The Office Wiz
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COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: BUILDING THE POWER RESUME*

Is your resume getting you interviews? Is it in need of updating or a major overhaul? In only four hours you will create your new super slick resume using Microsoft Word. We'll begin by discussing the critical ingredients for a winning resume, and then we'll explore templates and adapt them using formatting tools. Next, your resume will get a good check from Word's writing tools. Finally, we'll discuss essential tips to export your data and protect your resume. You'll leave this class with a dynamite tool to help you land that job!

LENGTH

One four hour session.

PREREQUISITES

Word: Level 1 or equivalent knowledge. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

- Qualities of a power resume
- Using templates
- Editing techniques
- Modifying styles
- Proofreading and writing tools
- File formats
- Protecting your resume

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

OTHER WORD CLASSES

- Microsoft Office Word 2010: Transition From Word 2003
- Level 2
- Level 3

*Actual content may vary depending on the version of Microsoft Word.

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- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables