CHAPTER 2: WORD

Writing a Letter and a Résumé

The business letter is one of the most common business documents. In this chapter, you will lay out a professional-looking letter and work with techniques and features that will make your letter stand out from the crowd. Then you will use Word's table feature to create a well-organized, eye-catching résumé. Finally, you will print your documents and create an envelope for mailing your letter and résumé.

LEARNING OBJECTIVES

- Work with spacing and AutoComplete
- Use Word Wrap and the Enter key to lay out paragraphs
- Use bullet points and create a table
- Save and print documents
- Type an envelope

📂 Project: Crafting a Cover Letter and a Résumé

Victor Gomez just completed his degree in sales and marketing. He is now ready to begin his career! He is interested in applying for a Customer Support position at Goodspeed Industries. Using Word 2016, Victor creates a professional-looking cover letter and uses Word's Bullets feature to point out pertinent information he wants to draw the hiring manager's attention to. He then uses a table to organize his résumé.

February 10, 2016

Mr. Anthony Williams, Hiring Manager
Goodspeed Industries
456 Apple Blossom Lane
Windy Hills, CA 94941

Dear Mr. Williams:

Your ad for a Customer Support Representative in this Sunday's Chronicle caught my attention. I believe I can offer Goodspeed Industries a blend of skills and enthusiasm that will help you maintain a satisfied client base.

- Principles of good salesmanship and clear, effective communication skills have been the focus of my studies during the last four years.
- A double major in Sales and Communications demonstrates that I can take on above-average challenges and responsibilities. I am not afraid of hard work, which is demonstrated by my 3.9 grade point average.
- The positions I have held in student government demonstrate my leadership abilities and my interest in people's needs and challenges.
- To finance my education, I worked in a hospital quickly gain rapport and to efficiently assist

I am excited about starting my professional career, a
Goodspeed Industries' success. I will call you in the n

Best regards,

Victor Gomez

Enclosure

Victor Gomez
123 Cherry Blossom Lane
Windy Hills, CA 94941
415-555-1212
victor@yahoo.com

Objective	A challenging career where I can use my sales and communications skills
Qualifications	• Proven ability to close sales • Superb communications and presentation skills • Ability to quickly gain client rapport
Education	• B.S. Sales and Marketing, Windy Hills University, 2016 • B.S. Communications, Windy Hills University, 2016 • 3.9 Grade Point Average
Computer Skills	• Microsoft Word, Excel, PowerPoint, and Access • Contact Management Software
Work Experience	• Waiter, family restaurant, summers during high school • Customer Support Assistant, Windy Hills Community Hospital, summers and weekends during college
Student Government	• Student Body President, Senior Year • Class President, Junior Year • Student Council, Membership Coordinator, Sophomore Year

Typing a Cover Letter

In this part of the chapter, you will type a cover letter. Later you will create a résumé and an envelope.

Tip! If you google *cover letter,* you will find many websites that provide good ideas for cover letters designed to grab the attention of a hiring manager.

Text is always typed at the flashing insertion point; therefore, you must position the insertion point at the desired location before typing. As you type, the insertion point moves along in front of the text.

Line and Paragraph Spacing

The default line spacing in Word 2016 is 1.08 rather than 1.0. This adds an extra 8% more space between lines than regular single spacing. It also adds 8 points of space after paragraphs. Therefore, rather than tapping Enter twice at the end of a paragraph, you just tap Enter once and Word adds the extra spacing.

When you choose the Blank Document template on the Word Start screen or on the New screen in Backstage view, you are using the default 1.08 spacing.

Some documents typically require single spacing, such as business letters, reports, and proposals. Word offers these methods for applying single spacing:

- Single Spaced (blank) template

- Line and Paragraph Spacing button

Single-Spaced Template

Choosing the Single Spaced (blank) template from the Word Start screen or from the New screen in Backstage view opens a single-spaced document. This is a good choice if the majority of your document will be single spaced. If you will use single spacing in only part of your document, the Line and Paragraph Spacing button is a good choice.

Single spaced (blank)
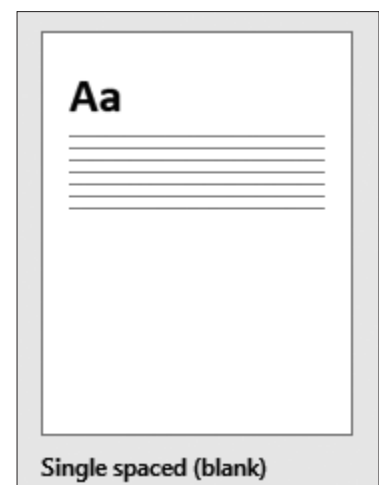
Line and Paragraph Spacing Button

If you start a new document using 1.08 spacing and then decide you want to apply single spacing to a portion of the document, you can choose the options indicated in the following illustration. You must select (highlight) the text to be single spaced.

This applies single spacing.

This removes the extra 8 points of space following a paragraph.
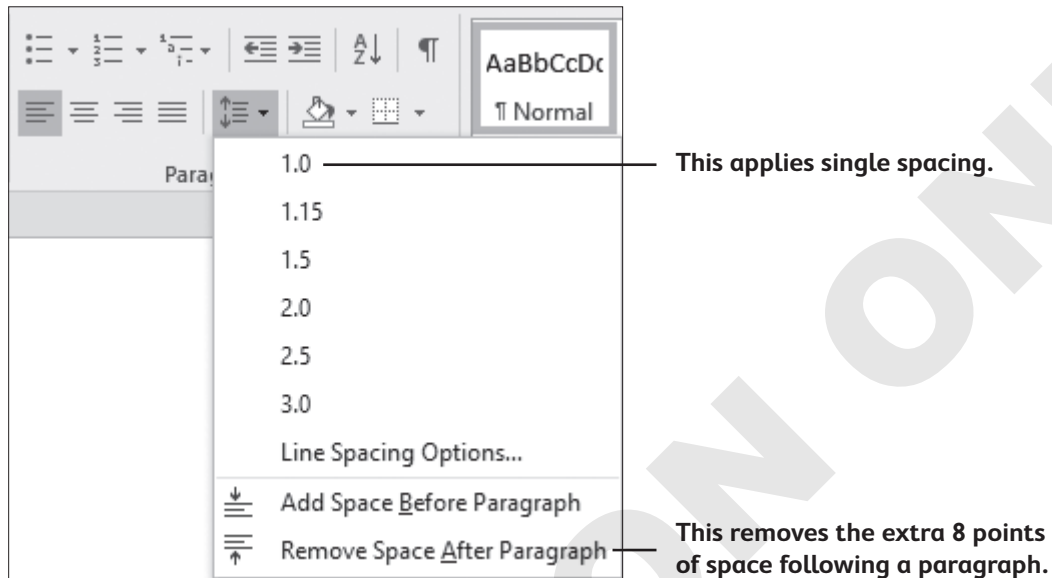
Apply these settings when you wish to type with more compact, traditional spacing.

Tip! Another way to eliminate extra spacing at the end of a paragraph is to press Shift + Enter rather than just Enter.

Nonprinting Characters

Word has a number of nonprinting characters that are not visible unless you turn on the Show/Hide feature. Nonprinting characters do not appear on the printed page even when the characters appear on the screen. The Show/Hide button on the Ribbon displays nonprinting characters.

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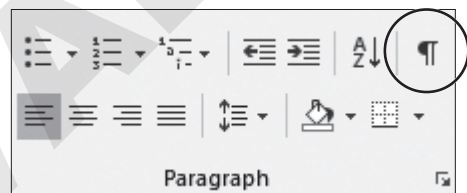
The ⌈Enter⌉ and ⌈Spacebar⌉ keys, as well as several others, create nonprinting characters. Being able to see these characters can help you make sure the spacing is correct in your document.

¶
Mr.·Anthony·Williams,·Hiring·Manager¶
Goodspeed·Industries¶
456·Apple·Blossom·Lane¶
Windy·Hills,·CA··94941¶
¶
Dear·Mr.·Williams:¶
¶

Paragraph symbols appear when you tap ⌈Enter⌉.

Dots appear when you tap ⌈Spacebar⌉.

Paragraph Symbols Carry Formatting

All new, blank documents contain a paragraph symbol that you can only see by turning on the Show/Hide feature. Paragraph symbols carry formatting in them. You can select (highlight) the paragraph symbol in a blank document and reformat it, thereby changing the default format for that document.

Note! This chapter provides a quick introduction to formatting. You will learn a lot more about formatting documents later in this course.

AutoComplete

AutoComplete can do some of your typing for you. It recognizes certain words and phrases, such as names of months and days of the week, and presents a pop-up

November (Press ENTER to Insert)
Nove

note offering to complete them for you. You accept the term that AutoComplete proposes by tapping ⌈Enter⌉.
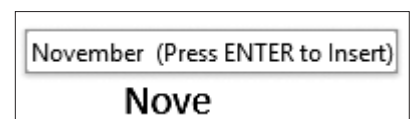
When you tap ⌈Enter⌉, if it's the current month, Word will complete the current date for you.

If you don't want to accept AutoComplete's suggestion, just keep typing, and the pop-up note will disappear.

HANDS-ON 2.1 Set Up a Document

In this exercise, you will display nonprinting characters, select (highlight) the embedded paragraph symbol, change the default line spacing to 1.0, and remove additional space after the paragraph. Then you will use AutoComplete to insert the date.

1. Start **Word** and choose the **Blank Document** template.

2. **Maximize** ▫ the Word window if it isn't already maximized.

3. Follow these steps to turn on the Show/Hide feature:
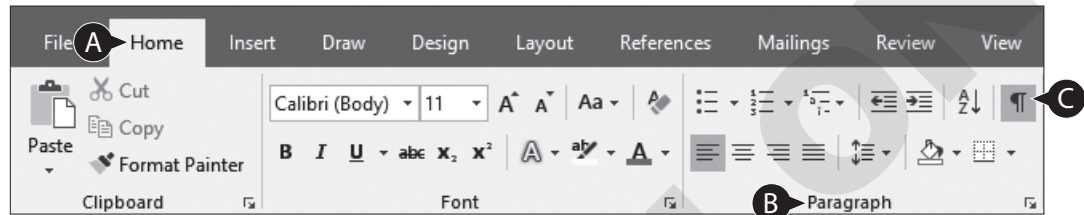
Ⓐ If necessary, click the **Home** tab.

Ⓑ Locate the **Paragraph** group.

Ⓒ Click the **Show/Hide** button.

A paragraph symbol is now visible on the page.

Note! Later in this book, such steps will be written as "Choose Home→Paragraph→ Show/Hide ¶ ."

4. Follow these steps to select (highlight) the paragraph symbol:
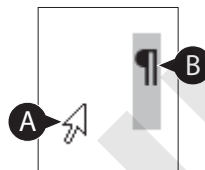
Ⓐ Position the mouse pointer, which will appear as a white, right-tilting arrow, in the margin to the left of the paragraph symbol.

Ⓑ Click the left mouse button to select the paragraph symbol.

5. Choose **Home→Paragraph→Line and Paragraph Spacing** ‡≡.

6. Follow these steps to change the line spacing and remove the extra space after a paragraph:
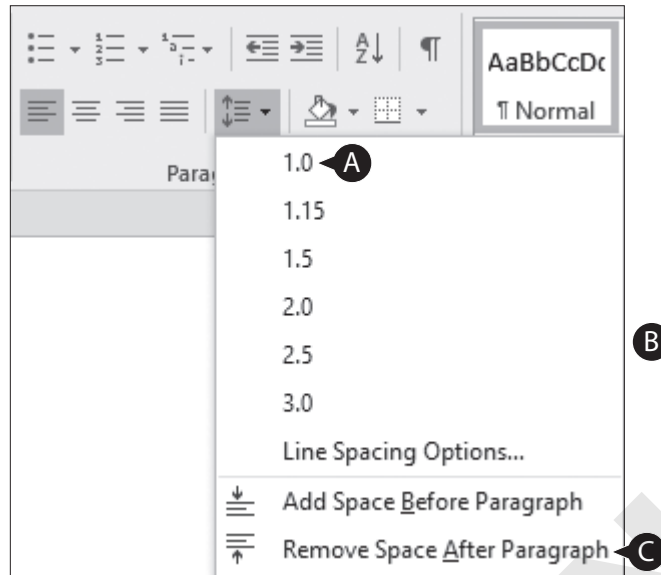
Ⓐ Choose **1.0** (single spacing).

Ⓑ Click the **Line and Paragraph Spacing** button again.

Step A closed the menu, so now you must reopen it.

Ⓒ Choose **Remove Space After Paragraph**.

Now you will enter the date using AutoComplete.

7. Tap ⎡Enter⎤ six times to place the insertion point about 2 inches from the top of the page.

8. Type **Febr** and stop when AutoComplete displays a pop-up note.

AutoComplete suggests the word it thinks you are typing and offers to complete it.

9. Tap ⎡Enter⎤ to automatically insert *February* into the letter.

10. Finish typing the date as **February 10, 2016**.

If you make a typo, use ⎡Backspace⎤ or ⎡Delete⎤ to erase from the left or right of the insertion point, respectively, and then continue typing. You can also click the Undo button on the Quick Access toolbar to undo mistakes, starting with the most recent error.

Always leave your document open unless directed otherwise.

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The Enter Key and Word Wrap

Tap the ⌷Enter⌷ key at the end of a short line that must remain short. The greeting line in a letter is a good example; it consists of a short line:

Dear Mr. Williams: ⌷Enter⌷

You also use the ⌷Enter⌷ key whenever you need to create blank lines, such as between paragraphs.

When NOT to Use the Enter Key

When you type along a line and reach the right-hand margin, Word automatically wraps down to the next line. You *should not* tap ⌷Enter⌷ at the ends of lines *within* a paragraph. If you do, it can make your life very difficult when it is time to make editing changes. Just let it wrap!

Tip! As you complete the exercises in this chapter, the text on your screen may not begin a new line at the same location as the illustrations show. Don't be concerned; just let the text wrap at the end of the line. Use ⌷Enter⌷ only where indicated.

HANDS-ON 2.2 Use the Enter Key and Word Wrap

In this exercise, you will use ⌷Enter⌷ to create blank lines and to force the inside address lines and the greeting line to remain short. You'll also let Word Wrap take care of the line endings in the main paragraphs.

Don't be concerned if you see squiggly red or blue underlines. They indicate possible spelling or grammatical errors, which you'll learn more about later. If you know you made a typo, just use ⌷Backspace⌷ or ⌷Delete⌷ to delete it and keep typing.

1. Tap ⌷Enter⌷ four times to generate white space after the date.
   Word inserts a fresh line each time you tap ⌷Enter⌷.

2. Type this inside address and greeting line, tapping ⌷Enter⌷ where indicated:
   Mr. Anthony Williams, Hiring Manager ⌷Enter⌷
   Goodspeed Industries ⌷Enter⌷
   456 Apple Blossom Lane ⌷Enter⌷
   Windy Hills, CA 94941 ⌷Enter⌷
   ⌷Enter⌷
   Dear Mr. Williams: ⌷Enter⌷
   ⌷Enter⌷

3. Type this paragraph, but don't tap Enter until indicated at the end of the paragraph.

Don't be concerned if your line widths are not the same as that shown here. Word Wrap will take care of the line endings.

Your ad for a Customer Support Representative in this Sunday's paper caught my attention. I believe I can offer Goodspeed Industries a blend of skills and enthusiasm that will help you maintain a satisfied client base. Enter

The Bullets Feature

Using bullet points makes it easy for your reader to find pertinent information in your document. If you are writing to busy people, such as hiring managers, they will appreciate bullets that focus their attention on the significant points. You can use the Bullets feature located in the Paragraph group of the Home tab to quickly create bulleted lists.
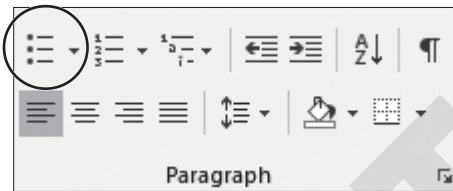
Once you begin a bulleted list, tapping Enter generates the next bullet. When you have completed the list, tap Enter twice to turn off the feature.

HANDS-ON 2.3 Create a Bulleted List

In this exercise, you will use bullets to draw the hiring manager's attention to the specific traits and accomplishments that should be called out in the cover letter.

1. Choose **Home→Paragraph→Bullets** ▤.

2. Type this paragraph:

Principles of good salesmanship and clear, effective communication skills have been the focus of my studies during the last four years.

3. Tap Enter to generate the next bullet.

4. Type these bulleted paragraphs, tapping `Enter` where indicated:

- **A double major in Sales and Communications demonstrates that I can take on above-average challenges and responsibilities. I am not afraid of hard work, which is demonstrated by my 3.9 grade point average.** `Enter`

- **The positions I have held in student government demonstrate my leadership abilities and my interest in people's needs and challenges.** `Enter`

- **To finance my education, I worked in a hospital call center, where I demonstrated the skill to quickly gain rapport and to efficiently assist patients with their billing questions.** `Enter`

Your last `Enter` *generated another bullet; a second* `Enter` *turns off the feature.*

5. Tap `Enter` again.
Now you're ready to finish the letter.

6. Type this paragraph and closing:

I am excited about starting my professional career, and I would appreciate the opportunity to add to Goodspeed Industries' success. I will call you in the near future to see if we can schedule a time to meet. `Enter`
`Enter`
Best regards, `Enter`
`Enter`
`Enter`
`Enter`
Victor Gomez `Enter`
`Enter`

....

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Saving a Document

When you are working on a document, it is located in your computer's memory. Memory is *temporary* storage, meaning that if you lose power, your computer loses its memory. If this happens, you could lose information.

To avoid this problem, save your letter on a storage device, such as a USB drive or the hard drive inside your computer. These storage methods are permanent, meaning your data won't be lost in the event of a power failure. You should save frequently— every five to ten minutes is a good idea.

Save Versus Save As

In Word, you can save a document by issuing one of two commands: Save or Save As. The first time you save a document, you use the Save As command. After that, when you make modifications to a document, you use the Save command to update the file in your storage device.

The Save As screen appears the first time you save a document.

You can save to the cloud via OneDrive.

You can save to a local device, such as your hard drive or a USB drive.

If you have a SharePoint or OneDrive account, you can save files there via Add a Place for others to read or edit.
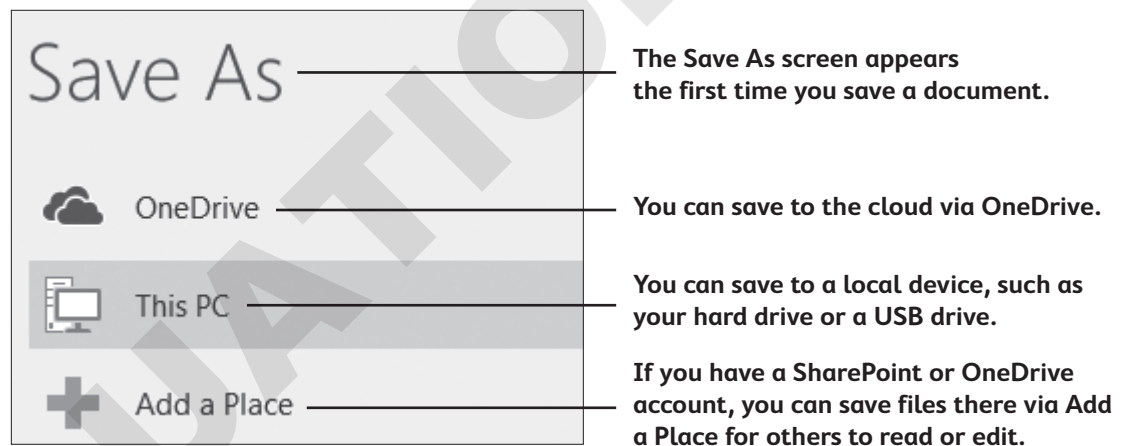
Note! Storing documents in OneDrive is beyond the scope of this course. You will save your files on a local device.

After choosing a location in the Save As screen, the Save As dialog box opens. This is where you navigate to your file storage location and name and save the file.

You choose your file storage location here. ———

You enter the filename here.
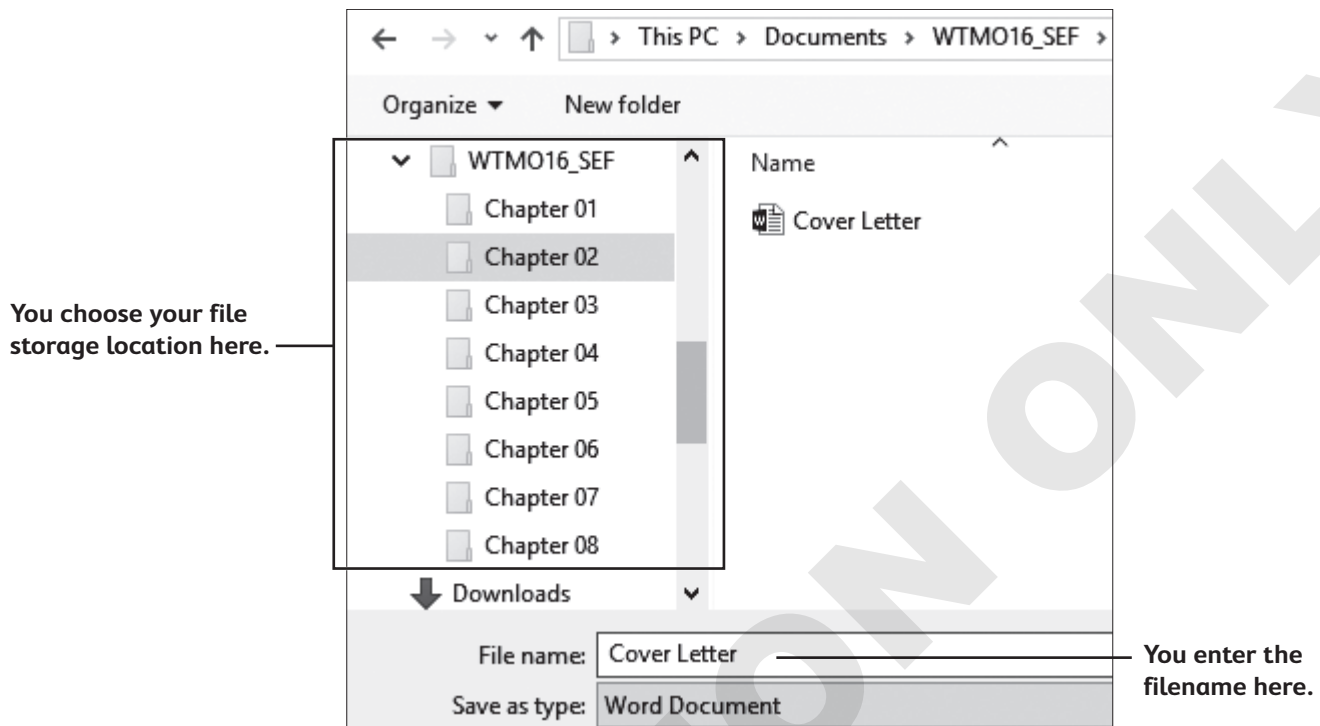
Tip!   You can even save a document created in Word 2016 down to an earlier document format in order to share a file with someone who uses Word 2003 (or even earlier!).

HANDS-ON 2.4 Save Your Cover Letter

In this exercise, you will save the cover letter you've been creating. This way, if there is a power failure, your letter will not be lost.

1. Choose **File**→**Save As** to display the Save As screen in Backstage view.

2. Double-click the **This PC** 🖥 icon to open the Save As dialog box.

3. Follow these steps to save your document:

Your Save As dialog box may contain different files and folders than those shown here.
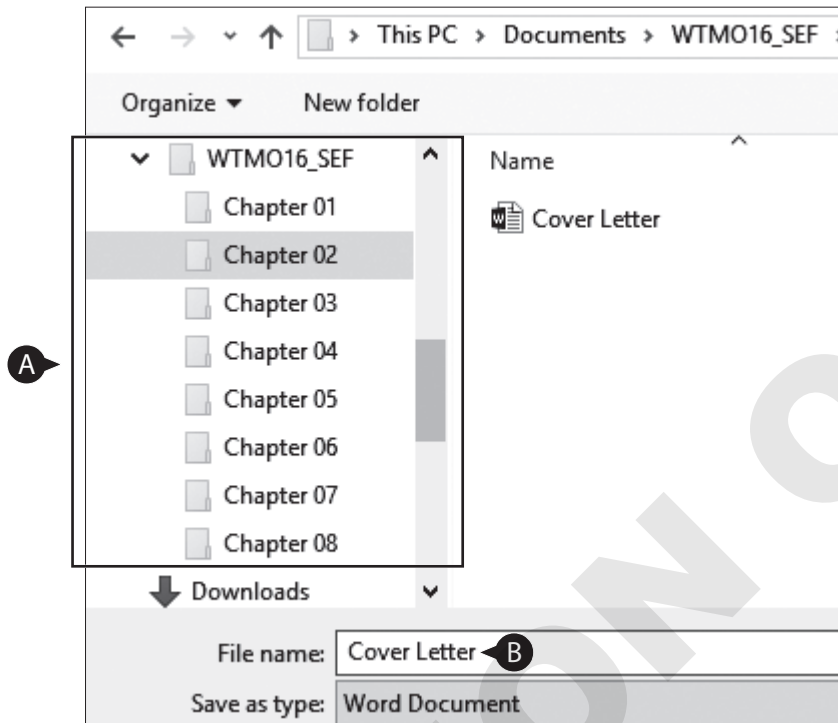
Ⓐ Use the Navigation pane to locate and open your **Chapter 02** folder.

Ⓑ Word always proposes a filename. Replace it with: `Cover Letter`

4. Click the **Save** button in the bottom-right corner of the dialog box.

Saving a Modified Document

The first time you save a document, you give it a name. If you make changes to the document after that, you must save it again so the changes are not lost. Once the document is saved and named, you can use the Save command rather than the Save As command.

You can use the Save button on the Quick Access toolbar or the Save command in Backstage view to save a modified document. When you use Save versus Save As, no dialog box appears; the saving happens in the background.

QUICK REFERENCE: Saving Documents

Task	Procedure
Save a document for the first time	▪ Choose File→Save As.
	▪ Double-click an option (such as This PC) in the document storage pane and then navigate to your storage location.
	▪ Type the filename and click Save.
Save a modified document	▪ Choose File→Save or click Save on the Quick Access toolbar.

HANDS-ON 2.5 Modify Your Letter and Resave

In this exercise, you will add the enclosure notification to the bottom of the letter to notify the reader to check for an additional document in the envelope. Later in this chapter, you will create a résumé, which will be the enclosure.

1. If necessary, choose **Home→Paragraph→Show/Hide** ¶ to display nonprinting characters.
   Feel free to turn this feature on and off as you prefer.

2. Position the insertion point at the bottom of the letter.
   Now you will add the enclosure notification to the letter. There should be a blank line separating the enclosure notification from the signature block.

3. If necessary, tap Enter to place the insertion point on the second blank line below the signature block.

4. Type the word: **Enclosure**
   Now you'll save the letter again to save the change you just made.

5. Click the **Save** button on the Quick Access toolbar in the upper-left corner of the Word window.

Printing Documents

You can print your document by choosing Print in the left-hand panel in Backstage view. Choosing Print opens the printer controls in the center panel (shown at left in the illustration) and a preview of your letter in the right-hand panel.

Choose the number of copies to print.

Hover the mouse pointer over this symbol to learn how to specify which pages to print.

Use this button to print.

Change printers or view a printer's properties.

Choose from a variety of printer settings.

February 10, 2016

Mr. Anthony Williams, Hiring Manager
Goodspeed Industries
456 Apple Blossom Lane
Windy Hills, CA 94941

Dear Mr. Williams:

Your ad for a Customer Support Representative in this Sunday's Chronicle caught my attention. I believe I can offer Goodspeed Industries a blend of skills and enthusiasm that will help you maintain a satisfied client base.

- Principles of good salesmanship and clear, effective communication skills have been the focus of my studies during the last four years.
- A double major in Sales and Communications demonstrates that I can take on above-average challenges and responsibilities. I am not afraid of hard work, which is demonstrated by my 3.9 grade point average.
- The positions I have held in student government demonstrate my leadership abilities and my interest in people's needs and challenges.
- To finance my education, I worked in a hospital call center, where I demonstrated the skill to quickly gain rapport and to efficiently assist patients with their billing questions.

I am excited about starting my professional career, and I would appreciate the opportunity to add to Goodspeed Industries' success. I will call you in the near future to see if we can schedule a time to meet.

Best regards,

Victor Gomez

Enclosure

Use the arrows to page through a multipage document.

**Use the zoom controls to increase/decrease magnification.**

HANDS-ON 2.6 Print Your Cover Letter

In this exercise, you will preview your letter to see how it looks *before* you print. Then you will print the file.

1. Choose **File→Print**.

2. Drag the **zoom controls slider** in the bottom-right corner of the preview panel a few times to zoom in and out of the letter.

3. Click the **Zoom to Page** ⊡ button to the right of the zoom controls to fit the page to the preview panel.

4. At the top of the Backstage view center panel, click the top part of the **spin box** once to change the number of copies to **2**.

Print
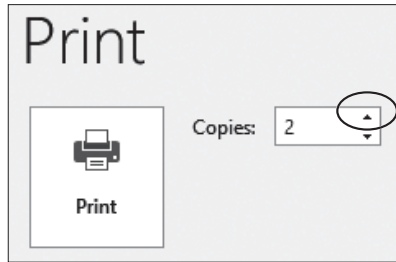
Copies: 2

Print

5. Click **Print** 🖶 at the top of the center panel to print two copies of your letter.

6. Choose **File→Close** to close your cover letter.

Use Word Tables to Organize a Résumé

A table is one of Word's most useful tools. It allows you to present data in columns and rows. Tables provide a powerful means of communicating information, yet they are flexible and easy to use. In this part of the chapter, you will use a table to create a résumé.

Tip! If you google *résumé*, you will find helpful guidelines for creating a résumé that's targeted to the job you are applying for.

Using the Table button on the Insert tab allows you to create a new table.

You can drag the mouse pointer to select the desired number of columns and rows. The indicator shows your table dimensions (4×3) at the top of the table grid.
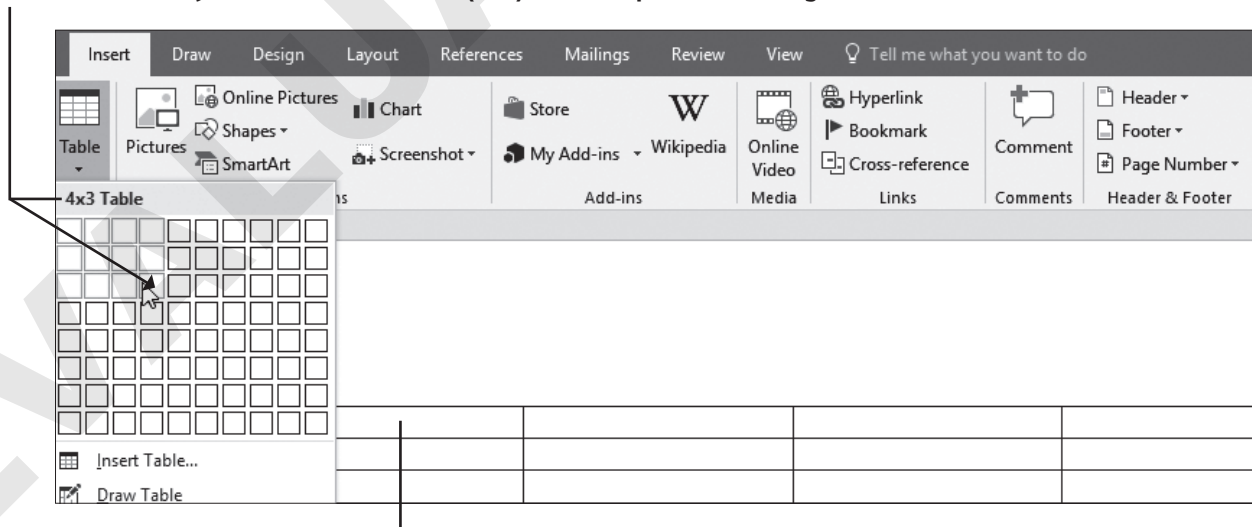
Word's Live Preview feature shows what the table will look like before you insert it.

The rectangles that make up the table are referred to as *cells*.

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Merging Cells and Centering Data in Cells

Frequently, the first row of a table contains a title describing the contents of the table. In the case of a résumé, it's likely the first row would contain the job applicant's contact information. Merging the cells and centering the information within the merged cell gives your résumé a polished look.

Victor Gomez 123 Cherry Blossom Lane Windy Hills, CA 94941 415-555-1212 victor@yahoo.com	
Objective	A challenging career where I can use my sales and communications skills
Qualifications	• Proven ability to close sales • Superb communications and presentation skills • Ability to quickly gain client rapport

Table Tools Contextual Tabs: Design and Layout

Contextual tabs appear in context with the task you are performing. You will use the Table Tools' contextual Layout tab to merge and center align the first row of the table.

Contextual tabs

Merge Cells
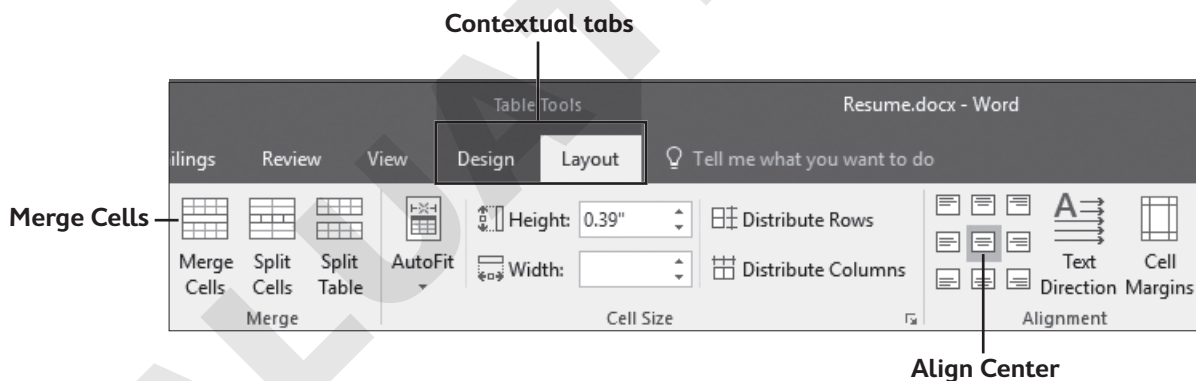
Align Center

HANDS-ON 2.7 Create a Table for Your Résumé

In this exercise, you will create a table to hold the résumé content. You'll also merge and center-align the cells in the first row to ready it for contact information.

1. Choose **File→New**.

2. Click the **Blank Document** template to open a new document.

3. Tap [Enter] four times so the table will be well positioned vertically on the page.

4. Choose **Insert→Tables→Table** ⊞.

**5.** Follow these steps to create a two-column, seven-row table:

Remember, if you make a mistake, just click Undo 🔄 *on the Quick Access toolbar.*
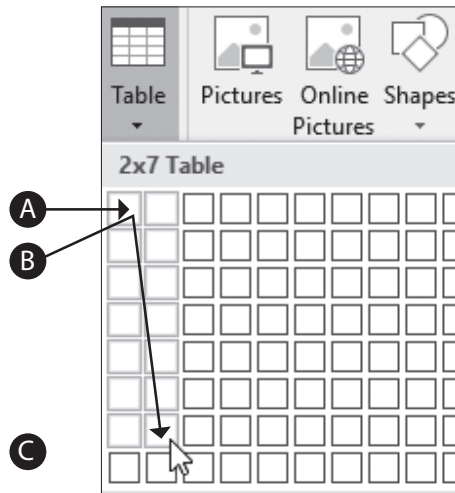
Ⓐ Position the mouse pointer in the upper-left corner of the grid, hold down the mouse button, and drag to the right to select two columns. Do not release the mouse button.

Ⓑ Drag the mouse pointer down to the seventh row.

Ⓒ Release the mouse button.

A 2×7 table appears in your document. Now you will merge and center cells in preparation for entering contact information.

6. Follow these steps to merge and center the first row of the table:
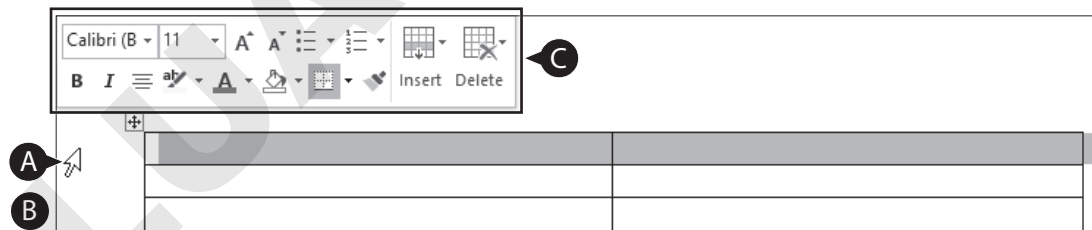
Ⓐ Position the mouse pointer, which will show as a white, right-tilting arrow, in the margin and to the left of the table's first row.

Ⓑ Click the mouse button to select (highlight) the first row.

Ⓒ Notice the Mini toolbar, which appears whenever you select text or table rows or columns in Word. Ignore it for now; it will fade away.

Notice the Table Tools with the Design and Layout contextual tabs that now appear on the Ribbon. They will appear whenever your table is active.

7. Choose **Table Tools→Layout→Merge→Merge Cells** ⊞.

8. Choose **Table Tools→Layout→Alignment→Align Center** ▤.

If necessary, hover the mouse pointer over the alignment buttons on the left side of the Alignment group to display their ToolTips. Now when you type in the first row, the text will be center aligned.

9. Click anywhere else in the table to deselect the first row.

Save Your File

10. Choose **File**→**Save As** to display the Save As screen in Backstage view.

11. Double-click the **This PC** 🖳 icon to open the Save As dialog box.

12. Navigate to your **Chapter 02** folder and notice that Word proposes a name in the File Name field at the bottom of the dialog box.
You can replace the name that Word is proposing.

13. Delete the proposed name and type **Resume** in its place.

14. Click the **Save** button in the bottom-right corner of the dialog box.

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Navigating in Tables and Adding Rows

You can position the insertion point in a cell simply by clicking it. However, it's often more efficient to use the keyboard to move among cells. You use the ⎡Tab⎤ key to move forward one cell and ⎡Shift⎤+⎡Tab⎤ to move back one cell. If the insertion point is in the last cell of the table, tapping ⎡Tab⎤ adds a new row to the bottom of the table.

Resizing Column Widths and Row Heights

Using the Table button grid to create a table inserts equally spaced columns. In many instances, such as when typing a résumé, you might prefer to vary column widths. Word's Table feature makes changing column widths a snap. Row heights adjust automatically to fit the text you enter. The resize pointer appears when you place the mouse pointer on a column gridline. You can then adjust the column width by dragging the gridline left or right.

Dragging the resize pointer to the left narrows the first column.   **The row height automatically adjusts to accommodate the text entered.**

| Qualifications | • Proven ability to close sales |
| | • Superb communications and presentation skills |
| | • Ability to quickly gain client rapport |

Note!   Make sure no cells are selected (highlighted) when you drag the column gridline. Otherwise, you might change the width of the selected cells only.

HANDS-ON 2.8 Fill in the Table

In this exercise, you will narrow the first column to accommodate the headings in your résumé. When you enter background information in the second column, you will see that the rows grow taller as you type. When you reach the end of the table, you will need to add rows. Not a problem. When the insertion point is in the last cell, you simply tap Tab to generate a new row.

1. Follow these steps to decrease the width of the first column:
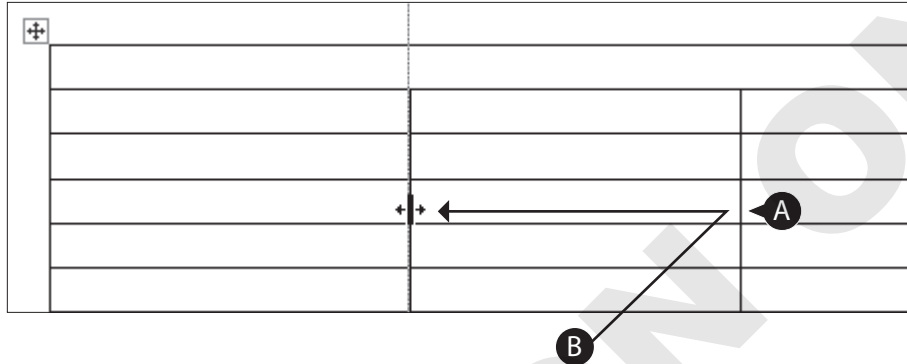
Ⓐ Position the mouse pointer on the vertical line between the columns so it changes to a double-headed arrow (resize pointer) with the arrows pointing left and right.

Ⓑ Hold down the mouse button and drag the resize pointer to the left until the first column is approximately 1.5 inches wide. (Don't worry about being exact. You can always resize later.)

Now you'll enter the contact information in the first row.

2. Click in the first row so the insertion point appears.

3. Type **Victor Gomez** and tap Enter.

4. Type the rest of the contact information as shown, tapping Enter at the end of each line except the last line.

If your Show/Hide button is still turned on, you will see the paragraph symbols at the end of each line when you tap Enter. Feel free to turn Show/Hide on and off as you prefer.

Victor Gomez
123 Cherry Blossom Lane
Windy Hills, CA 94941
415-555-1212
victor@yahoo.com

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5. Tap ⎡Tab⎤ to move to the first cell of the second row.

   When you tap ⎡Tab⎤ following Victor's email address, it becomes blue and underlined. This is an email link. If Victor were to email his résumé, the recipient could click the link to open a new email with Victor's email address in the To line.

   Now you will skip a row to add white space between the contact information in the first row and the first line of the résumé.

6. Tap ⎡Tab⎤ two more times to move the insertion point to the first cell in the third row, and then type **Objective**.

7. Tap ⎡Tab⎤ to move to the next cell and type the following: **A challenging career where I can use my sales and communications skills**

   The information should fit on one line and not wrap. If it did wrap, don't worry. You can adjust the columns later. Again, you will leave a blank row so there's white space between the text entries to aid in readability.

8. Tap ⎡Tab⎤ three times to leave a blank row and move to the first cell of the fifth row.

9. Type **Qualifications** and tap ⎡Tab⎤ to move to the second cell of the fifth row.

Add Bullets in the Table

Now you will add bullets to the information in the second column to make it easy for the recipient to locate the important points about Victor's background. You apply bullets in a table the same way you do in the rest of a Word document.

10. Choose **Home→Paragraph→Bullets** ⊞ to insert a bullet in the cell.

11. Type **Proven ability to close sales** and tap ⎡Enter⎤.

    Tapping ⎡Enter⎤ generates the next bullet.

12. Type **Superb communications and presentation skills** and tap ⎡Enter⎤ to generate the next bullet.

13. Type **Ability to quickly gain client rapport** but don't tap ⎡Enter⎤.

    You are now ready to move down two rows in the table.

14. Tap ⎡Tab⎤ three times and type **Education**.

15. Tap ⎡Tab⎤ again then choose **Home→Paragraph→Bullets** ⊞.

16. Type the information shown. Don't tap ⎡Enter⎤ after the third item.

   - B.S. Sales and Marketing, Windy Hills University, 2016
   - B.S. Communications, Windy Hills University, 2016
   - 3.9 Grade Point Average

Add a Row to the End of the Table

17. Tap ⌐Tab⌐ to add a new row to the table.

When you use ⌐Tab⌐ *to add a row, the new row takes on the formatting of the previous row. Which in this case means a bullet appears in the second cell. But this row should be completely blank with no bullets, so you'll change that.*

18. Tap ⌐Tab⌐ to move to the second cell of the row.

19. Choose **Home→Paragraph→Bullets** :≡ to turn off bullets in the new row.

20. Tap ⌐Tab⌐ to add another new row.

21. Type the rest of the information as shown. Remember to tap ⌐Enter⌐ to generate a new bullet; tap ⌐Tab⌐ to move from cell to cell and to add a new row at the end of the table. Turn bullets on and off as needed. Adjust the column widths to your satisfaction.

Remember, click ⌐Backspace⌐ *or* ⌐Delete⌐ *or use Undo* ↺ *if you make a mistake.*

Computer Skills	• Microsoft Word, Excel, PowerPoint, and Access • Contact Management Software
Work Experience	• Waiter, family restaurant, summers during high school • Customer Support Assistant, Windy Hills Community Hospital, summers and weekends during college
Student Government	• Student Body President, Senior Year • Class President, Junior Year • Student Council, Membership Coordinator, Sophomore Year

Remember, you can resize columns if necessary.

22. Click the **Save** 🖫 button on the Quick Access toolbar in the upper-left corner of the Word window.

Removing Table Borders

The table borders make it easy to see where you are working as you add text to a table; however, a résumé might look sleeker without borders. You'll use the Borders button in the Borders group of the Design tab to remove the table borders.

You click the menu button on the Borders button to open the menu. Clicking directly on the button face (top half of the button) applies the border style that was last chosen from the menu.

Menu button
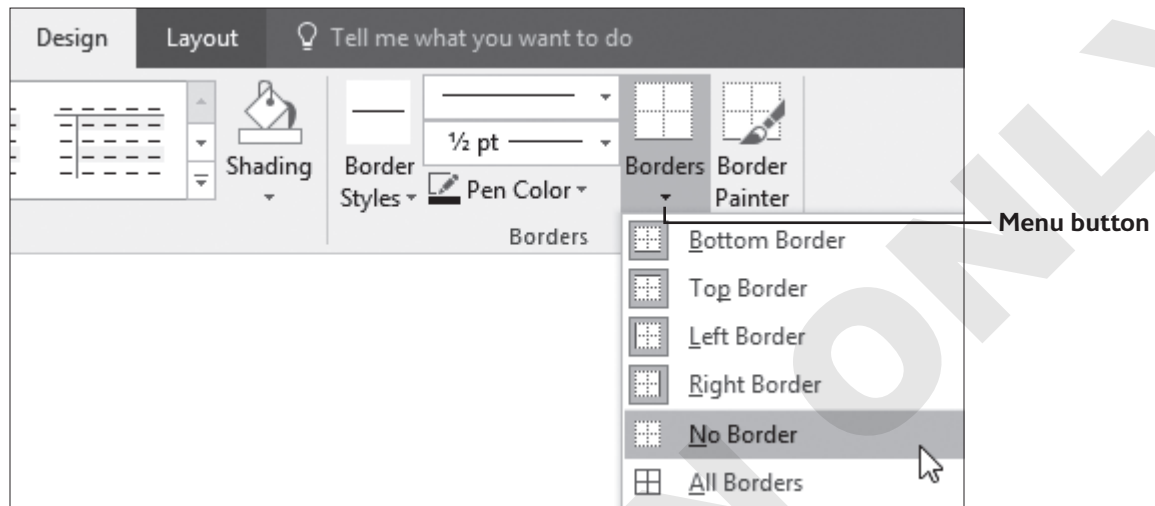
HANDS-ON 2.9 Remove Table Borders and Print Your Résumé

In this exercise, you will remove the borders from the table. Then you will print the résumé.

1. Position the mouse pointer in the margin to the left of the first row of the table.

2. Press and hold the mouse button and drag down in the margin to the last row of the table.
   This selects the entire table.

3. Release the mouse button.

4. Choose **Table Tools→Design→Borders→Borders ⊞ menu button ▾** to display the border choices.

5. Choose **No Border** from the menu.
   You may see dotted gridlines, which are visible by default, but they are not the same as borders. They will not print. Now you will print your résumé.

6. Choose **File→Print**.

7. Click the **Print 🖶** button in the Backstage view center panel.

8. Save and close your file.

Creating an Envelope

Word makes creating envelopes easy. You type the recipient's address and your return address in the Envelopes and Labels dialog box. If you attach the envelope to a letter with a recipient address, Word will use the recipient address to automatically fill in the delivery address.

The recipient's address goes in the Delivery Address field. ——

Envelopes and Labels

| Envelopes | Labels |

Delivery address:

Mr. Anthony Williams, Hiring Manager
Goodspeed Industries
456 Apple Blossom Lane
Windy Hills, CA 94941

☐ Add electronic postage

Return address: ☐ Omit

The return address goes here. ——

Mr. Victor Gomez
123 Cherry Blossom Lane
Windy Hills, CA 94941

Preview
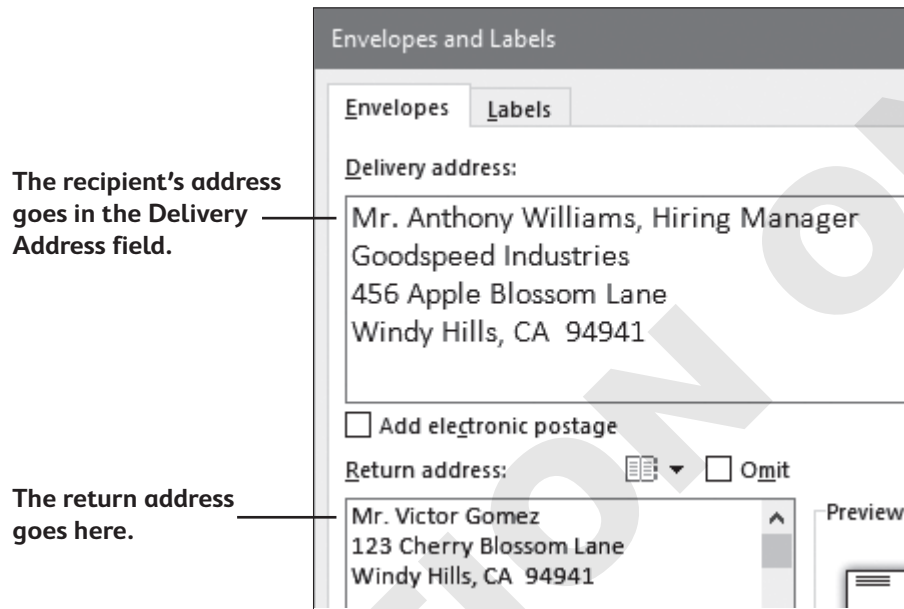
HANDS-ON 2.10 Type an Envelope

In this exercise, you will type an envelope so Victor can send his résumé to the hiring manager at Goodspeed Industries. You will attach an envelope to your cover letter.

1. Choose **File→Open** and navigate to your file storage location.

2. Open your **Cover Letter** file.

3. Choose **Mailings→Create→Envelopes** 📄.

   *The Envelopes and Labels dialog box appears. Word recognized the recipient address as the delivery address and automatically filled it in for you.*

4. If an address appears in the Return Address box, click in the box and tap ⌜Delete⌝ or ⌜Backspace⌝ to remove it.

5. If a checkmark appears in the Omit checkbox above the Return Address box, click the **checkbox** to remove it.

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6. Click in the **Return Address** field and type this address:

   ```
   Mr. Victor Gomez
   123 Cherry Blossom Lane
   Windy Hills, CA 94941
   ```

7. Click the **Add to Document** button at the bottom of the dialog box.

8. Click **No** when prompted to save the return address.

   Notice that the envelope is attached to the cover letter.

   If you are not familiar with printing envelopes, you should consult your printer manual. The steps for loading and printing envelopes can vary from printer to printer.

9. Make sure the insertion point is in the envelope and choose **File→Print**.

   You would choose Print Current Page *from the button shown here. This would prevent the cover letter from printing again.*

Settings
Print Current Page
Just this page
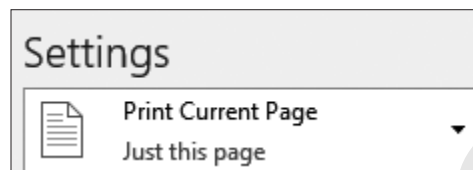
10. In this example, you will bypass printing the envelope.

11. Click the **Save** command in the panel on the left and then close the file.

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Self-Assessment

Check your knowledge of this chapter's key concepts and skills by completing the Self-Assessment.

Page number

1. Word Wrap keeps certain lines short, such as a greeting line in a letter. **true false** _____

2. You made a change to a letter after saving and naming it. To save the new change, you must choose Save As. **true false** _____

3. You can use ⎡Enter⎤ to create blank lines in a document, such as the blank lines following the date in a letter. **true false** _____

4. You use the Show/Hide ⎡¶⎤ button to display and hide nonprinting characters. **true false** _____

5. AutoComplete recognizes certain words, such as names of months and days of the week. **true false** _____

6. You should NOT use ⎡Enter⎤ to end lines *within* a paragraph. **true false** _____

7. The default (preassigned) line spacing in Word 2016 is _____.

    A. 1.0

    B. 1.15

    C. 1.08

    D. 2.0

    Page number: _____

8. Which of these is a characteristic of Word tables?

    A. They are made up of cells.

    B. They use Word Wrap to navigate between rows.

    C. You cannot adjust column widths.

    D. Live Preview does not work with them.

    Page number: _____

9. You can add a row at the end of a table by tapping _____.

    A. ⎡Tab⎤

    B. ⎡Enter⎤

    C. ⎡Ctrl⎤

    D. ⎡Backspace⎤

    Page number: _____

10. Which keystroke creates a nonprinting character?

    A. ⎡Enter⎤

    B. ⎡Page Up⎤

    C. ⎡Delete⎤

    D. ⎡Shift⎤

    Page number: _____

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Skill Builders

SKILL BUILDER 2.1 Write a Letter to a Friend

In this exercise, you will conduct online research to find hints for writing a great résumé. Then you will send a letter to a friend who is looking for a job, sharing the information you've discovered. Since this is not a formal business letter, you will use Word's default 1.08 line spacing.
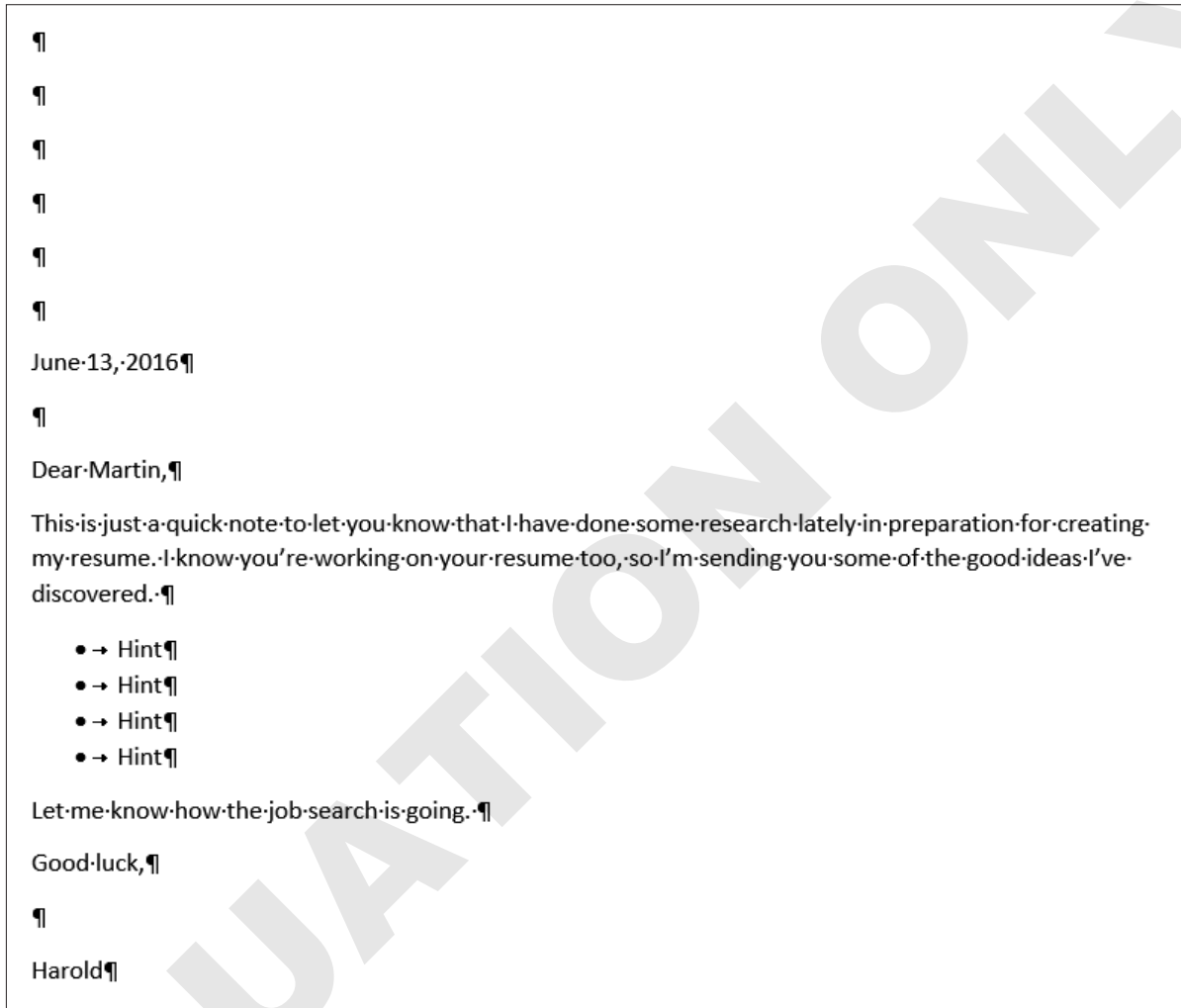
1. Start a new document based on the **Blank Document** template.

2. Open your web browser and navigate to Google by typing **google.com** (or choose the search engine you prefer.)

3. Click the **Search** box, type **hints for good resumes**, and tap Enter.

Google | hints for good resumes
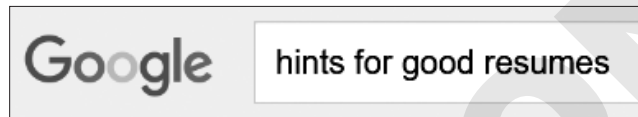
Ask your instructor for assistance if you are not familiar with web searches.

4. Make a note of the four hints you think are the most important.

5. Return to Word and use these guidelines to type the text of the letter that follows:

   - Tap Enter six times so the letter will be centered vertically (with equal space above and below) on the page.

   - Use AutoComplete to enter today's date.

   - Let Word Wrap do its thing. Don't be concerned if your line widths don't match the illustration.

   - Enter the information you found online after the bullets and in place of the word *Hint*.

- Use the paragraph symbols shown in the letter as a guide for when to tap ⎡Enter⎤.

- Use ⎡Backspace⎤, ⎡Delete⎤, or Undo ↶ if you make a mistake.

¶

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June·13,·2016¶

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Dear·Martin,¶

This·is·just·a·quick·note·to·let·you·know·that·I·have·done·some·research·lately·in·preparation·for·creating· my·resume.·I·know·you're·working·on·your·resume·too,·so·I'm·sending·you·some·of·the·good·ideas·I've· discovered.·¶

- → Hint¶
- → Hint¶
- → Hint¶
- → Hint¶

Let·me·know·how·the·job·search·is·going.·¶

Good·luck,¶

¶

Harold¶

6. Save your letter in your file storage location as `sb-Letter to Martin`.

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SKILL BUILDER 2.2 Create an Envelope

In this exercise, you will create an envelope and attach it to the letter you just typed.

1. Choose **Mailings→Create→Envelopes** ▭·.

2. If necessary, delete any address information in the Delivery Address box by tapping ⎡Delete⎤ or ⎡Backspace⎤.

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3. Type this address in the Delivery Address area:

Mr. Martin Nguyen
654 Willow Lane
Wheeling, WV 26003

4. If necessary, delete any information in the Return Address box.

5. If there's a checkmark in the Omit box above Return Address, click the **checkbox** to remove the checkmark.

6. Type this address in the Return Address area:

Harold Frost
789 Elm Street
Martins Ferry, OH 43935

7. Click the **Add to Document** button.

8. Click **No** when prompted to save the return address.

9. Save and close your file.

・・

SKILL BUILDER 2.3 Manage Your Mysteries with a Table

In this exercise, you will keep track of your mystery novels that are on loan to your friends. You have quite a large collection, and keeping track of who has borrowed a book is becoming a mystery to you. You have decided to use Word's Table feature to keep track of your books.

1. Start a new document based on the **Blank Document** template.

2. Choose **Insert→Tables→Table** ▦.
   The table grid appears.

3. Position the mouse pointer in the upper-left corner of the grid and then hold down the mouse button and drag to the right to select four columns. Keep the mouse button down.

4. Drag the mouse pointer down to the sixth row; release the mouse button.
   A 4x6 table is created. Now you will enter the column headings.

5. Make sure the insertion point is in the first cell of the first row and type:
   On Loan To

6. Tap ⎹Tab⎸ to position the insertion point in the second cell of the first row and type: **Title**

7. Tap ⎡Tab⎤ again and type: **Author**

8. Tap ⎡Tab⎤ one more time and type: **Main Character**

9. Tap ⎡Tab⎤ to move the insertion point to the first cell of the second row and type: **Brady**

10. Enter the information shown, starting with the second cell in the second row:

On Loan To	Title	Author	Main Character
Brady	Caribbean Mystery	Christie, Agatha	Miss Marple
Opal	The Last Precinct	Cornwell, Patricia	Dr. Kay Scarpetta
Devon	In the Last Analysis	Cross, Amanda	Kate Fensler
Stella	One for the Money	Evanovich, Janet	Stephanie Plum
Matt	Playing for the Ashes	George, Elizabeth	Thomas Lynley

Your friend Lucy just came by to borrow one of your mysteries. Now you'll need to add a row to the bottom of the table.

11. Make sure the insertion point is in the last cell of the table.

12. Tap ⎡Tab⎤ to add a new row to the bottom of the table.

13. Type the new row as shown:

Lucy	B is for Burglar	Grafton, Sue	Kinsey Millhone

14. Save the file in your file storage location as **sb-Mysteries on Loan** and then close it.

15. Exit Word.

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