

# Microsoft<sup>®</sup> Magic



**Word Tips and Tricks for Resume Writers**

*By Patricia Duckers*

## **About this Manual**

This manual was written using steps and screen shots from Microsoft Word 2003. The sequences described should work with all versions of Microsoft Word 2000 and later. Procedures and their accompanying screen shots for older versions may differ.

### **About the Author**

Patricia Duckers, CPRW, CERW, CFRWC, CEIP, CWPP, is a certified Microsoft Office Specialist in Word, Excel, Access, Outlook and PowerPoint XP. She has previously instructed professional adults in all levels of Microsoft Office, as well as Quark, Adobe, Macromedia and HTML applications. She previously spent over 15 years as a marketing communications specialist for multiple industries where she wrote and designed compelling sales aids including brochures, sale sheets, advertisements, web sites and more.

Patricia is available for private computer application tutoring and can also assist business with creating forms, manuals and other Word related documents. She can be reached by calling (732) 239-2240 or via email at [pduckers@msn.com](mailto:pduckers@msn.com).

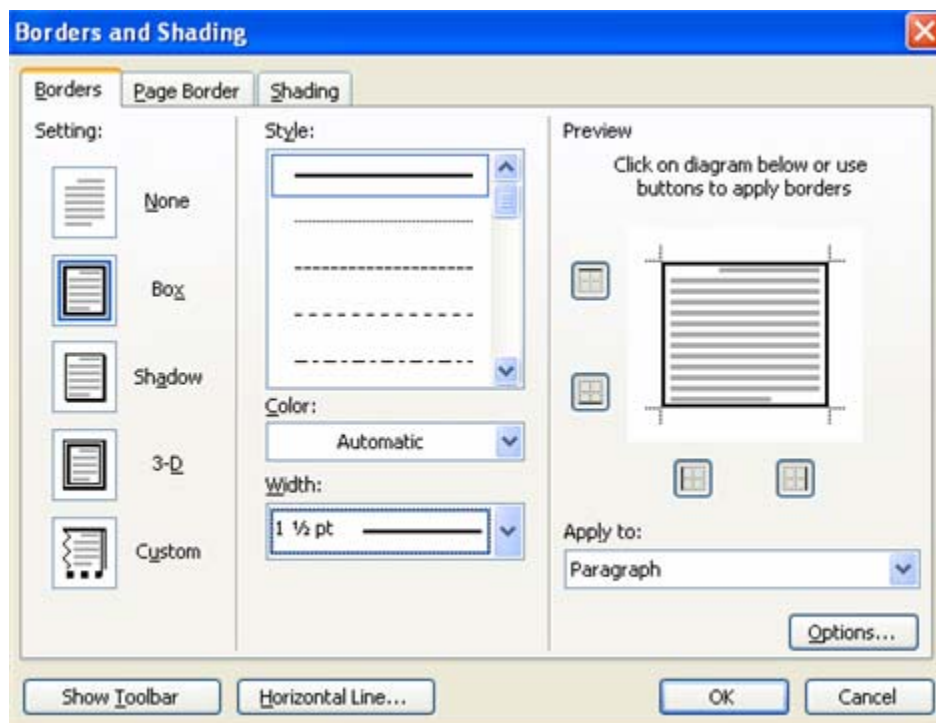
## I. RESUME FORMATTING TRICKS

### Borders and Shading

Borders and shading can add interest and emphasis to various parts of your document. You can add borders to pages, text, tables and table cells graphic objects, pictures, and Web frames. You can shade paragraphs and text. You can apply colored or textured fills to your graphic objects.

How to create a simple border:

1. Select the text you want to place a border around.
2. Go to **FORMAT>BORDERS AND SHADING**; select the **BORDERS** tab.
3. Choose **BOX** from the setting category.
4. Pick your line **STYLE**, line **COLOR** and line **WIDTH** (vertical thickness).
5. Under **APPLY TO**, select **PARAGRAPH** and then click **OK**.



#### Example:

This is an example of a paragraph text with a border. You'll note the border extends from the left to the right margin and continues to surround the paragraph despite the fact that it extends beyond one line.

## MAGIC TRICK

If you're looking to create a top and bottom border, such as what I've used to emphasize this paragraph, you can easily customize your borders by clicking within the **PREVIEW** area in the **BORDERS** dialog box. Click to make the left and right vertical lines disappear and then hit **OK**. Presto! You've created a top and bottom bordered text!