

PROCEDURE FOR MAKING A RESUME USING MICROSOFT WORD 2002 RESUME WIZARD

1. OPEN MS WORD 2002
2. FILE
3. NEW
4. GENERAL TEMPLATES
5. OTHER DOCUMENTS
6. RESUME WIZARD
7. OK
8. NEXT
9. PROFESSIONAL
10. NEXT
11. CHRONOLOGICAL RESUME
12. NEXT
13. ENTER NAME
14. ENTER ADDRESS
15. ENTER PHONE
16. ENTER FAX
17. ENTER E-MAIL ADDRESS
18. NEXT
19. CHECK BOX: OBJECTIVE
20. CHECK BOX: WORK EXPERIENCE
21. CHECK BOX: EDUCATION
22. NEXT
23. CHECK BOX: AWARDS RECEIVED
24. CHECK BOX: HOBBIES
25. NEXT
26. ADDITIONAL HEADINGS
27. ENTER WORK EXPERIENCE
28. ADD
29. ENTER EDUCATION
30. ADD
31. SELECT WORK EXPERIENCE AT BOTTOM
32. MOVE UP (PLACE NEXT TO OTHER WORK EXPERIENCE)
33. SELECT EDUCATION AT BOTTOM
34. MOVE UP (PLACE NEXT TO OTHER EDUCATION)
35. MOVE CATEGORIES UP TO PLACE THEM IN DESIRED ORDER
36. NEXT
37. FINISH

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38. SELECT FORMAT "DATES ATTENDED,
COMPANY/INSTITUTION NAME, CITY, STATE, JOB TITLE,
DETAILS OF POSITION, AWARD, OR ACHIEVEMENT" TO THE
RIGHT OF THE EXISTING WORK EXPERIENCE HEADER
39. RIGHT CLICK ON SELECTED AREA, LEFT CLICK COPY
40. SELECT "CLICK HERE AND ENTER INFORMATION" FOR THE
ADDED WORK EXPERIENCE HEADING
41. RIGHT CLICK ON SELECTED AREA, LEFT CLICK PASTE
42. SELECT FORMAT "DATES ATTENDED,
COMPANY/INSTITUTION NAME, CITY, STATE, JOB TITLE,
DETAILS OF POSITION, AWARD, OR ACHIEVEMENT" TO THE
RIGHT OF THE EXISTING EDUCATION HEADING
43. RIGHT CLICK ON SELECTED AREA, LEFT CLICK COPY
44. SELECT "CLICK HERE AND ENTER INFORMATION" FOR THE
ADDED EDUCATION HEADING
45. RIGHT CLICK ON SELECTED AREA, LEFT CLICK PASTE
46. CLICK IN THE FORMATTED AREA TO THE RIGHT OF THE
HEADINGS AND ENTER INFORMATION
47. CLICK FILE
48. CLICK SAVE
49. CLICK THE DOWN ARROW, SELECT 3 ½ FLOPPY (A:)
50. FILE NAME BOX ENTER: FMLRESUME
51. CLICK SAVE