

Computer Applications I Word

LAP 3 - Project 3: Using a Wizard to Create a Resume and Creating a Cover Letter with a Table



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ Previously used standards from Word Project 1 and 2 apply plus the following standards
- ◆PT4a Access information efficiently and effectively.
- ◆PT4d Use information technology to analyze, organize, and present information.

Objectives

- ◆ Create a resume using Words Resume wizard
- ◆ Identify the Word screen in print layout view
- ◆ Zoom text width
- ◆ Identify styles in a document
- ◆ Replace selected text with new text
- ◆ Insert a line break
- ◆ Open a new document window
- ◆ Use print preview to view, reduce the size of, and print a document
- ◆ Add colors to characters
- ◆ Set and use tab stops
- ◆ Switch from one open Word document to another
- ◆ Collect and paste
- ◆ Insert a symbol
- ◆ Add a bottom border to a paragraph
- ◆ Identify the components of a business letter
- ◆ Create an AutoText entry
- ◆ Insert a nonbreaking space
- ◆ Insert an AutoText entry
- ◆ Create a bulleted list as you type
- ◆ Insert a Word table
- ◆ Enter data into a Word table
- ◆ Format a Word table
- ◆ Prepare and print an envelope an envelope address
- ◆ Close all open Word documents

Resource

Title: Office 2000 Introductory Concepts and Techniques
 Author(S): Shelly/Cashman/Vermaat
 Chapter 1: Project 1: Creating and Editing a Word Document

Time Frame 10 hours

Introduction

Project 3 will introduce you in how to create a resume using a wizard and creating a cover letter with a letterhead, a bulleted list, and a table. Your resume should be creative and have several formatting techniques to personalize the resume. Finally, you will prepare and print an envelope.

Assignments

**Where appropriate and possible, written answers must be in complete sentences and keyed.
Turn in completed activities as directed by instructor.**

_____ **Read:** p. WD 3.1 Objectives for the Microsoft Word 2000 project 3

_____ **Read:** pp. WD 3.2 *Personalized Letters and Resumes Get You the Job!*

_____ **Read:** pp. WD 3.4 -3.7

_____ **Read and Complete:** pp. WD 3.7- 3.61

_____ **Complete:** p. WD 3.62 Apply Your Knowledge

_____ **Complete:** pp. WD 3.63-3.65 select 1 of the 3 *In The Lab problems*

_____ **Complete:** pp. WD 3.65-3.66 from *Cases and Places* select one case study from each difficulty level

Self Assessment - "I can . . . "

- _____ Create a resume using Words Resume wizard
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Please ask instructor for additional instructions or assessment materials