

The student is to use the Resume Wizard to generate a “Contemporary” “Entry-level resume”. The name, address, phone, fax, and email address data are entered into a Wizard dialog box. The student selects headings of Objective, Education, Awards received, Interests and activities, Work experience, and Volunteer experience from the list of Standard Headings. No entries are selected from the Optional Headings panel. The heading “Computer experience” is added in the “Add/Sort Heading panel”. “Computer experience” is moved to just below “Education”. The Wizard sets up a formatted MS Table.

- Wizard Use
  - (5) Select “Contemporary, entry-level resume”.
    - Communications block is at top.
      - (4) Return address is at top, beginning near the center.
      - (3) Voice, fax, email block is to the right
      - (1) Font increased by 1 pt. WD2.24 Step 1 – WD 2.25 Step 3.
    - (4) Applicant name is aligned with the first column horizontally, and appears between the communications block and the resume. The name may either be the student name, or the name “Caroline Louise Schmidt”.
    - Resume block is a table below the name. See sample.
  - (5) Standard Headings included: Objective, Education, Awards received, Work experience, Volunteer experience, and Hobbies.
  - The following Standard Headings must not appear, WD 2.1 Step 7:
    - (2) Interests and activities
    - (2) Languages
    - (1) References
  - (5) Added Heading: “Software experience”.
  - (5) Heading order changed to: Objective, Education, Software experience, Awards received, Work experience, Volunteer experience, and Hobbies.
- (4) Enter data into placeholders for Objective.
- (4) Enter data into placeholders for Education. Use ENTER key after each bullet entry.
  - (5) Blank line after each bullet from using ENTER key.
- (4) Enter data into Software experience.
  - (5) Use SHIFT + ENTER to cause entries to be single-spaced.
- (4) Enter data into Awards received.
  - (4) Use SHIFT + ENTER to cause entries to be single-spaced.
  - (1) Em dash rather than two hyphens. AutoFormat As You Type. WD 2.21 Steps 2-3.
- (4) Enter data into Work experience. WD 2.22 Steps 1-7.
  - (1) Bulleted entries.
  - (4) Use ENTER key after each bullet for double-spacing.
- (4) Enter data into Volunteer experience.
  - (5) Use word wrap. WD 2.22 Step 8
- (4) Enter data into Hobbies.
  - (5) Use SHIFT + ENTER for single-spacing.
- (5) Do not hit ENTER at end. The table ends at the last line.
- Save resume to disk.

(-1) for minor mistakes in data entry.