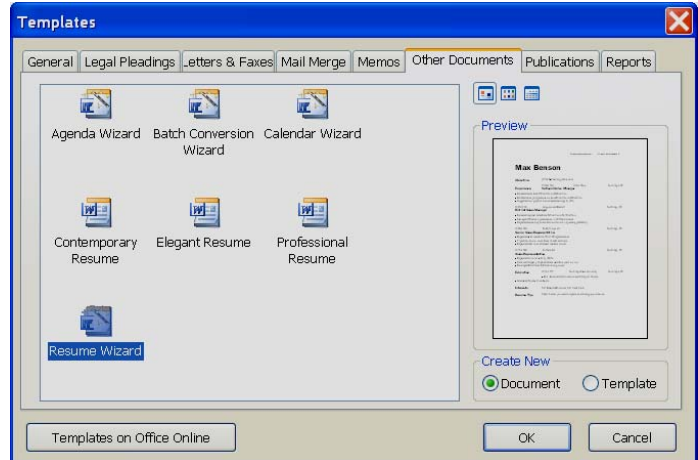


CREATING A RESUME USING A WIZARD

Wizards are a series of dialog boxes that allow you to set various options, on your way to creating something, such as a new document.

- ❖ When the Word program is first opened, the **Getting Started Task Pane** appears.
- ❖ To display the **New Task Pane**, do one of the following:
 - Click **File** on the **Menu Bar** and then choose **New** from the list of options.
 - Click the list arrow next to **Getting Started** on the **Getting Started Task Pane**.
- ❖ The **New Document Task Pane** will appear on the **right-hand** side of the window.
- ❖ Under **Templates**, click **On my computer**.
- ❖ The **Templates** dialog box will appear (see illustration at right).
- ❖ Click the **Other Documents** tab.
- ❖ Make sure that **Document** is selected under **Create New**.
- ❖ Double-click the **Resume Wizard**.
- ❖ In the beginning dialog box, click the **Next** button.
- ❖ Under **Which style would you like?** the options – **Professional**, **Contemporary**, **Elegant** – can be chosen.
- ❖ Choose the desired style.
- ❖ Click **Next** to move to the next step in the wizard.
- ❖ In this step, you are asked **Which type of resume would you like to create?** The options here are – **Entry Level Resume**, **Chronological Resume**, **Functional Resume**, **Professional Resume**.
- ❖ Choose the type of resume and then click **Next** to move to the next step.
- ❖ This step asks, **What is your name and mailing address?**
- ❖ Fill in the proper information and then click **Next**.
- ❖ This step provides a list of headings that are usually included in this type of resume.
- ❖ Select any of the additional headings.
- ❖ Click **Next**.
- ❖ Under **These headings are sometimes included in this type of resume**, choose any categories that apply.
- ❖ Click **Next**.
- ❖ This step asks if there are any additional headings that you would like to add. In the **Add** box, input any additional headings.
- ❖ Click the **Add** button. The new heading will appear under **These are your resume headings**.
- ❖ Click on any of the headings under **These are your resume headings**.
- ❖ Click the **Move Up** button to move the heading up in the list.
- ❖ Click the **Move Down** button to move the heading down in the list.
- ❖ At this point, you could remove any headings that you don't feel should be included by clicking the heading and then clicking the **Remove** button.
- ❖ Click **Next** to go to the last step, read the message, and then click **Finish**.



- ❖ Your resume will appear in the document window.
- ❖ The resume is setup in table format, so you will move from cell to cell by pressing the **Tab** key on the keyboard.
- ❖ You would then fill in any information that you would like included on your resume.
- ❖ You can also create a resume by using one of the templates available under **Templates on Office Online**.