



Word Intermediate – Using Templates and Creating Flyers

Overview: Building on the Microsoft Word Basic class, this session guides students through common uses of this software, introducing them to the resume templates in Word, as well as using the software to create a flyer.

Student Skill Level: Intermediate

Requirements:

- Good mouse skills (ability to move the mouse on the computer screen and click or double click as required with minimal assistance).

Length: 3 hours (including 10 minute break)

Objectives:

- The student will:
 - Review memory space and use of flash drive, or the cloud, for storage
 - Understand the basics of typing in Microsoft Word:
 - Important keys to know on the keyboard
 - Correcting typing errors
 - Practice using a resume template included in Microsoft Word software
 - Choose one template
 - Type in data (if a personal flash drive is available)
 - Review Save As Dialog Box
 - Create a flyer using Word:
 - Add WordArt
 - Change and align font
 - Add a Table
 - Add Clip Art
 - Add Text Boxes



Computer Memory: Built-in Memory

Hard Disk (C: drive, Hard Drive or Local Disk) – located in the computer's tower. It is made of **platters** (a hard drive may have from 1 to 6 platters inside its sealed compartment)

This is a picture of the hard drive that is located **inside** the tower. You should never open the sealed case of the hard drive (you will ruin the data on the platters)



Memory: Portable Memory

Flash drives (a.k.a. USB, thumb, jump drive, removable disk or memory stick) plug into any available **USB** (Universal Serial Bus) **port** on the computer. They range in size from 8 to 256 Gb (8Gb costs \$10 or less. 256Gb costs about \$300 or more). Most computers come equipped with 4 to 6 built-in USB ports, at least.

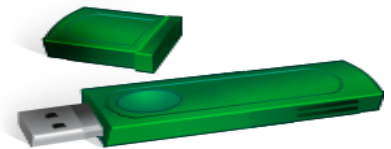


USB symbol: all universal serial bus ports and plugs are identified with this symbol



USB plug and port

Flash drives are the most current way to save personal computer files. One flash drive is usually sufficient to save everything you need (pictures, text files, etc). You should own a flash drive if possible.



Onedrive – The Cloud

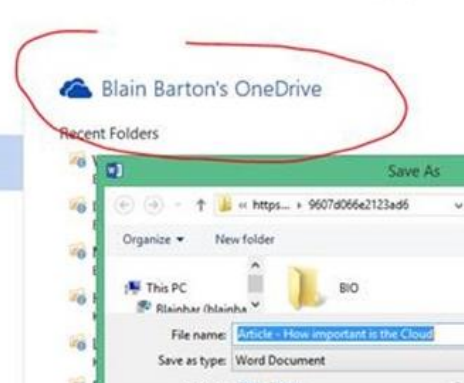
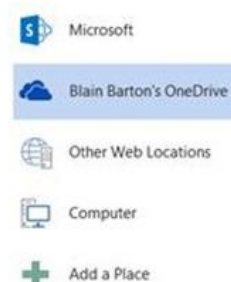
A new and important addition to Office 2013 and Windows 8 is the **Onedrive**. It is essentially an online backup storage place that gives you **15GB of space** for free (note that you must have Internet access to get your items from Onedrive).

It is “a critical component of the Office 2013 release, with the new office suite **saving documents directly to OneDrive by default**, enabling users to access their Office files across a variety of devices.

Users will also have the option of saving their documents locally or offline and then have them sync with OneDrive upon going online again” (Webopedia, 2013).



Save As



Memory Space Measurements:

Name	Abbreviation	Size
Bit	b	1 bit (on or off, 1 or 0, electricity or no electricity – it's the lowest unit of measure – everything else is based on this)
Byte	B or b	8 bits – one typed letter "H"
Kilobyte	Kb	1000 bytes – about 1/2 page of typed text
Megabyte	Mb	1000 kilobytes – about 2 (250 page) ebooks, 4Mb is about one digital photo
Gigabyte	Gb	1000 megabytes – 1Gb is about 250 photos or 2,000 ebooks. 5Gb is about one DVD (Hollywood movie with extra features) A Blu-ray is about 27Gb.
Terabyte	Tb	1000 gigabytes – about 225,000 digital photos or about 450 DVD movies

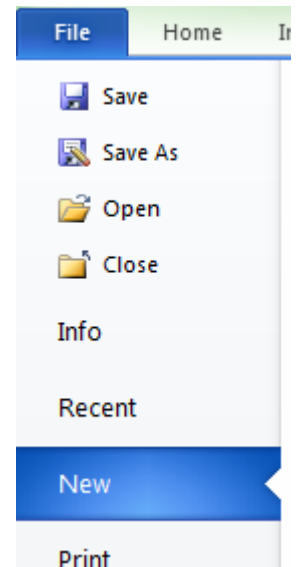
Above table based on the HowStuffWorks Web site (2009). DVD and Blu-ray info: Watson, 2010.

Open Word and Choose a Template

Double click the Word icon.



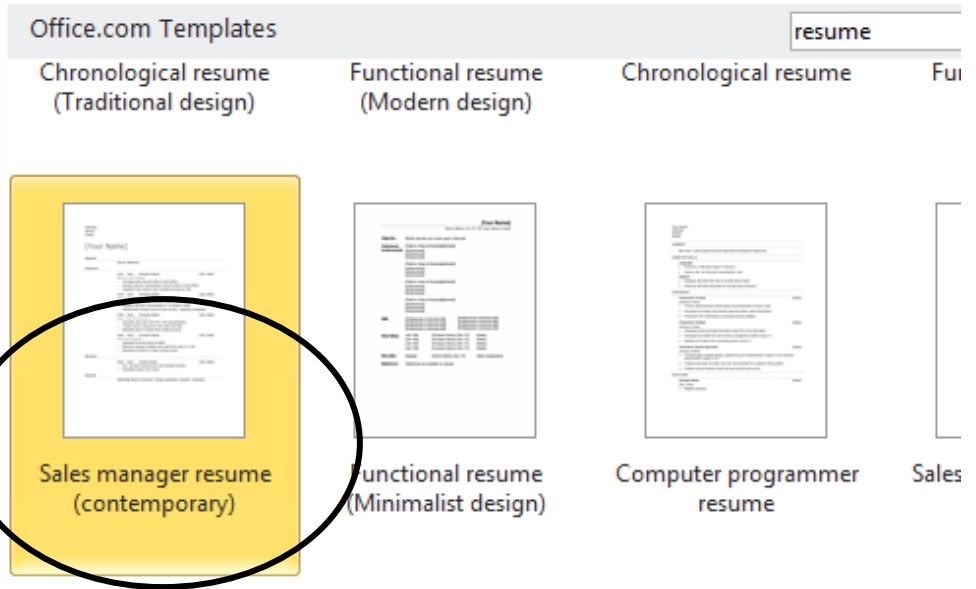
Click **File > New > Resumes and CVs** (CV is short for Curriculum Viate)



There are navigation options at the top of the screen: **Back, Forward, Home**. There's also a pathway that allows you to see where you are inside the Templates.



We will use the search bar on the right to search for **"resume."** This is the easiest way to find them.



Here are a few of the templates you may choose. A **template** is a file with information already in place – it’s filled in with “generic” data that YOU change to match your personal information. This is what we will cover in class.

For this practice session, please scroll down the files and choose the **Sales Manager resume sample**.

This information will appear on the right side of your computer screen. Please note that you **can’t actually read** what’s in the template. We are just looking at the **overall design**, not the words. We’ll replace all the words with our own.

Sales manager resume

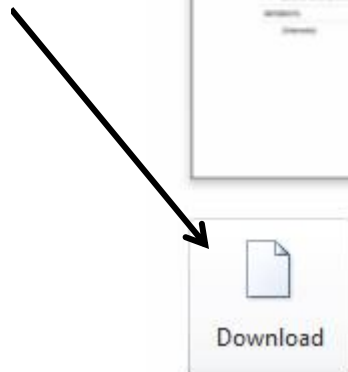
Provided by: [Microsoft Corporation](#)

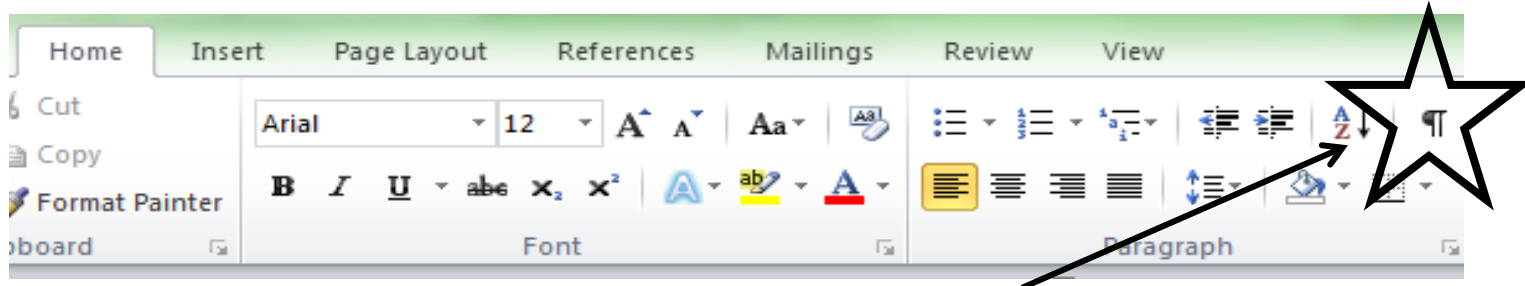
Download size: 62KB

Rating: ☆☆☆☆☆ (0 Votes)



Click the **Download** button.





Once the template appears on your screen, please click the **Show/Hide** button on the **Home** tab in the Paragraph group. I want to show you various formatting marks inside templates. The better you understand these formatting marks, the easier Word will be for you.

There are many hidden characters and formatting marks in Word. Each one means something different and allows you to manipulate the document in certain ways. Becoming familiar with these marks can greatly assist you in creating any file in Word. The following items come from Barnhill and Rado's article on formatting marks (2011).

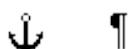
The paragraph mark or pilcrow (¶) represents a paragraph break (when the Enter key is pressed).

A small raised dot represents an ordinary space (Space bar is pressed).

An arrow pointing to the right → represents a tab character (Tab key is pressed)

In table cells you will see a circle with four lines radiating from the corners. ☒ [When you move your mouse to the top of a table] you will see a four-way arrow, usually blue in color. ☒ This tells you where the table begins (very important; with one click you select the whole table, more later).

Another very important nonprinting character is the anchor symbol – when working with floating objects it's often crucial to know where these are (We'll see these with text boxes)



Other, less important formatting marks are:

A right-angle arrow pointing to the left ↵ represents a line break.

A right-angle arrow between two vertical lines |↵| represents a text-wrapping break (intended for web pages)

Manual Column, Page, and Section Breaks:

..... Column Break.....
 Page Break.....
 Section Break (Continuous).....

Finally, you will sometimes see a small black bullet ■ in the margin next to a paragraph.

This indicates that the paragraph is formatted with the “**Keep with next**,” “**Keep lines together**,” “**Page break before**,” or “**Suppress line numbers**” property.

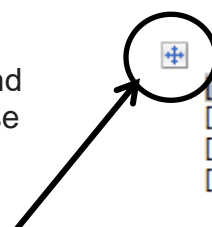
It's very important to keep these formatting marks in the template as you use it. If you don't, you'll lose the "look" of the document and hence negate the value of using the template. Place your cursor carefully and use the backspace and delete keys judiciously. If you accidentally lose a formatting mark, use the **Undo** button in the **Quick Access toolbar** at the top of Word.



A Word about Tables

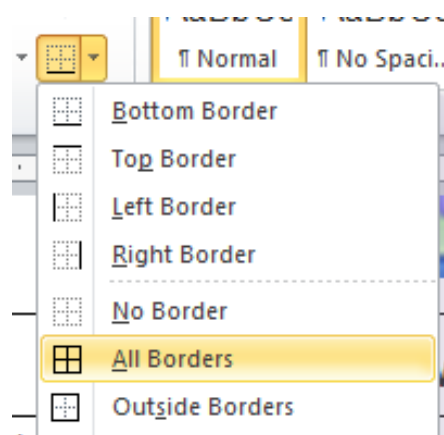
Inserting a table in a document is one of the easiest ways to create even columns. Almost every resume template has some sort of table in it, so let's take a quick look at one.

Find the start of the table by locating the blue, 4-way arrow at the table's beginning. Move the mouse around the page carefully; it will only appear when your mouse is at the start of the table.



Click once directly on top of the blue arrow and your entire table will turn blue (selected)

Go to the **Home** tab (at the top of your screen), in the **Paragraph** group, and click on the drop-down for Borders. Click on **All Borders**. What happens?



.....Practice.....

Let's choose some templates and practice deleting and adding information to them. Remember that each time you open a new template, **another session of Word also opens**. This will **slow** your computer speed, so, when you're finished with a template **close it** and open a new one.

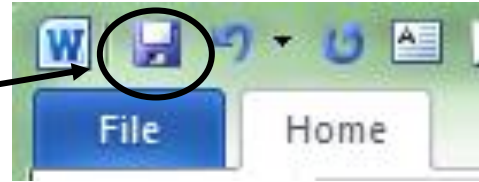
I can see on my task bar that I have **two** sessions of Word open, because there are two visible squares around the "W" of Word. When using templates, there will always be two open sessions.



There are dozens of available templates in Word. Try several and see what happens!

Saving a Document – Save Early and Save Often!

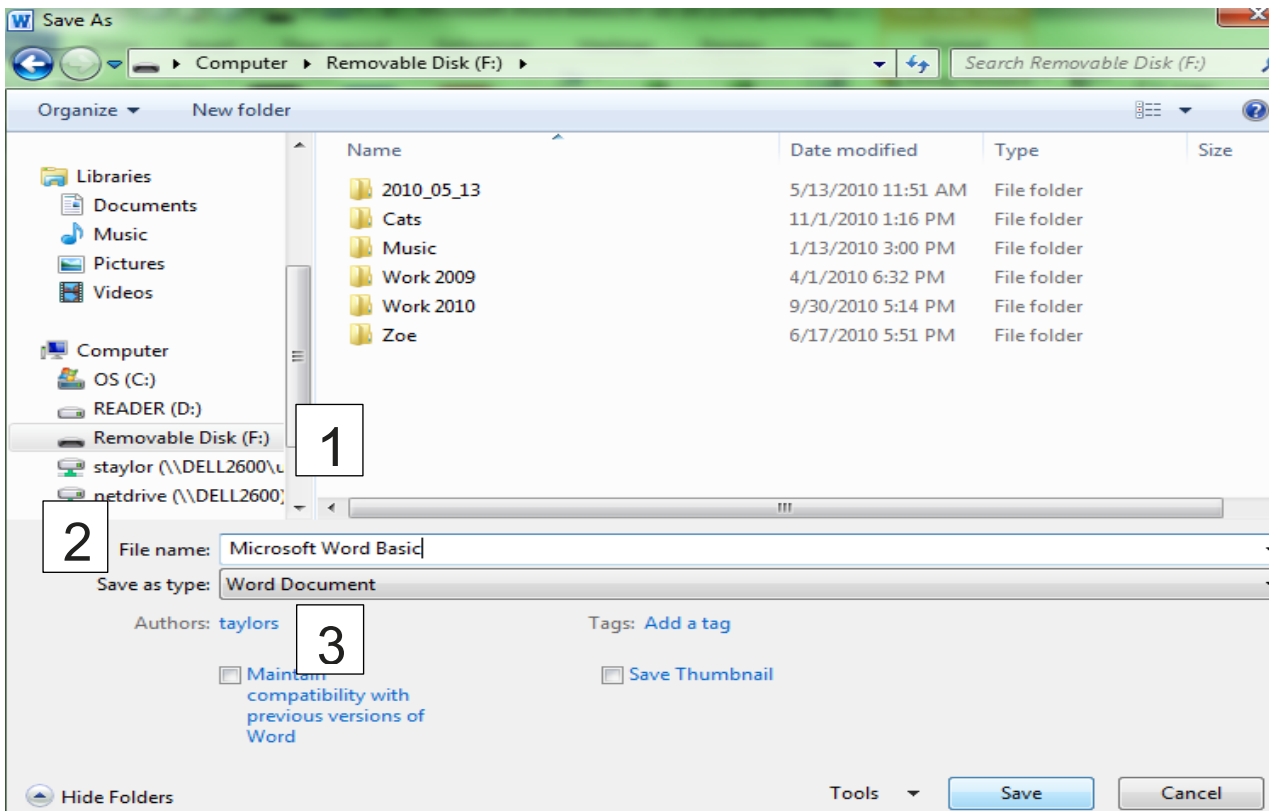
The easiest way to save a document is to use the **Quick Access Toolbar** located directly **above the File Tab** at the top of the window.



Click the **Save Button**

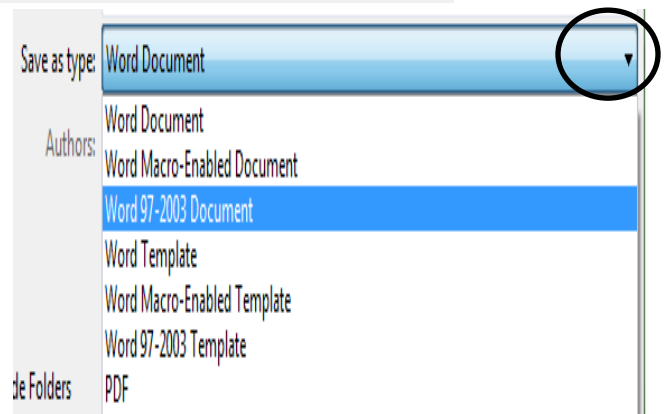
(You may also click the **File Tab** and then click **Save**)

If this is the first time you are saving a document, the **Save As** dialog box will appear on the screen:



You need to tell the computer the following information:

1. Where to **Save**: choose a location from the left side of the dialog box (removable disk)
2. **File name**: type in your own file name and remember this so you can find the document again!
3. **Save as type**: generally leave this as the default, though sometimes it needs to be changed. If you find this to be the case because of compatibility issues (using older and newer versions of the software) click the drop-down menu and choose a type:



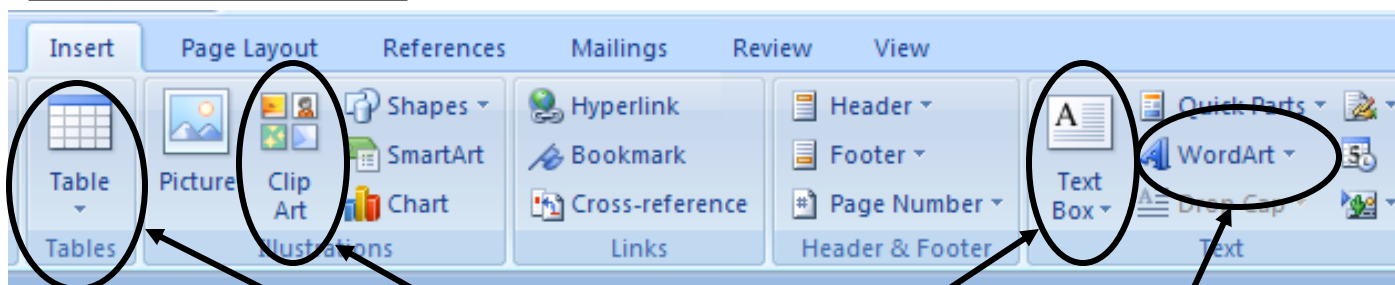
Once you have completed the **Save As** dialog box once you don't need to repeat. When you click the Save command (either from the **Quick Access Toolbar** or the **File Tab**) you will automatically overwrite changes to the original document.

If you'd like to save multiple copies of the same document, you may choose the File Tab > Save As and rename the document as often as you wish. This is especially helpful when you are sending out resumes and cover letters to multiple employers. It helps you avoid sending the wrong letter/resume packet to the wrong employer!

For example, if I am searching for a job in the library system, I might apply for a subject specialist position, emphasizing my knowledge and abilities for the particular subject matter, like history. Or maybe I would like to be the technology trainer, so I would subtly alter both my resume and cover letter to emphasize my computer knowledge and experience or schooling. Once I made these alterations, I would definitely rename the resumes and cover letters. "resume – history," or "resume – tech" would work fine for me. "Cover letter to NIOGA – history" would denote that letter as the one I sent with the "resume – history" file. **This is one way of storing and organizing computer files. Play around with things until you find something comfortable for you.**

Create a Flyer in Word

Click on the **Insert Tab**



Note the positions of

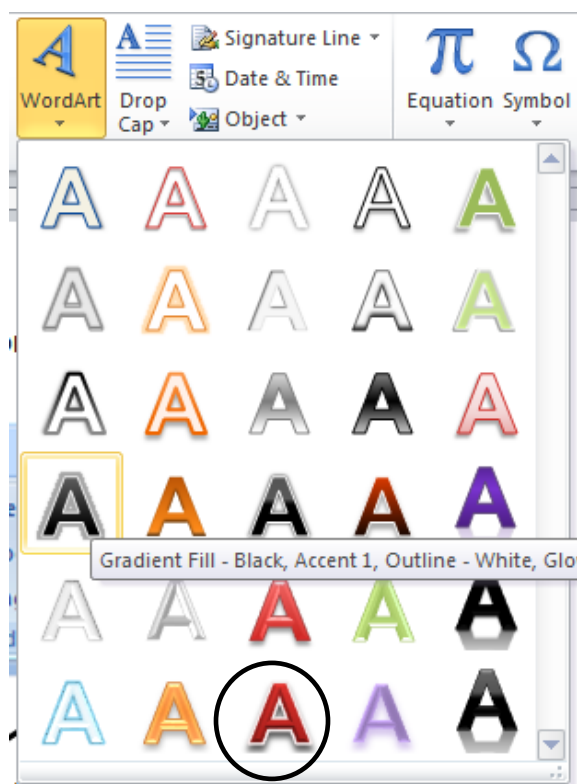
Tables **Clip Art**,

Text Boxes, and

WordArt

On the **Insert** Tab and click the **Insert Word Art** button

Select a style from the gallery



A box with “Your text here” appears with the text selected (in blue). **All you need to do is type your text and resize your Word Art.**



Now we see the **frame** around the edge of the Word Art. Mouse over it and notice that the mouse indicator on the screen turns into a double-headed arrow.

This indicates a **resize option**. **Click and hold the mouse button** and see how the letters change size and shape.

Make the WordArt large enough to fill the top of the page.

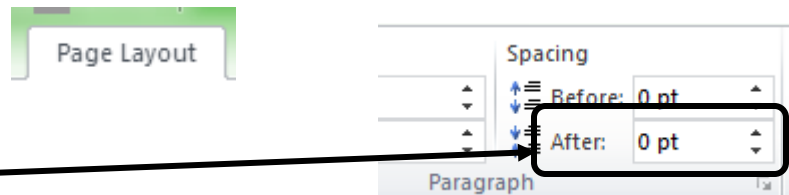


Change Font Size and Center Align

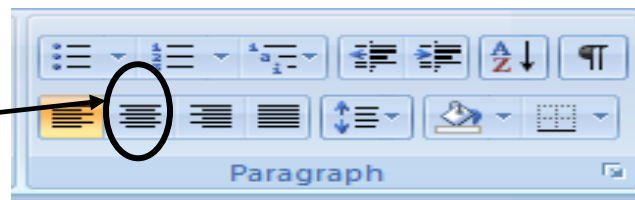
In Word 2010 all you need to do to move the cursor is **place the mouse** at the approximate line you wish to use and then **double click** the mouse button. REMEMBER: CURSOR PLACEMENT IS IMPORTANT!

Move the cursor towards the middle of the page – around the fifth line down (move the mouse and double click). Make sure your cursor is blinking **BELOW** the WordArt.

To remove excess spaces on the page, click on the **Page Layout** Tab > **Paragraph** Group > make the **After** spacing **zero** by clicking on the **downward** pointing triangle.



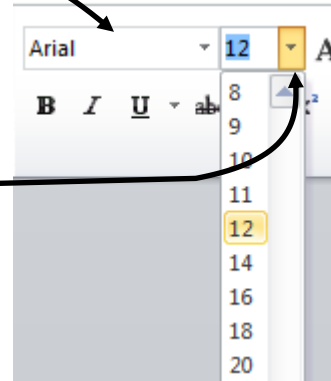
Click the **Center Align** button on the **Home** Tab > **Paragraph** Group



Click the **Font Type** button and choose a type you like for your flyer.

Click the **Font Size** button in the **Font Group** and choose 20 point

Type your text, pressing **Enter** to go to the next line



Insert Table

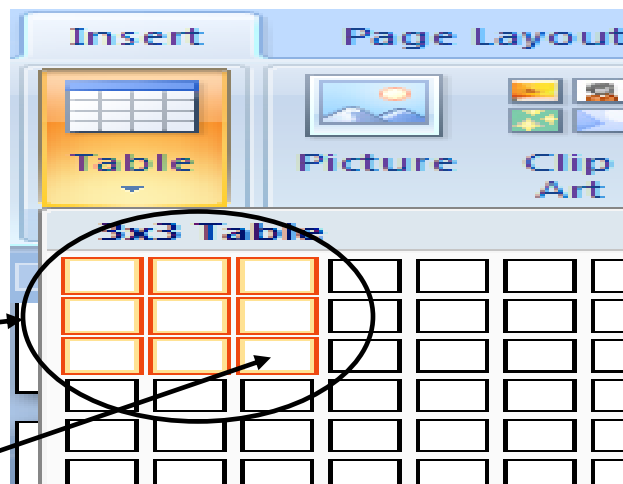
Move the cursor towards the middle of the page – around the twelfth line down (by double clicking mouse)

Click on the **Insert Tab**. Table on the **Menu bar**

Click **Table**

Choose **three** columns and **three** rows by “mousing over” 3 columns and 3 rows

Click on the last square and your table will appear in the document



Type the headers **Date**, **Class Title**, and **Time**

Press the **Tab** key to move from cell to cell

Type in any date, title, and time you like

Date	Class Title
------	-------------

Date
August 2, 1984
August 9, 1984

Insert Clip Art

Place the cursor about 4 lines down from the table

Remember, the picture will insert where the cursor is positioned!

Center the **cursor** with the **Center Align** button on the **Home tab**



Click on the **Insert Clip Art** button on the **Insert Tab**

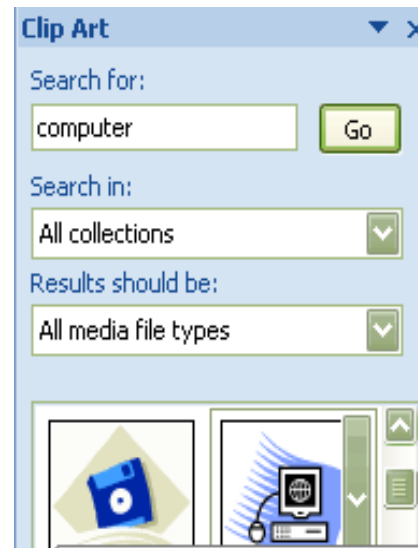
The **Clip Art Task Pane** will appear on the **right side** of the screen

Type "computer" in the **Search for:** box

Click **Go**

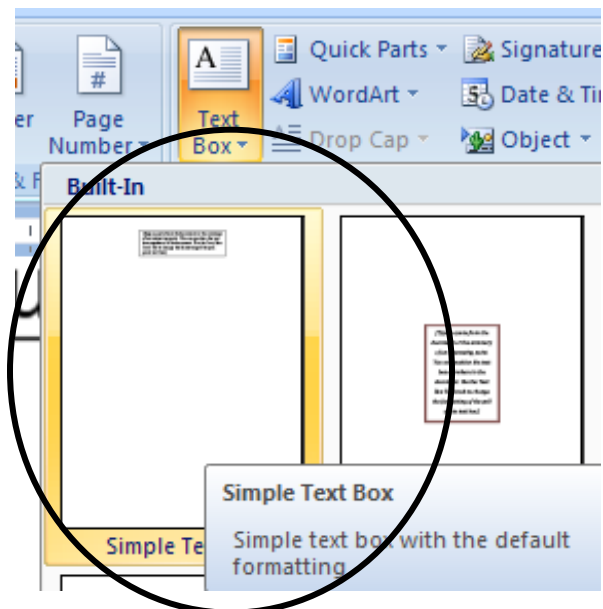
Choose a picture by **clicking** on it **ONCE**. The picture will appear in the document where the cursor was.

Remember, you may resize pictures the exact same way as Word Art – with the circles or squares on the outside frame of the picture.



Insert Text Box and Change Alignment

Click on the **Insert Tab >Text Box > SimpleText Box**



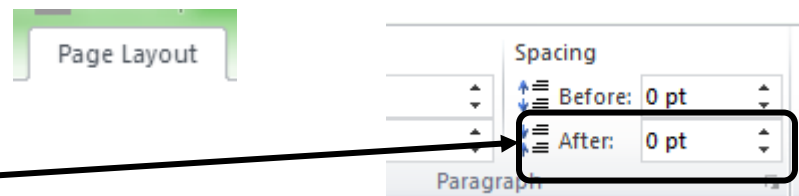
A text box will appear on your page

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

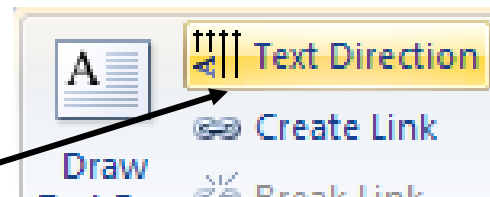
Start typing the necessary information for the tear-off tabs for the bottom of the sheet

Your Library
555-1212
Computer Classes

To remove excess spaces, **highlight** the words in the text box, click on the **Page Layout** Tab > **Paragraph** Group > make the **After** spacing **zero** by clicking on the **downward** pointing triangle.



When finished, click on the **Format** Tab at the top of the window, and move the mouse to the **Text Direction** option currently showing in the **Text Box Tools** Tab (upper right corner of the screen)

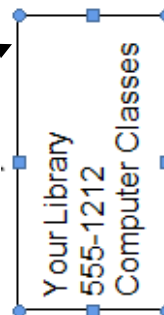


Click the button to get the text into this alignment

Your Library
555-1212
Computer Classes

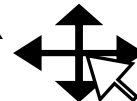
Move Text Boxes

Click once on the **edge** of the text box – make sure there is **no** cursor on screen
The **edge** of the box will look like this



Move your mouse along the **edge** until it is a **4-way arrow**

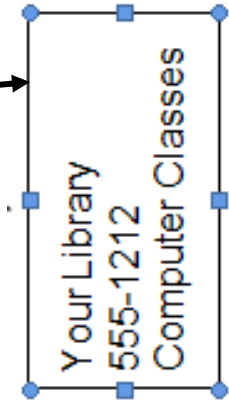
Click and hold the mouse, **drag** the text box to the bottom of the screen, aligning them as close as possible (remember, these will be cut with scissors after printing so people can tear them off and keep them)



Copy and Paste Text Boxes

Click once on the **edge** of the text box – make sure there is **no** cursor on screen

The edge of the box will look like this



Click **Copy**

Click **Paste 8 times to get copies of the text box**

Remember, **Copy** and **Paste** are on the **Home Tab**

Resources

****These items are available in the NIOGA Library System!****

****Contact your local library for assistance!****

Microsoft Word:

Call Number	Author	Title	Date
005.52HUDD	Huddleston, T	Using Microsoft Word 2010	2010
005.446 RATH	Rathbone, A	Windows 7 & Office 2010 for Dummies	2011
005.369 SHOU	Shoup, K	Office 2010 Simplified	2010
005.369 WEVE	Weverka, P	Office 2010 All-in-One for Dummies	2010

Resumes:

Call Number	Author	Title	Date
650.14 DEBA	De Back, A	Get Hired in a Tough Market: Insider Secrets to Find and Land the Job You Need Now	2010
650.142 ENEL	Enelow, W	Cover Letter Magic: Trade Secrets of Professional Resume Writers	2010
650.14 LEVI	Levinson, J	Guerrilla Marketing for Job Hunters 2.0: 1,001 Unconventional Tips, Tricks, and Tactics For Landing Your Dream Job	2009
650.142 SALV	Salvador, E	Step-by-Step Resumes: Build an Outstanding Resume in 10 Easy Steps!	2010

Edited 2016

Funding for computer training is provided by the Nioga Library System



Reference

Barnhill, S. and Rado, D. (2011). What do all those funny marks, like the dots between the words in my document, and the square bullets in the left margin, mean? Retrieved from Microsoft Word MVP Web Site:

<http://word.mvps.org/FAQs/Formatting/NonPrintChars.htm>.

Webopedia. (2013). SkyDrive Definition. Retrieved from: <http://www.webopedia.com/TERM/S/skydrive.html>.

