on the Home tab. Or, use the Mini toolbar, which provides convenient formatting tools right at your mouse pointer when you select data.

Gridlines are the faint lines you see in the table before adding any borders, but they don't print and are there just to guide you. The Borders menu button ▾ on the Design tab gives you the option to turn gridlines on or off.

DEVELOP YOUR SKILLS: W2-D4

In this exercise, you will open a table and apply formatting using borders, shading, and styles. Stella has started a list of hiring managers she plans to contact. Because she intends to make many contacts, a table is the perfect tool for staying organized.

1. Navigate to your **Word Chapter 2** folder, open **W2-D4-JobContacts**, and save it as **`W2-D4-JobContactsRevised`**.
2. Click the move handle in the upper-left corner of the table to select the entire table.
3. Choose **Table Tools→Design→Borders→Borders menu button** ▾ and choose **No Border**.
4. Select the first table row, choose **Table Tools→Design→Borders→ Borders menu button** ▾, and then choose **Outside Borders**.
5. Keep the first row selected and choose **Table Tools→Design→Table Styles→ Shading menu button** ▾.
6. Choose **Gray-25%, Background 2, Darker 10%**.
7. Make sure the insertion point is in the table and choose **Table Tools→Design→ Table Styles**.
8. Click the **More** button to display the full gallery of styles.



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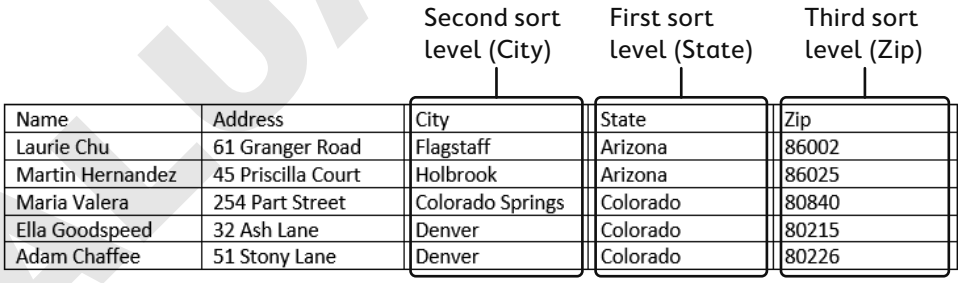
9. Move the mouse pointer over several styles and notice that Live Preview displays the styles in the table.
10. Choose **Grid Table 5 Dark – Accent 1**.
11. Select the first row of the table; choose **Home→Font→Font menu button ▾→ Century Gothic**.
12. Save the file but leave it open.
13. Open **W2-D3-StellaResume** and save it as **W2-D4-StellaResume**.
14. Click the move handle to select the entire table.
15. Choose **Table Tools→Design→Borders→Borders menu button ▾**.
16. Choose **No Border** from the menu and then deselect.
17. Choose **File→Print** to see how neat and professional the résumé looks.
18. Click **Back** to return to the Word screen.
19. Save and close the résumé.

Sorting Data in a Table

When sorting a table, you can choose to sort one or more columns in ascending or descending order and specify whether the first row of the table is a header row. Specifying the first row as a header row prevents it from being sorted with the rest of the data. You can sort a table by up to three levels. For example, say you have a table containing column headings for city, state, and zip. You can sort the table first by state, then by city within state, and then by zip code within city.



Name	Address	City	State	Zip
Laurie Chu	61 Granger Road	Flagstaff	Arizona	86002
Martin Hernandez	45 Priscilla Court	Holbrook	Arizona	86025
Maria Valera	254 Part Street	Colorado Springs	Colorado	80840
Ella Goodspeed	32 Ash Lane	Denver	Colorado	80215
Adam Chaffee	51 Stony Lane	Denver	Colorado	80226

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DEVELOP YOUR SKILLS: W2-D5

In this exercise, you will sort data in the Job Contacts file. You will want to sort the contacts table as it continues to grow so you can easily locate information. In this example, the table will be sorted by city and by company name within city. You could also sort the table by company name if you're looking for a particular company, or by contact date if you want to locate a company you contacted on a certain date.

1. Save the file as **`W2-D5-JobContactsRevised`**.
2. With the insertion point in the table, choose **Table Tools→Layout→Data→Sort** to open the Sort dialog box.
3. In the **Sort By** field, click the drop-down arrow and choose **City** from the menu.
4. In the **Then By** field, choose **Co Name**.
5. Click **OK** and observe the sorted table.
6. Save and close the file.

Using Templates

All documents are based on a template, which can include text, formatting, graphics, and other objects. The default template is Blank Document. The benefit of templates is that they do not change when documents *based on them* change. When you start a new document, you are opening a *copy* of the template. This lets you use templates repeatedly as the basis for new documents. Word provides a variety of ready-to-use templates, or you can create your own personal templates.

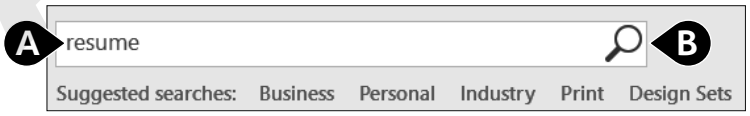
Templates are located in the Start screen or in Backstage view when you are starting a new file. Basing a new document on a template can save you a lot of time as much of the work is already included for you.

☰ File→New

DEVELOP YOUR SKILLS: W2-D6

In this exercise, you will search for a résumé template and use it as the basis for a new résumé file.

1. Choose **File→New** and then follow these steps to locate a résumé template:



   Ⓐ Type **`resume`** in the search field at the top of the screen.

   Ⓑ Click the **Start Searching** button.

2. Scroll through the templates and locate a functional résumé of your choice.

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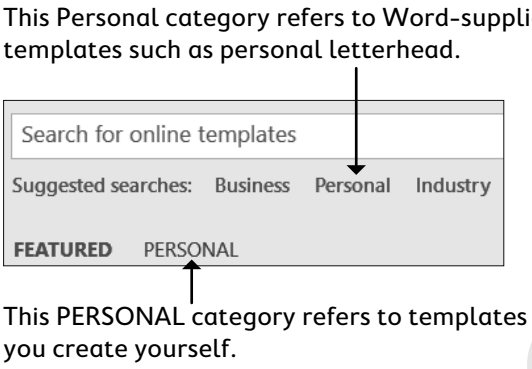
3. Use data from Stella's résumé if you wish, or create your own data to complete the new résumé.
4. Save the file as **W2-D6-MyResume** and then close it.

Saving Personal Templates

When you create a document containing specific formatting, you can save it to use later as a template. You should save the template in the Custom Office Templates folder unless instructed to do otherwise. This is what causes your templates to appear when you click the Personal link on the templates screen.



DEVELOP YOUR SKILLS: W2-D7

In this exercise, you will open a copy of a personal budget and save it as a template, so you can use it over and over every month. The variable text of the budget has been removed; however, other elements are still in place, including the expense items and the formatting.

1. Navigate to your **Word Chapter 2** folder, open **W2-D7-PersonalBudget**, and notice the elements that are in place that will be helpful each month when you create a new budget.
2. Choose **File→Save As**, navigate to any file storage location, and choose **Word Template (*.dotx)** from the Save As Type list at the bottom of the dialog box. Word defaults to the Custom Office Templates folder in the Documents folder as the file storage location.
3. Save the file.
4. Close the template file and then choose **File→New**.

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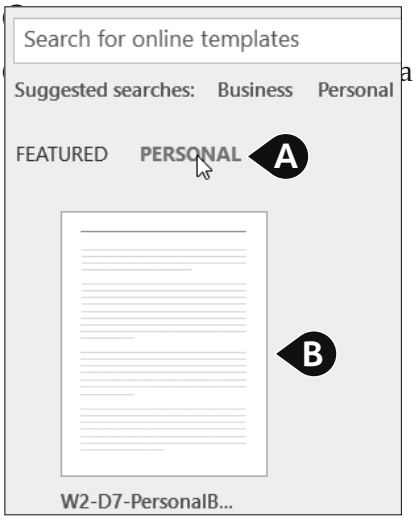
5. Follow these steps to open a copy of your template:



a copy.

6. Close the file and exit Word.

What to Do Before a Job Interview

Many job search sites, such as Monster.com and Careerbuilder.com, offer career advice including interviewing tips. Or do a web search of *interview tips*, and you'll get lots of tips to steer you in the right direction. Here are a few things to keep in mind:

- Anticipate the interviewer's questions and prepare your answers. You can even search for interview questions that are typical for a specific career, such as *interview questions for electrical engineers*.
- Practice, practice, practice. Get a friend or colleague to role play interviews with you. The more you practice, the more confident you will be during the interview.
- Think of questions you would like to ask the interviewer, especially those that demonstrate your interest in the job and company.
- Decide on your wardrobe. Conduct an Internet search for *how to dress for an interview*. Also, it's fine to ask the person scheduling the interview what the company dress code is. When in doubt, err on the side of conservatism.
- What to take with you: driving directions and contact information, folder/briefcase, paper copies of your résumé, pen, and notepad.
- What to not take with you: ear buds, cell phone that is not turned off, baseball cap, chewing gum, food or drink, distracting jewelry.

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Self-Assessment

Check your knowledge of this chapter's key concepts and skills by completing the Self-Assessment. The answers to these questions can be found at the back of this book.

1. With the insertion point positioned as shown, tapping Tab will create a new table row. *True* *False*

Thai Bungalow	Hydrotherapy	Spa suite
Chang's	Rock climbing	Stateroom

2. If your table has a header row, checking the Header Row option in the Sort dialog box prevents the header row from sorting with the other rows. *True* *False*

3. If you remove borders from a table, you may see gridlines, which you must delete if you don't want them to print. *True* *False*

4. Table rows can be sorted in ascending order but not descending order. *True* *False*

5. The Borders and Shading buttons have memory, meaning they reflect the last option chosen in the current session. *True* *False*

6. Clicking the move handle selects the entire table. *True* *False*

7. You can merge two adjacent cells within a row, but you cannot merge adjacent cells within a column. *True* *False*

8. The insert control appears when the insertion point is in the table and the mouse pointer is positioned at the top or left edge of the table between rows or columns. *True* *False*

9. Contextual tabs appear in context with the task you are performing. *True* *False*

10. When you drag the mouse pointer over styles in the Table Styles gallery, Live Preview displays the styles in the table. *True* *False*

11. Which of the following is NOT a way to create a new table?

A. Rows and Columns group in the contextual Layout tab
B. Insert Table dialog box
C. Quick Tables gallery
D. Convert tabular columns to a table

12. When the mouse pointer is positioned as shown, what is it known as?

Dining	Entertainment
Le Bistro	Award-winning spas
Mama's	Action-packed casinos
Thai Bungalow	Hydrotherapy

A. Drag handle
B. Column sizer
C. Adjust pointer
D. Resize handle

(continued)

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13. When you save a document as a template, which folder does Word default to?

A. Documents
B. Downloads
C. Your storage location
D. Custom Office Template

14. Up to how many levels can you choose to sort a table by?

A. 2
B. 3
C. 5
D. 1

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