



## Job Seekers: Resumes and More

**Overview:** Learn what **O\*Net** Online and **JobZone** can do for you; use it to search for jobs, refine a resume, or ace the interview. Learn about Web Site security, too. Practice finding and using a variety of resume templates!

**Student Skill Level:** Intermediate

**Requirements:** Basic mouse skills (Ability to move the mouse around the computer screen with some assistance. Ability to “click” and “double click” the mouse as instructed during class)

### Objectives

- Discuss security features common to web sites
  - View a secure web site
- Use the NiogaMobile web site and find:
  - The O\*Net Online resource
    - Use it look for possible employment
    - Beef up your resume with descriptions
- Explore JobZone Web Site
- Use Microsoft Word:
  - Find a resume template
  - Practice entering information
  - Learn to save your work



Image from freedigitalphotos.net

## Web Browsers and Web Sites

“**Browsers** are software programs that allow you to search for and view various kinds of information on the Web, such as Web sites, video, audio, etc.” (Boswell, 2008).

**Internet Explorer** is one type of Web browser. There are many different kinds of browsers, but they function similarly. Examples include **Firefox**, **Chrome**, **Opera**, and **Safari** (Mac).

Using a **browser** allows you to access Web pages which are stored on a server. **Web page(s)** make up **Web sites**. A single Web site may consist of one page to thousands of pages, just like books.

Let’s open the Internet and look at the BTOP computer training web site.

### Open the Internet

There are two ways to open the Internet:

Double click on the **icon** on the **desktop** **OR**

Click **once** on the icon and then press the **Enter key** on the **keyboard**

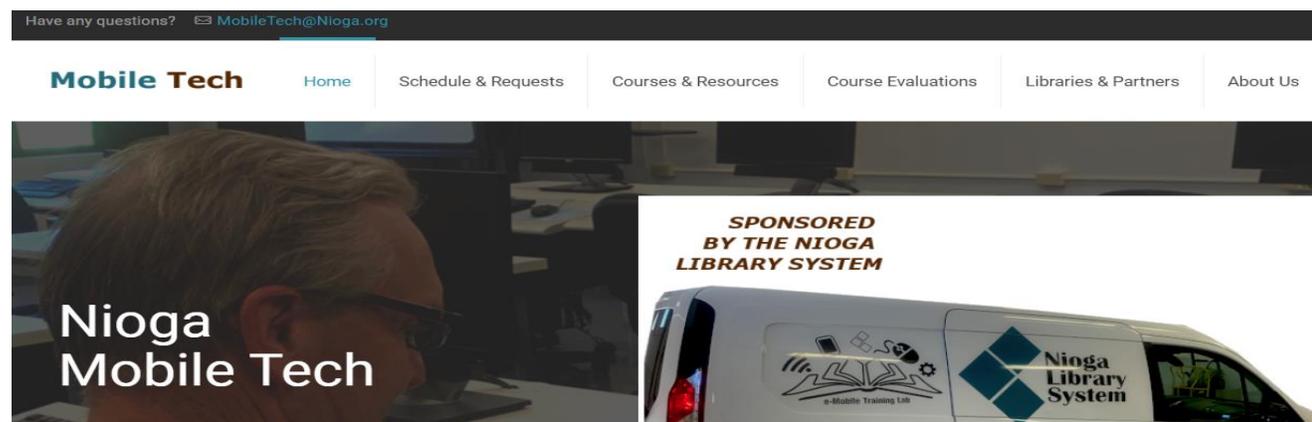


The icon will turn **white** and then a small circle will appear on the screen as the computer works to open the program

The anchor page of ANY Web site is called the **Home page**. It is the starting point of the site, much like the cover of a book. A good Home page will have an easy-to-remember web address (like [www.niogamobile.tech](http://www.niogamobile.tech)), introduce you to the company or person who owns the site, and will clearly point the way to additional pages in the site – like the table of contents in a book.

If you know the Home Page address of a Web site, it’s very easy to find the site!

Here’s a **portion** of the Home Page:



We see the NIOGA logo, introducing us to the owner, and multiple **hyperlinks**. Those are elements in a

Web page that allow users to see new items or Web pages. Your mouse indicator  will change its

shape to a hand  when you move it over the link. **Links** may be **words**, **images**, or **animation**.

## Secure Web Site Example

I want to point out the standard security features of this site. Not every Web site NEEDS to be secure. It's only very important when **you** are **giving out personal information** – name, social security number, etc. It is imperative that you check a site's security BEFORE you enter personal data – even from a well-known company.

All legitimate businesses have a great interest in keeping your information secure. This is done by a two-part process: **first**, by ensuring that your computer is in fact connected to the **correct server** (in this case, Tops) and **second**, by **scrambling data sent** over the Internet in such a way that if anyone tried to steal it, all they would find is meaningless, random information.

You can see that Tops secures your personal data by seeing the “**S**” after the **http** (Hypertext Transfer Protocol) in the Address bar. This indicates a secure transaction through **encryption** (data scrambling) so that no one else may see it.



There is a **padlock** at the end of the Address bar. Click the padlock to view the company's **Security Certificate**.

Here is the identification drop down window.

**VeriSign** is a well-known computer security firm and has been in business for over 25 years and is a trusted name.

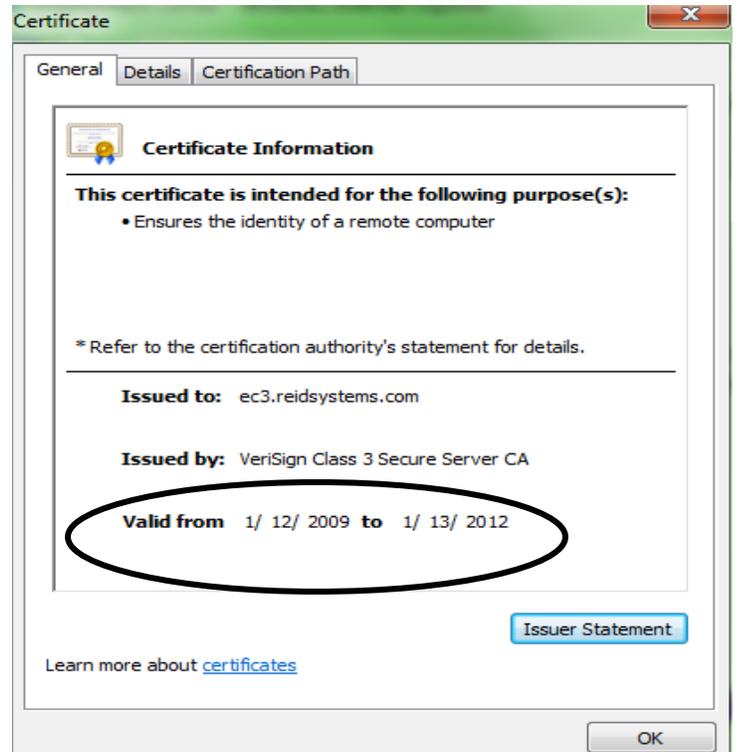
This is the **Connection tab** in the drop down window. This is important because it tells us the encryption rate (how much the data is scrambled). This one says **256-bit encryption**. This is important, because the higher the number, the harder the connection is to crack.

Right now, there is 128-bit and 256-bit encryption for **residential** use. 256 is better.



Click once on the **Certificate information** link to view the security certificate.

Here is the certificate itself. The **Valid from:** dates are the most important part of the certificate and they should be current.



## O\*Net Online Resource

The screenshot shows the O\*NET OnLine homepage. At the top left is the O\*NET logo and the text 'O\*NET OnLine'. A navigation bar contains 'Help', 'Find Occupations', 'Advanced Search', and 'Crosswalks'. On the right, there is an 'Occupation Quick Search' field. The main content area features a large banner with the text 'Build your future with O\*NET OnLine.' and a sub-headline 'Welcome to your tool for career exploration and job analysis!'. Below the banner are three search filters: 'Occupation Search' with a search box, 'Find Occupations' with a 'Browse' button and a dropdown menu, and 'Crosswalks' with a 'Connect' button and a dropdown menu. On the right side, there are four promotional boxes: 'What's New?' with a 'Learn More' button, 'I want to be a...' with a 'Find It Now' button, 'ATTN: VETERANS' with a 'Get Started' button, and 'Hot Technologies' with a 'Learn More' button.

**FIND THE APPRENTICESHIP THAT'S RIGHT FOR YOU** [APPRENTICESHIP.GOV](http://APPRENTICESHIP.GOV)

Help Find Occupations Advanced Search Crosswalks

O\*NET Sites

Was this page helpful?   
Job Seeker Help • Contact Us

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Site updated February 18, 2020



O\*NET OnLine is sponsored by the U.S. Department of Labor,  
Employment & Training Administration,  
and developed by the National Center for O\*NET Development.

## JobZone from the New York State Department of Labor

The NYS Department of Labor has a workforce development site as well. It has more online resources, and a place to log in with an account, as well.

Go to [www.jobzone.ny.gov](http://www.jobzone.ny.gov)

This is the upper corner of the first page. To access all the resources, you need to sign in with your account.

Your job counselor has created an NY.gov account for you. It's in your paperwork (if you don't know your login, ask your counselor).



This is the opening page of JobZone. You may click on any of these choices and explore the possibilities.

### Manage your career, organize your job search, and plan for the future with JobZone.

As a guest, you can:

- ▶ Search for jobs
- ▶ Explore occupations
- ▶ Find the training you need
- ▶ Develop a budget
- ▶ Create resumes, cover letters, reference lists and more

Or create an account, and open up a whole world of career exploration!



### CHARTING YOUR PATH

#### My Employability Score

Use this quick survey to evaluate your employability and identify actions to improve your chances of obtaining employment.

#### Career Exploration

Use this quick survey to evaluate your employability and identify actions to improve your chances of obtaining employment.

#### Career Assessment

#### Budgeting Tool

#### Self-Sufficiency Estimator

#### ZIP Code Specific Info

Use this quick survey to evaluate your employability and identify actions to improve your chances of obtaining employment.

Job Search Questions  
Chat with an Advisor

**JOB SEARCH**

Find available jobs that match your skills and experience. Use this tool to find the career you love!

## NEXT STEPS

### Training Opportunities

- ▶ Programs
- ▶ Apprenticeships
- ▶ Colleges



### Resume/Cover Letters

- ▶ Quick Resume
- ▶ Letter Writer



### References

- ▶ Quick Reference List
- ▶ Job Application Tool



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For students engaged in the exploration of future careers.

**Job Search Question?**

Chat with an Advisor

This is the bottom part of the page.

Connection is secure!

jobzone.ny.gov/jz/views/jobzone/guest.jsf

jobzone.ny.gov

Connection is secure

Cookies

Site settings

Show connection details

**JOB SEARCH**

## NEXT STEPS

### Training Opportunities

- ▶ Programs
- ▶ Apprenticeships
- ▶ Colleges

Certificate Viewer: jobzone.ny.gov

**General** Details

**Issued To**

Common Name (CN)	jobzone.ny.gov
Organization (O)	New York State Office of Information Technology Services
Organizational Unit (OU)	<Not Part Of Certificate>

**Issued By**

Common Name (CN)	DigiCert TLS RSA SHA256 2020 CA1
Organization (O)	DigiCert Inc
Organizational Unit (OU)	<Not Part Of Certificate>

**Validity Period**

Issued On	Tuesday, June 7, 2022 at 8:00:00 PM
Expires On	Thursday, June 8, 2023 at 7:59:59 PM

**Fingerprints**

SHA-256 Fingerprint	40 C7 E8 C4 99 F7 68 FF 08 F4 D6 84 EA 60 6E 07 D5 06 88 A1 9B 6D A8 D5 69 52 C3 0B D7 52 33 29
SHA-1 Fingerprint	08 1B C0 FA AD 1E 70 FA 4C 6F 23 72 12 80 13 F2 C7 D9 26 1E

**Job Search Question?**

Chat with an Advisor

This is at the bottom of each page.

**Take some time to explore  
the options available to you  
on JobZone!**

## Job Search Tips: A Summary

Angela Colley created a useful step-by-step guide to searching Craig's List for jobs. Here are the highlights, applicable to any job search:

- **Use JobZone to narrow your focus** – your strengths and interests, and the general location where you'd like to work. Do you want to work from home? That's an option, but you need high-speed Internet and computer skills.
- Make sure you **read the ad description**. Searches usually cast a very wide net, and if you find something you really like, be sure it's geographically correct. Colley states, "Make sure you look beyond the first 100 listings as the later ones could have the fewest applicants!"
- **Remember** the old adage, "If something sounds too good to be true, it probably is."
- **Write and re-write your resume**. Be "sure it has all relevant information regarding your job history, education, licenses, and any special awards or acknowledgments – the stuff employers really want to see. Definitely include any marketable skills that will make you stand out against the competition, such as if you're bilingual or proficient in certain programs pertinent to your field. Keep your resume short and pointed, and use "action" words" (Colley, 2012).
- **Use your cover letter** as an opportunity to round out your skills highlighted in the resume. You might include some information to explain gaps in your work history, but **don't get too personal**. If a gap is relevant to the job you're applying for, as in, you took care of an aging parent and you're applying for a health care job, then you might include this information. Keep it short!
- Do **respond quickly** to any communication from the employer.
- **Email addresses should be professional**. Many businesses have their own domains, but not all. Make note of any special instructions when sending a resume and cover letter.
- **Include your resume as an attachment** and use the correct file extension. That should be covered in the job advertisement. If **no specific format is stipulated, use .pdf**.
- **Don't apply if it sounds too good to be true**. Colley writes, "if an ad doesn't sound legitimate, it's probably not. If it includes the name of the company, however, you can Google it before you send your resume. Otherwise, you may want to move on to the next ad."
- Use Social Networking of all kinds to help you land your job. Referrals are very important, as are references. Referrals get you in the door of the employer, and references tell the employer you can do the job. Use in-person and online networks. Pick a social network and use it **daily**. If you use LinkedIn (this is my best recommendation for you as it is geared to professional social networking), take a class on it. There are all kinds of excellent features you may use to build your network!



Facebook



Twitter

## Free Online Typing Tutorials

There are many different typing tutorials on the Internet. Let's look at some of the free ones available. Use any search engine, like Google, and type in "free online typing practice." Pick one and try it!

A screenshot of a Google search results page for the query "free online typing practice". The search bar at the top contains the text "free online typing practice" and a close button (X). Below the search bar are navigation tabs for "All", "Books", "Images", "Videos", "News", and "More". The search results show "About 169,000,000 results (0.49 seconds)".

The first result is titled "Where can I practice typing online for free?". The snippet reads: "TypingClub is (and will always be) free for both individuals and schools." The URL is "https://www.typingclub.com". The title is "TypingClub: Learn Touch Typing Free" and the snippet continues: "Search for: Where can I practice typing online for free?". There is a link to "About featured snippet".

The second result is titled "Learn To Type And Improve Typing Speed Free - Typing.com". The snippet reads: "Learn to touch type and improve your typing speed with free interactive typing lessons for ages. Start your typing practice now!" The URL is "https://www.typing.com > student > lessons". There are links for "Students · Paragraph Practice · J, F, and Space · Games".

The third result is titled "Typing Practice". The snippet reads: "Take a typing test, practice typing lessons, learn to type faster. ... learn to type faster and fewer errors with this free online typing tutor." The URL is "https://www.keybr.com".

## Resume Templates: Word Practice

Once you start typing, you're going to want to edit your resume. Microsoft Word has safe templates you may search for and use. Open Word and you will see the following:

A screenshot of the Microsoft Word "New" template selection screen. The word "New" is displayed at the top. Below it is a search bar labeled "Search for online templates" with a magnifying glass icon on the right. Underneath the search bar are "Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday". A black arrow points from the text "Click on Resumes and Cover Letters" on the left to the "Resumes and Cover Letters" link in the suggested searches. Below the search bar, there are two template thumbnails. The left one is a blank white page. The right one is a resume template with a header "FIRST NAME LAST NAME" and sections for "EXPERIENCE" and "EDUCATION".

New

Word will search for templates and display them for you.

Home Resumes and Cover Letters

Category

- Resumes and Cover Letters 59
- Business 7
- Personal 3
- Simple Design Set 2
- College Tools 1
- Event 1
- Executive Design Set 1
- Industry 1
- Letters 1

Choose the **Modern Chronological Resume** and click **Create**.

**FIRST NAME LAST NAME**  
Address - Phone  
Email - LinkedIn Profile - Twitter/Blog/Portfolio

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

**EXPERIENCE**

**DATES FROM – TO**  
**JOB TITLE, COMPANY**  
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

**DATES FROM – TO**  
**JOB TITLE, COMPANY**  
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

**EDUCATION**

**MONTH YEAR**  
**DEGREE TITLE, SCHOOL**  
It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

**MONTH YEAR**  
**DEGREE TITLE, SCHOOL**  
It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

**SKILLS**

- List your strengths relevant for the role you're applying for
- List one of your strengths
- List one of your strengths
- List one of your strengths

**ACTIVITIES**

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.

Modern chronological resume

Provided by: Microsoft Corporation

This modern chronological resume or CV emphasizes your experience by showing your most recent jobs first. Use this chronological resume template to create a resume and use the matching cover letter for a professional job search package. Follow a professional chronological resume format using this accessible modern resume template.



First click on the paragraph mark on the Home Tab. This will show all the hidden formatting marks in Word and allow you to more easily edit any document!

The screenshot shows the Microsoft Word interface. In the top ribbon, the paragraph mark icon (¶) is highlighted with a black star. Below the ribbon, the 'Show/Hide ¶ (Ctrl+\*)' dialog box is open. The dialog box has a title bar and a main area with the following text:

**Show/Hide ¶ (Ctrl+\*)**

Microsoft Office ¶  
 •→ Word ¶  
 •→ Excel ¶  
 •→ PowerPoint ¶  
 •→ Outlook ¶  
 •→ Access ¶  
 •→ InfoPath ¶

Show paragraph marks and other hidden formatting symbols.  
 This is especially useful for advanced layout tasks.

At the bottom of the dialog box, there is a 'Tell me more' link.

The background document shows a resume template with the following sections and formatting:

- AME** (Large decorative text)
- EXPERIENCE** (Section header)
- Two job entries, each with:
  - DATE-FROM--TO ¶
  - JOB-TITLE,-COMPANY** ¶
  - Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. ¶
- EDUCATION** (Section header)
- Two education entries, each with:
  - MONTH-YEAR ¶
  - DEGREE-TITLE,-SCHOOL** ¶
  - It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too. ¶
- SKILLS** (Section header)
- Two bullet points:
  - List your strengths relevant for the role you're applying for ¶
  - List one of your strengths ¶

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)

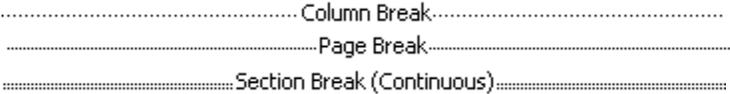


Other, less important formatting marks are:

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)

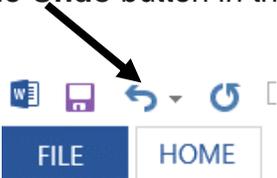
Manual Column, Page, and Section Breaks:



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

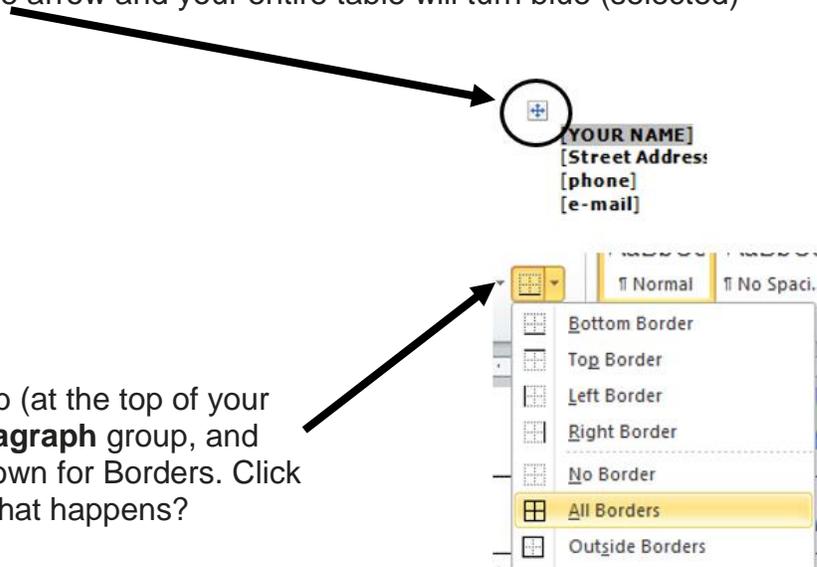
This indicates that the paragraph is formatted with the “Keep with next,” “Keep lines together,” “Page break before,” or “Suppress line numbers” property.

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.



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 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?

### Saving a Document – Save Early and Save Often!

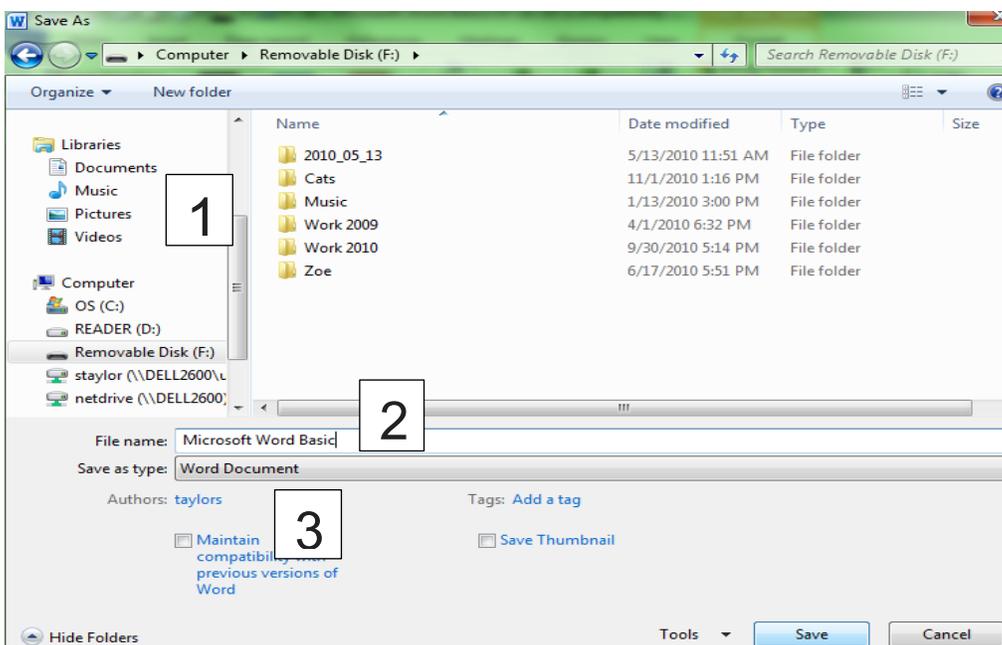
The easiest way to save a document is to use the **Quick Access Toolbar** located directly above the **File Tab** at the top of the window.



Click the **Save Button**

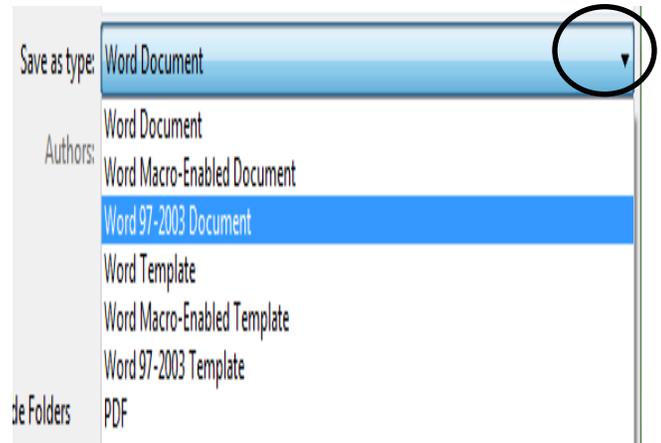
(You may also click the **File Tab** and then click **Save**)

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



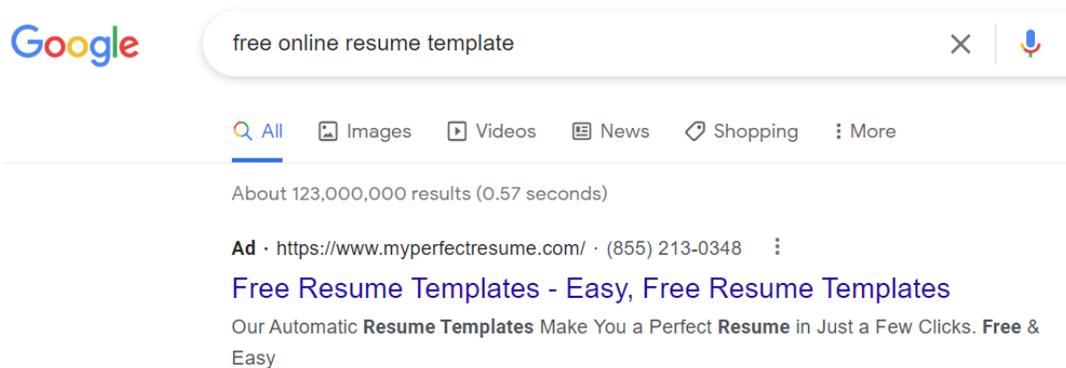
You need to tell the computer the following information:

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: **NOTE THIS IS WHERE YOU MAY SAVE AS A PDF FILE 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.

Generally, I'd recommend Word templates as they are safe – no one else is getting any sensitive data. If you'd like to use an online resume builder, there are many to choose from, but remember your data security! Use the search engine of your choice:



Remember security before you begin entering any information!

### References

Colley, A. (2012). How to Find a Job Online Using Craigslist – 16 Step Process. Retrieved from Moneycrashers.com Web Site: <http://www.moneycrashers.com/find-job-online-craigslist/>.

### Resources

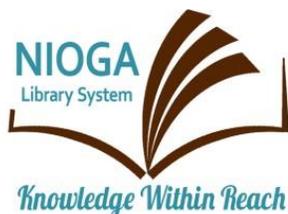
**\*\*These items are available in the NIOGA Library System!\*\***

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

Author	Title
Kursmark, L.	30-minute résumé makeover : rev up your résumé in half an hour
Lambert, J.	Microsoft Office step by step (Office 2021 and Microsoft 365)
Weverka, P.	Office 2021 all-in-one for dummies
Whitcomb, S.	Résumé magic : trade secrets of a professional résumé writer

Edited 2023

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# Word 2021 Intermediate

## Quick Reference Guide



### Elements of a Table

	Table Selector			
	Location	Excursion Length	Packages	Sales
Header Row	Las Vegas	3-day	8	\$8,000
	Paris	3-day	2	\$4,000
	Beijing	3-day	0	\$0
	Las Vegas	5-day	6	\$10,200
Selected Cell	Paris	5-day	8	\$27,200
	Beijing	5-day	4	\$20,000
	Las Vegas	7-day	0	\$0
Row	Paris	7-day	4	\$20,000
	Beijing	7-day	6	\$42,000
Total Row			38	\$131,400

### Navigating a Table

#### Navigating a Table

Next cell.....	<b>Tab</b>
Previous cell.....	<b>Shift + Tab</b>
Next row .....	↓
Previous row .....	↑
First cell in a row.....	<b>Alt + Home</b>
Last cell in a row.....	<b>Alt + End</b>
First cell in a column.....	<b>Alt + Page Up</b>
Last cell in a column.....	<b>Alt + Page Down</b>

#### Selecting Cells in a Table

**Select a Single Cell:** Click in the lower-left corner of a cell, when the cursor changes to an arrow ; or triple-click a cell; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Cell**.

**Select a Row:** Click to the left of the table row (just outside the table itself); or click the Table Tools **Layout** tab, click **Select** , and choose **Select Row**.

**Select a Column:** Click above a column, when the cursor changes to an arrow ; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Column**.

**Select an Entire Table:** Click the table selector  button in the upper-left corner of a table; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Table**.

### Tables

**Insert a Table:** Click the **Insert** tab, click the **Table**  button, and select the number of rows and columns that you want.

**Add a Row or Column:** Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above** , **Insert Below** , **Insert Left** , or **Insert Right** , depending on where you want the row or column to be added.

**Delete a Row or Column:** Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete**  button, then select **Delete Row**  or **Delete Column** .

**Convert a Table to Text:** Select the table, click the Table Tools **Layout** tab, click the **Convert to Text**  button, choose how to separate the cells, and click **OK**.

**Manually Resize a Table Row or Column:** Click and drag the cell border.

**Automatically Resize a Table Row or Column:** Click within the table, click the Table Tools **Layout** tab, click the **AutoFit**  button, and select an option.

**Merge Cells:** Select multiple cells that share a border, click the Table Tools **Layout** tab, and click the **Merge Cells**  button.

**Split Cells:** Select a cell, click the Table Tools **Layout** tab, click the **Split Cells**  button, enter the number of rows and columns, and then click **OK**.

**Distribute Rows and Columns:** Click within the table, click the Table Tools **Layout** tab, click the **Distribute Rows**  button to distribute the rows evenly, or click the **Distribute Columns**  button to distribute the columns evenly.

**Apply a Table Style:** Click inside the table, click the Table Tools **Design** tab, and select a style from the Table Styles gallery.

**Apply Text Alignment:** Select the cell(s), click the Table Tools **Layout** tab, and select an option from the Alignment group.

**Add a Border to a Table:** Select a table, click the Table Tools **Design** tab, click the **Border Styles**  button list arrow, select a border style, click the **Borders**  button list arrow, and select a border option.

**Add Cell Shading:** Select the cell(s), click the **Shading**  button list arrow, and select a color.

**Split a Table:** Click in the row where the second table will start, click the Table Tools **Layout** tab, and click the **Split Table**  button.

#### Table Style Options

**Configure Table Style Options:** Place the text cursor within the table, click the Table Tools **Design** tab, then check the check boxes in the Table Style Options group to toggle certain table elements.

The appearance of these elements will vary, based on the current Table Style.

- **Header Row** applies special formatting to the first row of a table.
- **Total Row** applies special formatting to the final row of a table.
- **Banded Rows** alternates the shading for the body rows between two different colors.
- **First Column** applies special formatting to the first column in a table.
- **Last Column** applies a special formatting to the last column in a table.
- **Banded Columns** alternates the shading for body columns between two different colors.



Click the [topic links](#) for free lessons!

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Graphics	Graphics	Long Documents
<p><b>Insert a Picture:</b> Place the text cursor where you want to insert a picture, click the <b>Insert</b> tab, click the <b>Pictures</b> button, select a picture, and click <b>Insert</b>.</p> <p><b>Remove a Picture's Background:</b> Select a picture, click the <b>Format</b> tab, and click the <b>Remove Background</b> button. Areas that will be removed are highlighted. Click the <b>Mark Areas to Keep</b> button to draw over any area accidentally highlighted, and click the <b>Mark Areas to Remove</b> button to draw over any area that needs to be removed. Click the <b>Keep Changes</b> button.</p> <p><b>Insert a Text Box:</b> Click the <b>Insert</b> tab, click the <b>Text Box</b> button, and select a style of text box.</p> <p><b>Insert a Shape:</b> Click the <b>Insert</b> tab, click the <b>Shapes</b> button, select a shape, then click to place a shape (or click and drag to place the shape at a certain size).</p> <p><b>Insert a Drawing:</b> Click the <b>Draw</b> tab, click the <b>Draw with Touch</b> button, then click and drag the mouse (or use your finger on a touchscreen) to draw a shape. Click the <b>Draw with Touch</b> button again when you're done drawing.</p> <p><b>Format a Shape:</b> Select a shape, then click the <b>Format</b> tab and use the options in the Shape Styles group to customize the appearance of the shape.</p> <ul style="list-style-type: none"> <li>Click the <b>Shape Fill</b> button and select a color to change the shape's fill color.</li> <li>Click the <b>Shape Outline</b> button and select a color and weight for the shape's outline, as well as dash and arrow styles.</li> <li>Click the <b>Shape Effects</b> button and select a shape effect, such as shadow, glow, or bevel.</li> <li>Select a shape style preset from the Shape Styles gallery. Click the gallery's <b>More</b> button to see more presets.</li> </ul> <p><b>Insert WordArt:</b> Click the <b>Insert</b> tab, click the <b>Insert WordArt</b> button, and select a style of WordArt.</p> <p><b>Insert a Chart:</b> Click the <b>Insert</b> tab, click the <b>Add a Chart</b> button, select a chart category on the left, select a chart type, and click <b>OK</b>. Edit the chart data in the window that opens.</p> <p><b>Resize an Object:</b> Select an object, then click and drag the sizing handles on the sides and corners until it's the size you want.</p> <p><b>Move an Object:</b> Select an object, then click and drag it to a new location.</p> <p><b>Rotate an Object:</b> Select an object, then click and drag the rotate handle to the left or right. Or, select an object, click the <b>Format</b> tab, click the <b>Rotate Objects</b> button, and select a rotation option.</p>	<p><b>Flip an Object:</b> Select an object, click the <b>Format</b> tab, click the <b>Rotate Objects</b> button and select <b>Flip Vertical</b> or <b>Flip Horizontal</b>.</p> <p><b>Position an Object on the Page:</b> Select an object, click the <b>Format</b> tab, click the <b>Position</b> button, and select a position.</p> <p><b>Wrap Text Around an Object:</b> Select an object, click the <b>Format</b> tab, click the <b>Wrap Text</b> button, and select a text wrapping style.</p> <p><b>Move an Object Up or Down One Layer:</b> Select an object, click the <b>Format</b> tab, and click the <b>Bring Forward</b> button to move the object forward one layer, or click the <b>Send Backward</b> button to send the object backward one layer.</p> <p><b>Group Objects:</b> Select multiple objects, click the <b>Format</b> tab, click the <b>Group Objects</b> button, and select <b>Group</b>.</p> <p><b>Ungroup Objects:</b> Select a group, click the <b>Format</b> tab, click the <b>Group Objects</b> button, and select <b>Ungroup</b>.</p> <p><b>Align Objects:</b> Select multiple objects, click the <b>Format</b> tab, click the <b>Align</b> button, and select an alignment option.</p> <p><b>Distribute Objects:</b> Select multiple objects, click the <b>Format</b> tab, click the <b>Align</b> button, and select <b>Distribute Horizontally</b> or <b>Distribute Vertically</b>.</p>	<p><b>Use Outline View:</b> Click the <b>View</b> tab and click the <b>Outline</b> button. Click the <b>Close Outline View</b> button to return to the previous view.</p> <p><b>Demote Items:</b> While in Outline view, click the item you want to demote and click the <b>Demote</b> button (or the <b>Demote to Body Text</b> button).</p> <p><b>Promote Items:</b> While in Outline view, click the item you want to promote and click the <b>Promote</b> button (or the <b>Promote to Heading 1</b> button).</p> <p><b>Navigate Long Documents:</b> Click the <b>View</b> tab, check the <b>Navigation Pane</b> check box, and use the Pages tab to browse by page, or use the Headings tab to navigate by headings.</p> <p><b>Add a Bookmark:</b> Select the text you want to bookmark, click the <b>Insert</b> tab, click the <b>Bookmark</b> button in the Links group, give the bookmark a name, and click <b>Add</b>.</p> <p><b>Insert a Section Break:</b> Place the cursor where you want the section to start, click the <b>Layout</b> tab, click the <b>Breaks</b> button, and select a type of section break.</p> <p><b>Insert a Link:</b> Select the text you want to use as a link, click the <b>Insert</b> tab, click the <b>Link</b> button, choose what type of link to create, choose where to link to, and click <b>OK</b>.</p> <p><b>Create Footnotes and Endnotes:</b> Click the text that you want the footnote / endnote to refer to, click the <b>References</b> tab, click the <b>Insert Footnote</b> (or <b>Insert Endnote</b>) button, and type your footnote / endnote.</p> <p><b>Insert a Table of Contents:</b> Place the text cursor where you want to insert a table of contents, click the <b>References</b> tab, click the <b>Table of Contents</b> button, and select a table of contents style.</p> <p><b>Insert an Index Entry:</b> Select the text you want the index entry to refer to, click the <b>References</b> tab, and click the <b>Mark Entry</b> button. Set any index entry options you want, then click <b>Mark</b> (or, click <b>Mark All</b> to mark all instances of the text). Click <b>Close</b>.</p> <p><b>Insert an Index:</b> Place the text cursor where you want to insert an index, click the <b>References</b> tab, click the <b>Insert Index</b> button. Set up the index's options, then click <b>OK</b>.</p> <p><b>Create a Citation:</b> Click the <b>References</b> tab, click the <b>Insert Citation</b> button, and select <b>Add New Source</b>. Enter the source's information, then click <b>OK</b>.</p> <p><b>Insert a Citation:</b> Click the <b>References</b> tab, click the <b>Insert Citation</b> button, and select a citation from the menu.</p> <p><b>Insert a Bibliography:</b> Click the <b>References</b> tab, click the <b>Bibliography</b> button, then select a bibliography style.</p>
<b>Styles, Themes, and Templates</b>		
<p><b>Apply a Style:</b> Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery's <b>More</b> button to see additional styles.</p> <p><b>Display the Styles Pane:</b> Click the dialog box launcher in the <b>Styles</b> group on the Home tab.</p> <p><b>Create a Style:</b> Select some text that's formatted the way you want the style to appear, then click the Styles gallery's <b>More</b> button and select <b>Create a Style</b> (or, click the <b>New Style</b> button in the Styles pane). Give the new style a name and click <b>OK</b>.</p> <p><b>Modify a Style:</b> Change the formatting for some text with a style applied, right-click the style in the Styles gallery (or in the Styles pane) and select <b>Update ___ to Match Selection</b>.</p> <p><b>Apply a Theme:</b> Click the <b>Design</b> tab, click the <b>Themes</b> button, and select a theme.</p> <p><b>Use a Document Template:</b> Click the <b>File</b> tab, click <b>New</b>, search for a template in the search field or select a recommended template, select a template, and click <b>Create</b>.</p> <p><b>Create a Document Template:</b> Click the <b>File</b> tab, click <b>Save As</b>, select a location, give the file a name, click the <b>Save As Type</b> list arrow, select <b>Word Template</b>, and click <b>Save</b>.</p>		