Working Word Processing

Revision 1.2

Basic Training in Computer Science™

Written by John D. Nash.

Adult Life Training, Inc.

An Indiana Not For Profit, Community Benefit, Educational Corporation

Affiliated with
Abundant Life Tabernacle

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Foreword

This book is written to help you, the beginning computer user, build your first computer job skills. This book is designed to be used as a step-by-step guide during your practice time outside of class. In class we use Linux, and you will notice most things work the same, with a very few differences. This text is written specifically to fit the Microsoft-type systems because at this point in time they are still the kind you are most likely to encounter at home or in the library.

We have come a long way from where we started some years ago. We have helped several hundred people and in this revision we have applied that experience to update this text accordingly. This revision is the first to have an instructor's version available.

You can use this book as a beginning for your computer self-help collection. I hope this helps!

John Nash, President
Adult Life Training, Inc.

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Acknowledgments

We would like to thank everyone who contributed to this project: our Fort Wayne community that made room for us to serve, Abundant Life Tabernacle that provides the space for our office and lab, A Plus Computers and The Verizon Foundation that provides the lab computers, and Fort Wayne Housing Authority, Volunteers of America, and the Indiana Department of Workforce Development that sends us many of our students.

We also thank Pastor Keller and David Stovall for their continued encouragement and patience, Jordan Nash who most recently edited some of our work and has provided much technical help in the lab, John Nash 3rd and Jerrod Nash for their technical help in the lab, Jennifer Nash who has helped with the elementary and middle school material we teach and filled in on the telephones more than once, Jennifer Perkins, Dawn Brock, and Kerri Packer who often have helped with administration, and my patient and loving wife Jolene who has been supportive in so many ways. Starting a business is stressful for a family, but serving our community as an unfunded not for profit, with no salary income for twelve years, creates even more stress. We appreciate your contributions to this important work.

But over and above all these, we would like to thank God, who as Jesus Christ gave us a reason to live, and through His Spirit living in us today makes this work possible. He has and is still sustaining us when all worldly wisdom says that we should have been defeated, bankrupt, and disappeared homeless years ago. By His Grace alone we continue even today.

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Goals for this module

This is a novice level module to help someone who has no experience with word processing programs. The module is intended to be generic enough to apply to most existing word processing programs including Sun Microsystem's OpenOffice and Microsoft's Office products.

When you have successfully completed this module, you should be able to:

1. Start the word processing program
2. Use the word processing document for documentation purposes, such as to create a department telephone list. This includes:
   - Typing readable paragraphs in good form
   - Using and setting Tabs and margins, and all formatting options discussed in the Spreadsheet module as applies to a word processing document
   - Using Headings and Footers, including using fields for page number and total page count
   - Insert a table
   - Insert a picture
3. Save the document to disk and diskette in different file formats, such as OpenOffice 1.0 format or Microsoft Word 95 format, and understand why the file format matters.
4. If a printer is available, print the document
5. Close the program.

Prerequisites

Before taking this module you need to understand how to work the computer, what a file is and how we use it, and how to format text. You should already have successfully completed the Beginners module Working Computers (CS 2.0) , the File module (CS 10.0), the Formatting Module (CS 6.0), and the Spreadsheet Module (CS 4.0).

Background

Today, word processing is considered a given for everyone wanting a job. It is as basic to our workforce as the ability to read and write was for prior generations.

Working a word processor is similar to working a spreadsheet, but because the document is free form without fixed cell boundaries, there are a few new features, such as margins and indentation, to learn. Before attempting this module you should be comfortable with the spreadsheet.

Start the word processing program

The Word Processor can be started using the icon on the task bar or the menu.

Start Using The Launcher Icon

Point to the "launcher" icon on the task bar and click one time. The word processor will start. If you do not know which launcher is the word processor, then point to each icon without clicking and read the hint boxes.
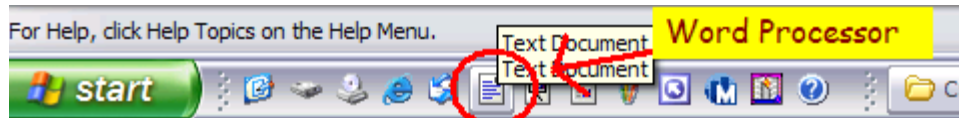

Start Using The Menu

The word processor can also be started from the Open Office menu on the Main Menu. Click START (Microsoft) or the Red Hat (Linux), then browse to the Open Office Menu, then click the Word Processor launcher icon. The icon on the Main Menu looks the same as the one on the task bar.

Basic Formatting Controls

This discussion should generally apply to most popular word processors, except I am not sure that Microsoft includes the free .pdf file maker feature.
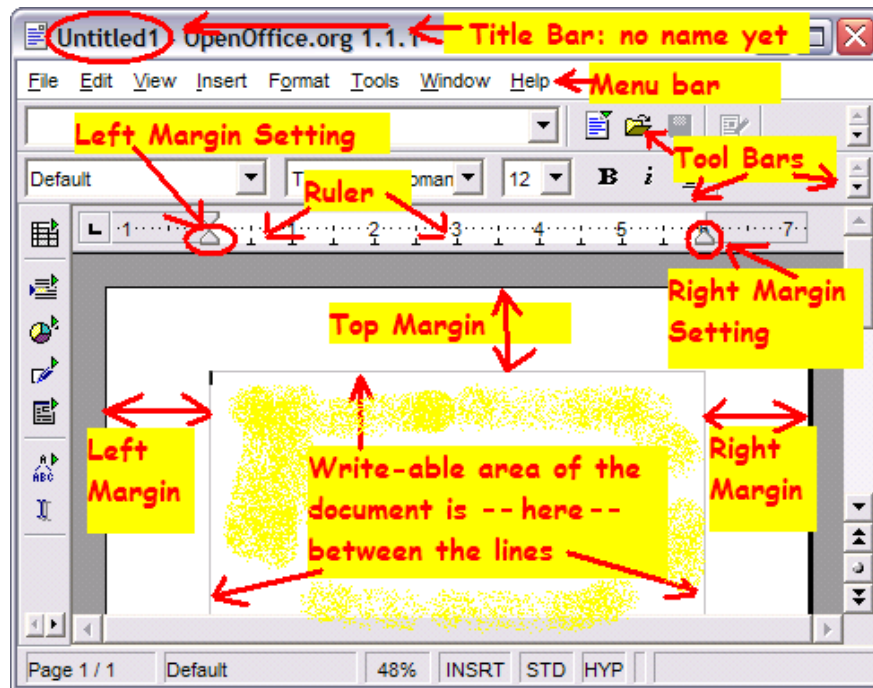
The word processor is very similar to the spreadsheet as far as the basic controls are involved. To bold you use Control-B or click the Bold tool bar icon; to italicize you use Control-I or click the Italics tool bar icon; to underline you use Control-U or click the Underline tool bar icon. To change the font type or size you use the drop down combo box immediately to the left of the bold, italics, and underline tool bar icons, or you can use the menu items F<u>o</u>rmat, <u>C</u>haracter.
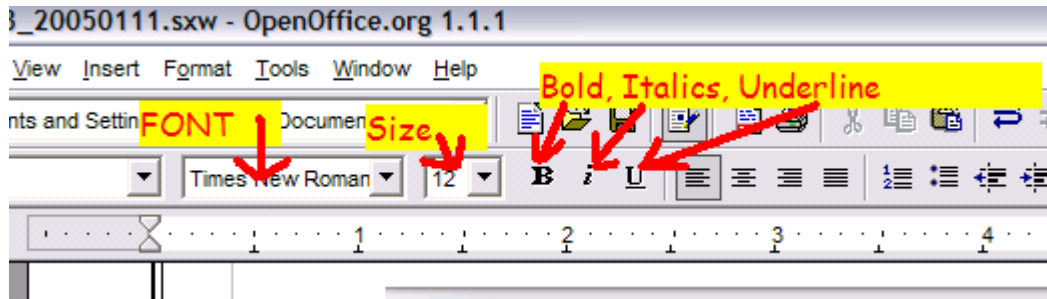

In word processing more so than in spreadsheets you will use the text alignment tool bar icons. These allow you to decide how you want your paragraphs presented. Align Left squares up the text at the left side of the page, align right squares up the text at the right edge of the page, align center centers each line on the page which usually means both left and right edges are not a straight line, and "justify" means to add space in between letters and words so that both right and left edges of the text form straight lines.
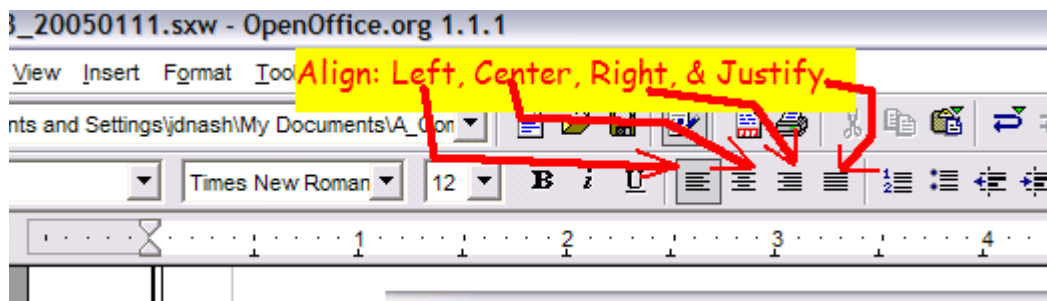
In a book you normally find the text "justified" whereas on signs and presentation slides you normally see the titles centered. Normal letters between friends format the text aligned to the left edge of the page, and this is the "default:" the way the word processor will format text unless you tell it otherwise.

Some other key tool bar icons ("tools") are cut, copy, paste, and Undo, which are equivalent to the keyboard short cuts Control-X (cut), Control-C (copy), Control-V (paste), and Control-Z (undo).
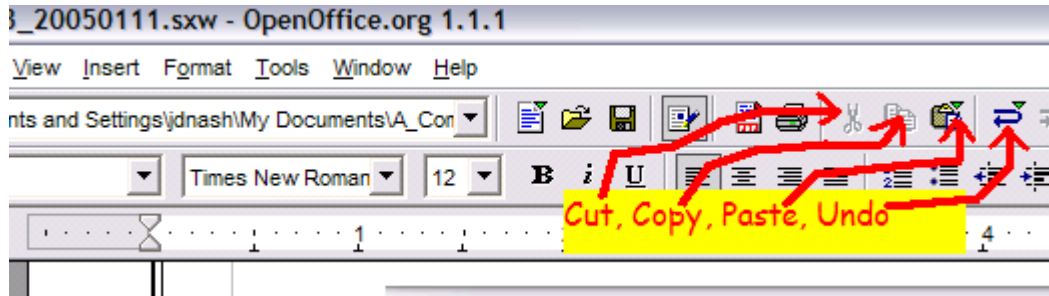
To quickly open a new file you can use the "New" tool, to open a document you may use the "Open" tool, and to save your work you may use the "Save" tool. These are equivalent to using the menu commands "File / New," "File / Open," and "File / Save."
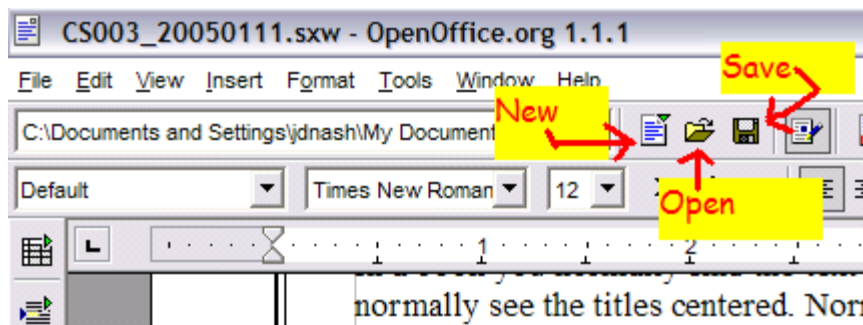
There are also tool bar icons to print the document. The first looks like a small printer, and the second looks like a document with the acronym "PDF" under it. The printer simply sends the document to your printer. The "PDF" tool creates a special kind of file called a "PDF" file.

The nice thing about PDF files is that they display the same way on any computer, which is not necessarily true of other files types. I use this feature extensively to make test for my university classes because I post the test on-line and the students download the test, print it, and then turn it in the next class. If I just provided a .doc file then each student could get a slightly different printed test, since each student's home computer will be slightly different. The way a .pdf file works causes all computers to print (or display) the .pdf file the very same way, regardless of minor differences in their computers.
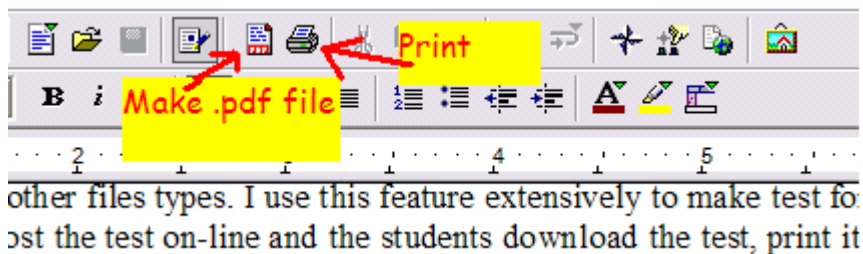
Adobe invented this concept and makes a suite of tools to do this very thing, and I paid I think around $250.00 two years ago just to be able to make a PDF file. When Sun Microsystems created Open Office they included this ability for free without the need to buy extra software packages.

Word Processor Basics

Beginning with you r knowledge of the spreadsheet, we now move forward to word processing. A word processing document is similar to a spreadsheet document but the word processing document is free form: comparing the two is like comparing graph paper to typing paper. The spreadsheet had clearly identifiable boxes (cells) into which everything was entered. Things stayed in the cells into which they were entered: they did not move around on the page when you typed elsewhere.

Typing Readable Paragraphs in Good Form

While a tutorial in business writing is beyond the scope of this module, no amount of technical skill will excuse badly written work. If you want someone to be able to understand what you write, then organize it and write it clearly, following good writing conventions. If you are very weak in your writing skills, then you need to improve them at least to the point that you can write a simple business letter.

Compare your writing to professional writing, such as that in a book or a newspaper. Does it look different? How? Capitalize the first word in each sentence; put a space after commas and periods. Spell correctly! Do not mix up words such as "their" and "there."

One way to improve your business writing skills in the State of Indiana is to use the KeyTrain terminals which are available throughout the state and on the Internet. Adult Life Training, Inc. and Indiana Vocational Technical College (Ivy Tech) provide such terminals. If you cannot use these then you can ask the Department of Workforce Development (WorkOne) where to find more. KeyTrain is part of the WorkKeys concept that the State of Indiana provides free of charge to all Hoosiers.

Using Headings and Footers

A "heading" or "header" is the line or lines placed at the top of every page in a document. The heading on this document is "**Adult Life Training, Inc   CS 3.0   Working Word Processing.**" If you look at most books you will see a header at the top of each page. The header usually contains information such as the name and number of the chapter you are reading, the name of the book, or sometimes the page number. In a dictionary the heading will normally have the first and last words defined on that page, so you can easily flip through the pages and find the word you want. The purpose of the header is to help the reader quickly find the page they are looking for.

A header is at the TOP of the document. This one shows company name, course #, & title.
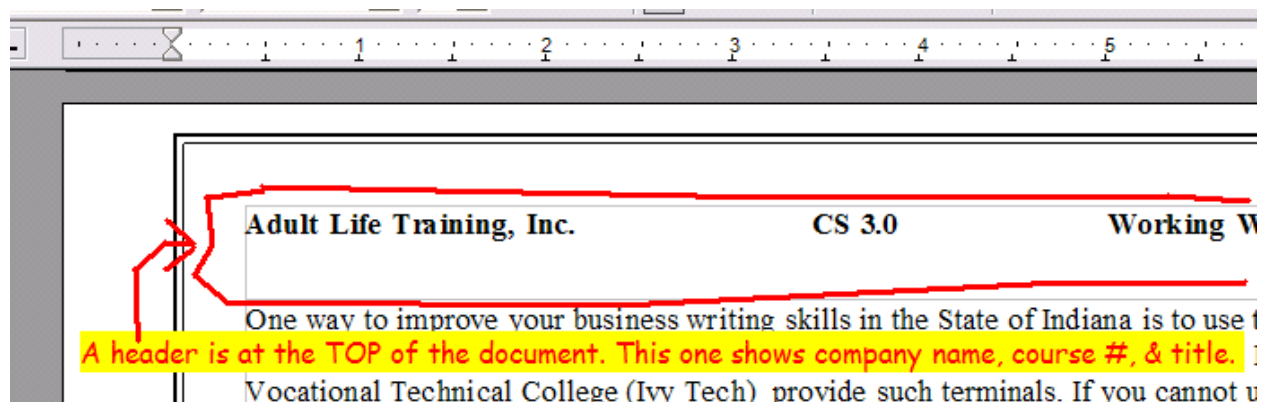
A "footing" or "footer" is the line or lines at the bottom of every page. The footer usually just contains the page number, or in a formal document sometimes also the total number of pages in the document. The footer usually looks something like "Page 3," or " -3-," or "Page 3 of 21." The purpose of the footer is to help the reader quickly find the page that they want.
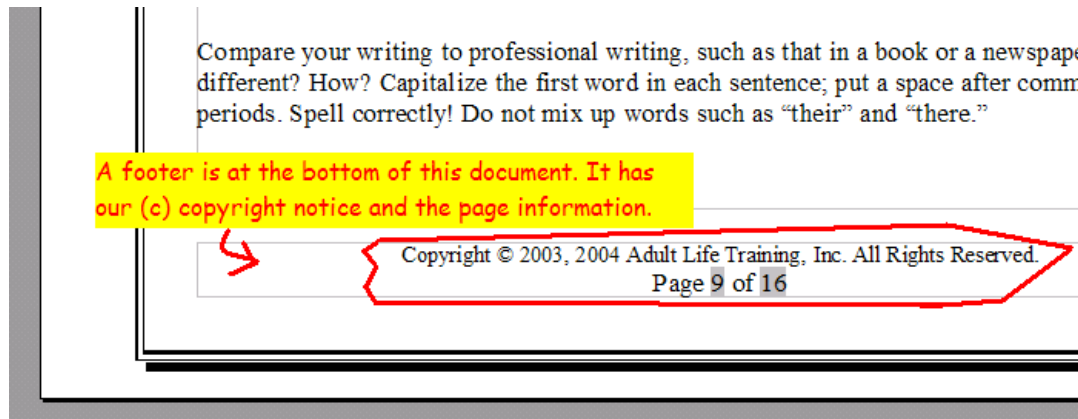
Personal letters do not normally use a header, but they might use a footer for the page number. Business reports and other formal documentation almost always have both a header and a footer.

To insert a header in your document, click the menu command Insert then Header then Default. Type in the header in the provided space at the top of the page. You may press Enter to force a new line. Pressing TAB will do some interesting formatting for you: press it once before typing to make the text centered, twice to make it align to the right edge of the page. The normal formatting controls we reviewed earlier also will work with the header.

To insert a footer in your document, click Insert then Footer then Default. Type in the footer in the provided space at the bottom of the page. You may press Enter to force a new line. Pressing TAB will do some interesting formatting for you: press it once before typing to make the text centered, twice to make it align to the right edge of the page. The normal formatting controls we reviewed earlier also will work with the footer.

Using fields for page number and total page count

A "field" is a special spot in your document that the computer fills in for you automagically. For example, you can use the Insert/Fields menu command to place a page number in your document, including in the header and footer. Another commonly used field is the date.

To insert a field, first position the cursor exactly where you want the field to appear. Next click Insert then Fields and finally the name of the field you want to insert. For example click Insert/Fields/Date to insert the date.

Insert a table

Tables are good for arranging information into columns and rows without the problem of the date moving around. A table in a word processing document is an area that is divided into rows and

columns like a spreadsheet. While the words in a line can move around depending upon a number of factors, in a table the text must stay in the box into which you typed it. A table in a word processing document works like a very simple spreadsheet: it has all the alignment features but very limited ability to actually calculate numbers.
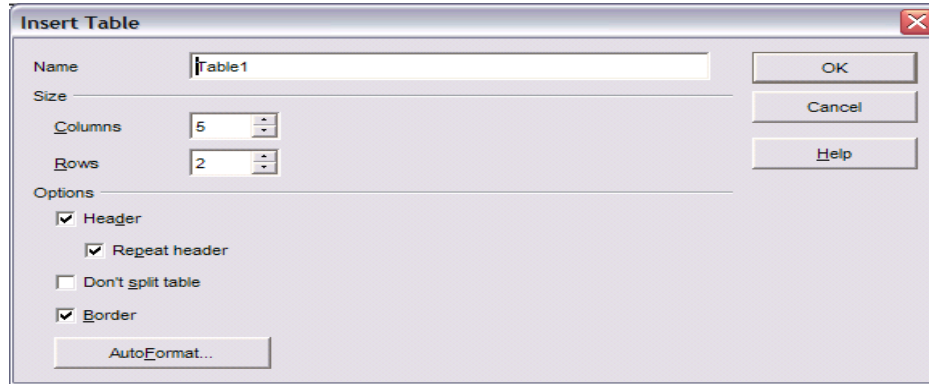
To insert a table you must know how many rows and columns you want to start with. Then click the menu command Insert then Table. Fill in the number of rows and columns, and finally click OK. You may give the table a name if you wish, and if you want the first row of the table to be column headings (a header row) then click the "[ ] Header" box.

Insert a picture

Inserting a picture works like inserting a header, except you click menu command Insert then Graphics then From File. Browse to the file that you want to insert, click it, then click OK.

Using and setting margins

Margins do not exist in spreadsheets: that is why you learned spreadsheets first. The "margin" is the empty white space to the sides, top, and bottom of the writing in the document. Typically there will be a one inch margin at top and bottom of a page and maybe three quarters inch margin at the left and right sides. When you do this, remember Control-Z is the UnDo key.
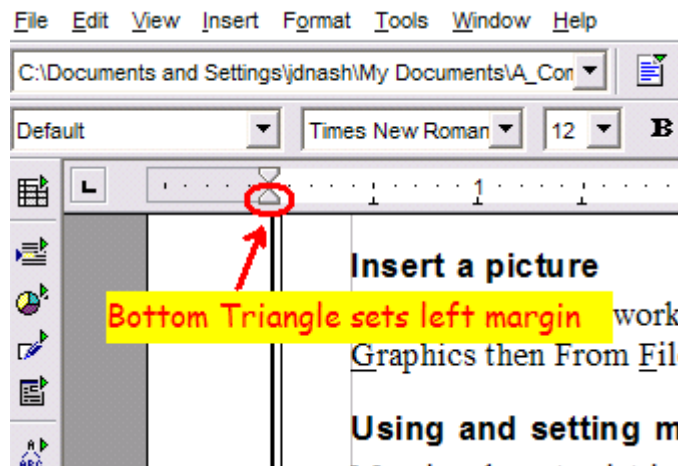
You can set the margin by changing the position of the triangular margin markers on the ruler immediately above the document. Click and drag the BOTTOM triangle to where ever you want the text to begin. If you want an extra one inch margin on the right, then drag the triangle on the right in one inch toward the middle of the page. If you want an extra one inch margin on the left, then drag the BOTTOM triangle on the left in one inch toward the middle of the page.

Right margin marker
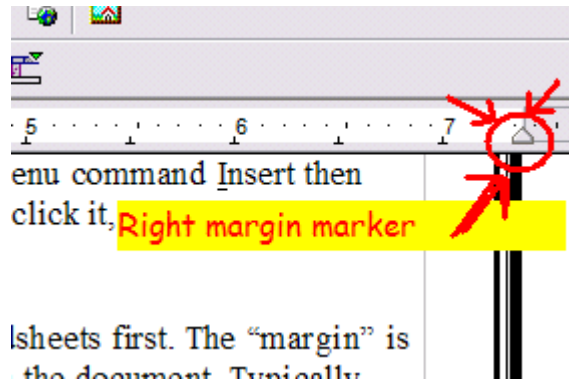
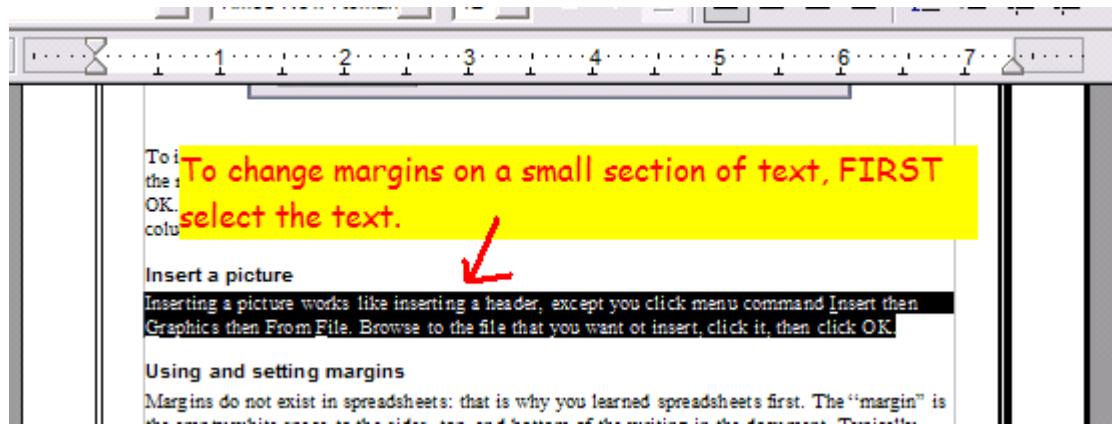Margins can be set before hand and affect whatever you type afterwards, or you can type first and then change the margins. One use for this is quoting from another source – such as a book – in the middle of your letter. You type in the quote first and select that text.

To change margins on a small section of text, FIRST select the text.

Then change the margins by moving the left and right margin markers.
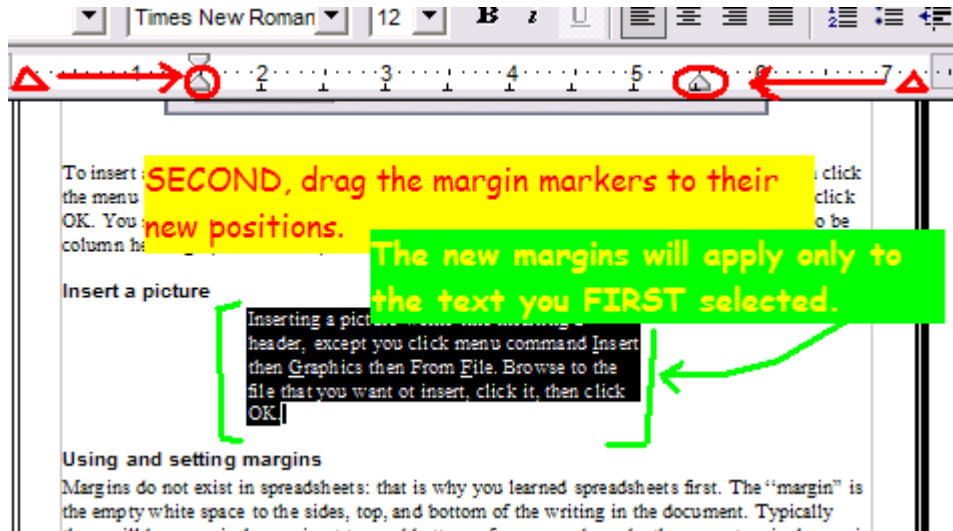
The change will ONLY affect the text you had selected. If you do not select text first then the change only affects text typed where the blinking (vertical bar) cursor was when you made the change.

Save the document

One way to save your work is to use the Save icon on the tool bar. We touched on this in the first part of this discussion. Another way is to use the File Save or File Save As menu commands.

If you use the File Save As command the computer will ask you for a file name, which you type in the "File Name" box.
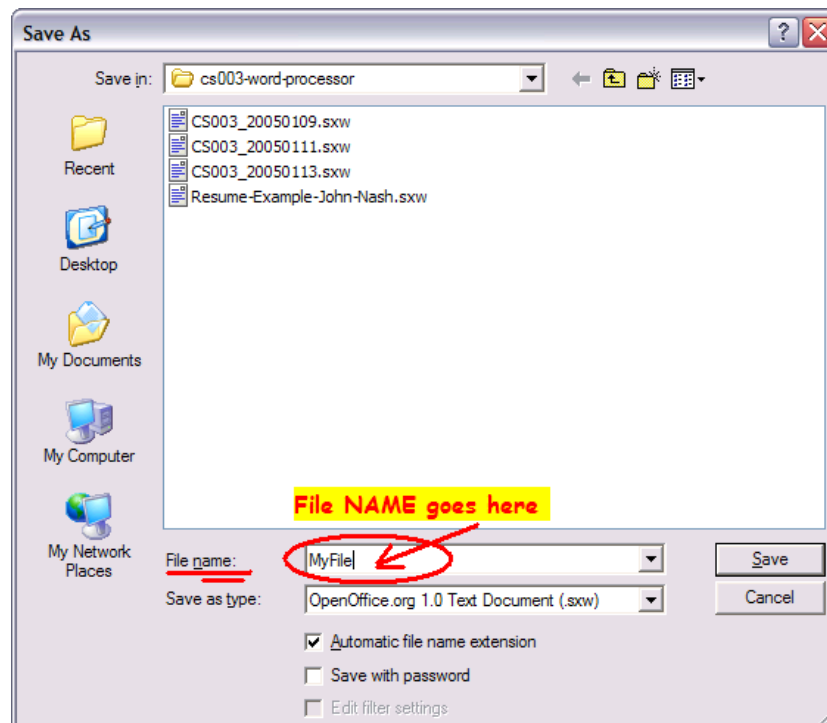
The File Save command does not allow you to rename the file, it just quickly saves the file using whatever name the file already had. If the document has not yet been named, then the title bar of the word processor window will call it something like "Untitled 1.sxw". In this case when you do a File Save the computer will ask you for a name for the file, just as it does for the File Save As command.

Different file formats

Open Office is especially nice in that the philosophy is one of openness. The authors purpose is that everyone everywhere may be allowed to have a nice word processor without being hampered by someone else's profit motive. BUT you must remember to SAVE your work in the right "File format " for whatever other word processor you intend to use. If you want to work on your document with Microsoft(TM) Word as well as Open Office(TM) Writer, then remember to save your work in "Microsoft Word" file format.
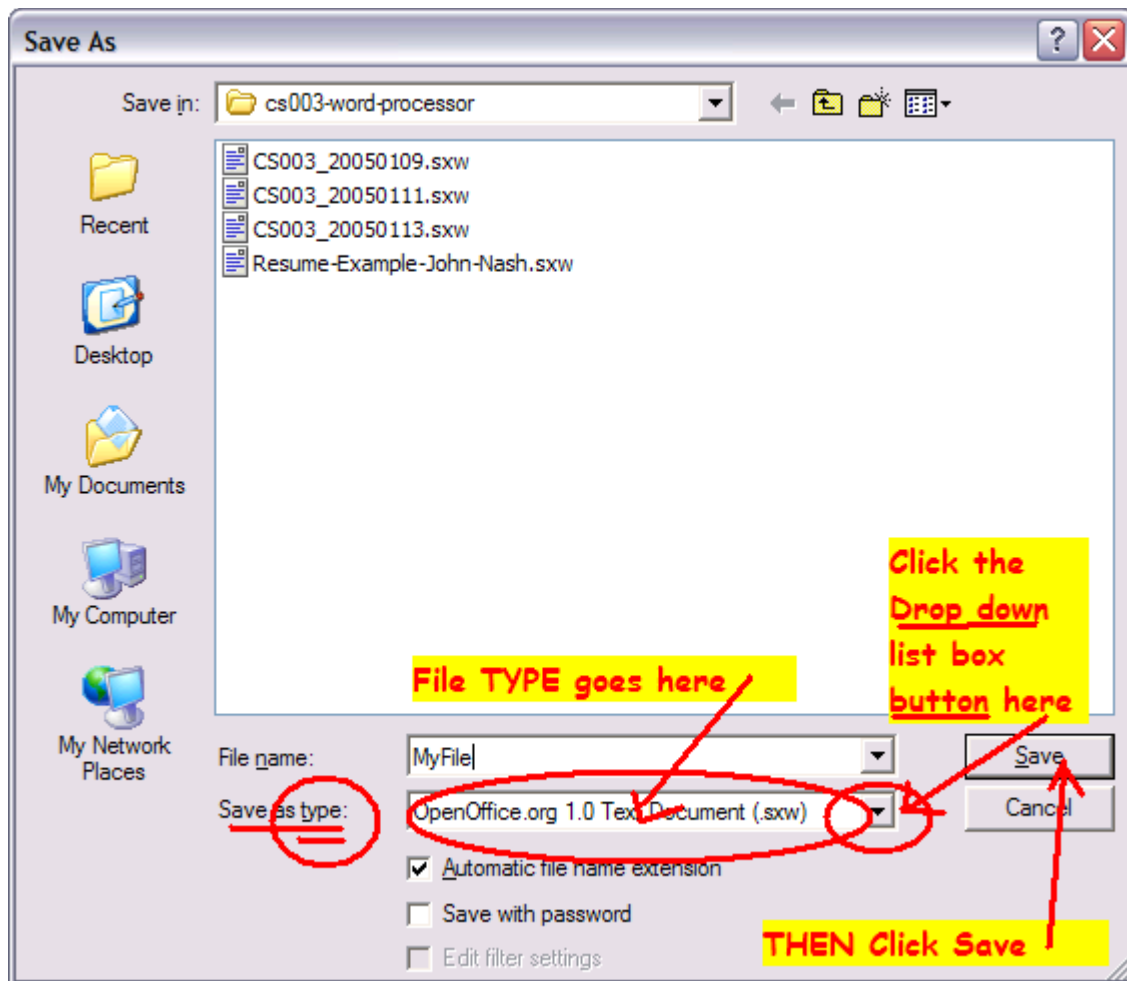
Click the arrow at the right of the Save As TYPE drop down combo box and choose "Microsoft Word XP" from the available formats. Finally, click Save and your work will be saved in a form that Microsoft is capable of opening.

Print the document

Printing is how we get the document onto paper. Click the printer icon on the tool bar as mentioned before, or use the menu command File Print. The file will print.

Close the program

You can close the word processing program any of several ways. One way is to click the X in the very top right hand corner of the word processor's window (On a MacIntosh the upper LEFT corner of the window). Another way is to use the menu command File Exit. Yet another way is to use the keyboard shortcut Alt-F4, that is while holding down the ALT key press and release the F4 key. This does not mean hold down ALT and then press F and then press 4, it means to hold down ALT and press the key that has the letters "F4" written on it.

Whatever method you use to close the program, if you have changed anything in the document but not yet saved it, the word processor will ask if you want to save your work first. If you want to save your work the click save, if you did not mean to try to close the word processor click Cancel, and if you really don't want to save anything but do want to quit, then click Discard.

Producing documentation: The Projects

It is now time to try some examples. Refer back to the Word Processor Basics section when necessary to remember how to do something. You will learn in this section by using the word processor. Try the following examples: you should have been introduced to them in class, and can practice them at home to improve.

The Indiana Department of Workforce Development was kind enough a few years ago to furnish some sample materials which I use in class. In particular, they provided samples of a resume, cover letter and thank-you letter that they recommended at the time. While the opinion about details in content may change over time the concepts remain much the same: a cover letter is sent with the resume to explain in one carefully worded page why the recruiter should read your resume, the resume shows the recruiter what you have done that makes you the right choice for the job they need filled, and the thank-you letter reminds the recruiter a week or so later of your interview. Combined, they are the normal method of seeking employment in the professional world.

As a worthwhile note first, when I left my last job, I prepared my own resume, just as I had many times in the past. I have fairly strong writing skills and some business experience as a Master of Business Administration. On a lark, I submitted my resume to a "resume writer" to receive a free list of what I should do to improve my resume, and I was told that my resume was terrible! Everything was totally wrong! No one would ever interview me with a resume like that! Oh, for only $120.00 he would re-write my resume so it would present me well.

Hey, I'm game.

I had never used such a service before, but I am usually open to ways to improve myself or to try something new, and well, this resume writer might be really good. He was really good. He did a nice job of re-writing my resume: his skill as a professional writer was clearly apparent from the work he returned to me for a mere $120. On a lark, I showed that professionally prepared resume to another resume writer for another free analysis, and (you guessed it!) it was "terrible!" I would never get an interview with a resume written like that! And for only $150.00 he could help me out.

What does this mean? Is the world full of con artists lying to us about our resumes? Are they all starving writers disparate for any work whatever they must tell people to get their money? No. Not at all. I believe that each of these men was sincere and honest in their opinion, but that is my point: it was highly a matter of opinion. And there are more opinions than there are resume writers. The "right" way to write a resume is really whatever way gets you the results that you need: the interview; what constitutes "right" depends mostly upon the opinion of the person who is going to be *reading* your resume to decide if they would like to call you in for an interview. That one person is your "target audience" and the only person who actually matters in this whole process. Thus having cautioned you to take all resume advice with a grain of salt, let us proceed.

Project 1: The Cover Letter

The purpose of the cover letter is to get the recruiter or human resources person to read your resume. Especially in this age when hundreds of resumes can be received via e-mail for any job opening, the poor person trying to pick one "right" person to fill a job opening is extreme. How is a person to reasonably sort through a stack of 400 e-mails, all from people who want that one job?

The cover letter should show the reader why you should be considered for that job – that your education, talents, and experience make you a very good "fit" to satisfy their needs in an employee. This letter is about how you can meet *their* needs, not yours.

It is my opinion that you should include the job requirements that they listed in the job posting, in the order that they listed them, and concisely show that you meet each one. Get to the point: the person who is reading your letter probably must also read a few hundred more letters just like yours.

For example, if the job posting says the minimum requirements are a degree in business or a related field and at least two years retail experience, I might write "I bring with me a Bachelor's Degree in Business Administration with primary focus in retail management, and five years experience with a large retail chain."

That said, a sample cover letter is shown in Appendix A. We will build that cover letter together in this project.

The Heading

We will use neither headers nor footers in this one page letter, and we will adhere to a strict business format. You must choose the letter format that will match the industry in which you are applying for work.

Begin with two blank lines: press ENTER three times. You should now be on the third line of the document, with all lines blank. Press up arrow twice to return to the first line.

Adjust the LEFT margin by dragging it over to the three inch mark on the ruler. Now all typing on the first line will start three inches in from the left edge. When you press ENTER to force a new line then that new line will also start at the three inch mark. BUT if you move to the next line down by pressing the DOWN ARROW key, not the ENTER key, it will NOT change the margin: you are moving onto a line that is already there rather than making a new line by pressing ENTER.

Type in your return address, starting on the first line. Your name, then press ENTER. On the second line, your street address, and press ENTER. On the third line your City, a comma, your state postal abbreviation (IN for Indiana), a space, and your ZIP code. DO NOT press Enter.
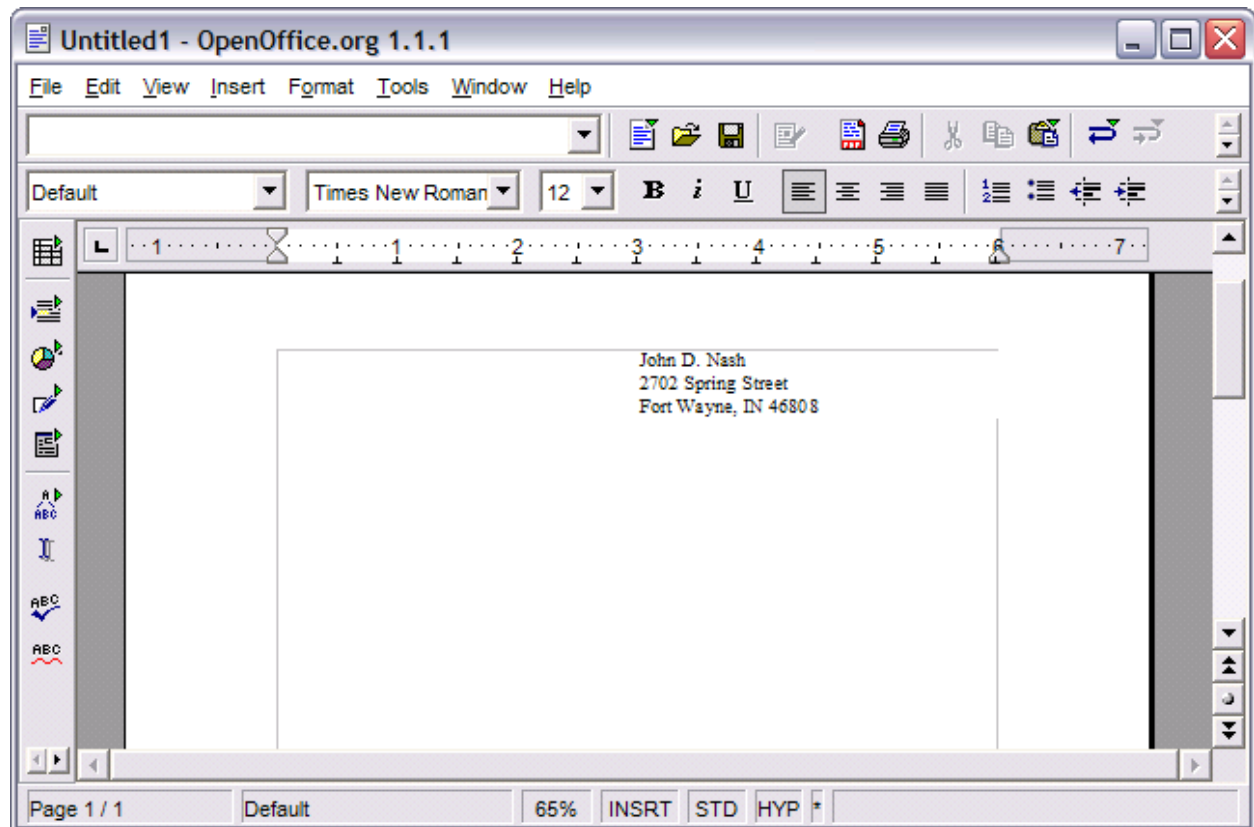

When you have entered your return address, press the DOWN ARROW, not the ENTER key, to go down to one of the two lines that you made when we started this project. Notice the left margin marker moves back to where it started: press the up arrow and see the margin marker moves to the three inch mark, press the down arrow and see the left margin marker moves back to

the left side where it was originally. Margin is set on a line by line basis – each line can be different, but the word processor assumes that any new line you make by pressing ENTER should have the same margins as the line you just finished.

Press the down arrow until you are on the bottom line – this should be two lines below the return address if you have followed instructions. The left margin on this line should be the left edge of the writing area.

The Date

Now we insert the date. You can type in the date, "Monday, January 17, 2005" or you can let the computer type in the date for you. Use the menu command Insert Field Other click Date in the type box, and select the formal date format from the format box, click the Insert button, and then click the Close button.
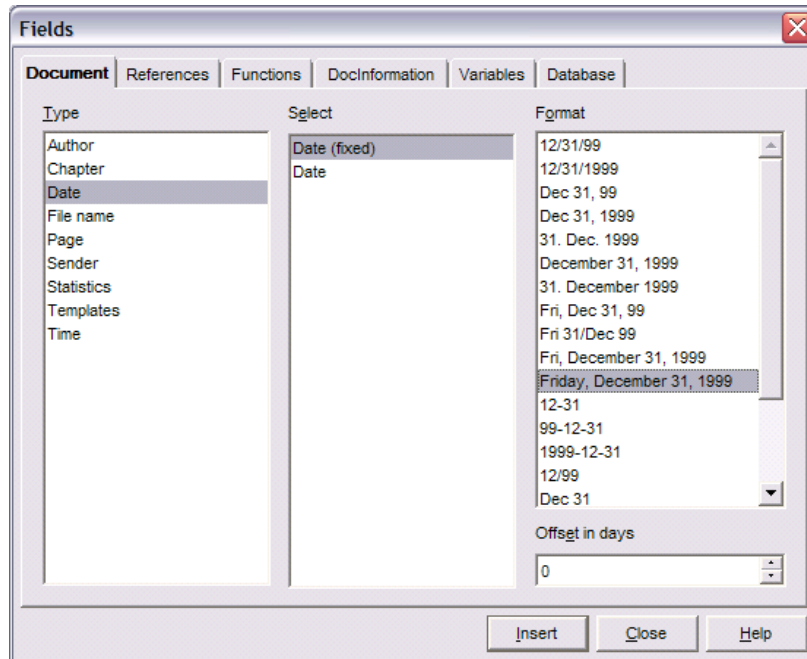
The computer will type the date for you, and spell the month name correctly.
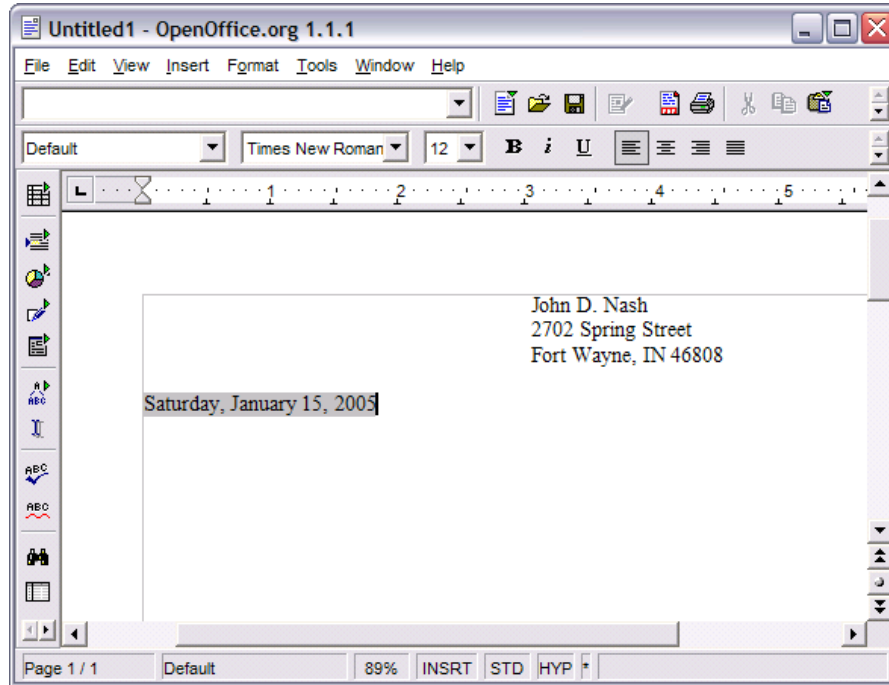
The Addressee

Press Enter twice to make one blank line and position you to type the addressee. Enter in the name of the person to whom this letter is addressed. If there is not a name specified in the information that you have, then use the most specific term you can find, such as "Human Resources Director." Fill in the addressee (who the letter is addressed to) now. Our sample letter is to Mrs. Jane Brown, Human Resources Processor, ACME Sales Corporation, 123 Main Street, Fort Wayne, IN 46802. Press enter twice thereafter, and enter the salutation "Dear Mrs. Brown" followed by a COLON." The colon is used for business letters and the comma is used for personal letters.
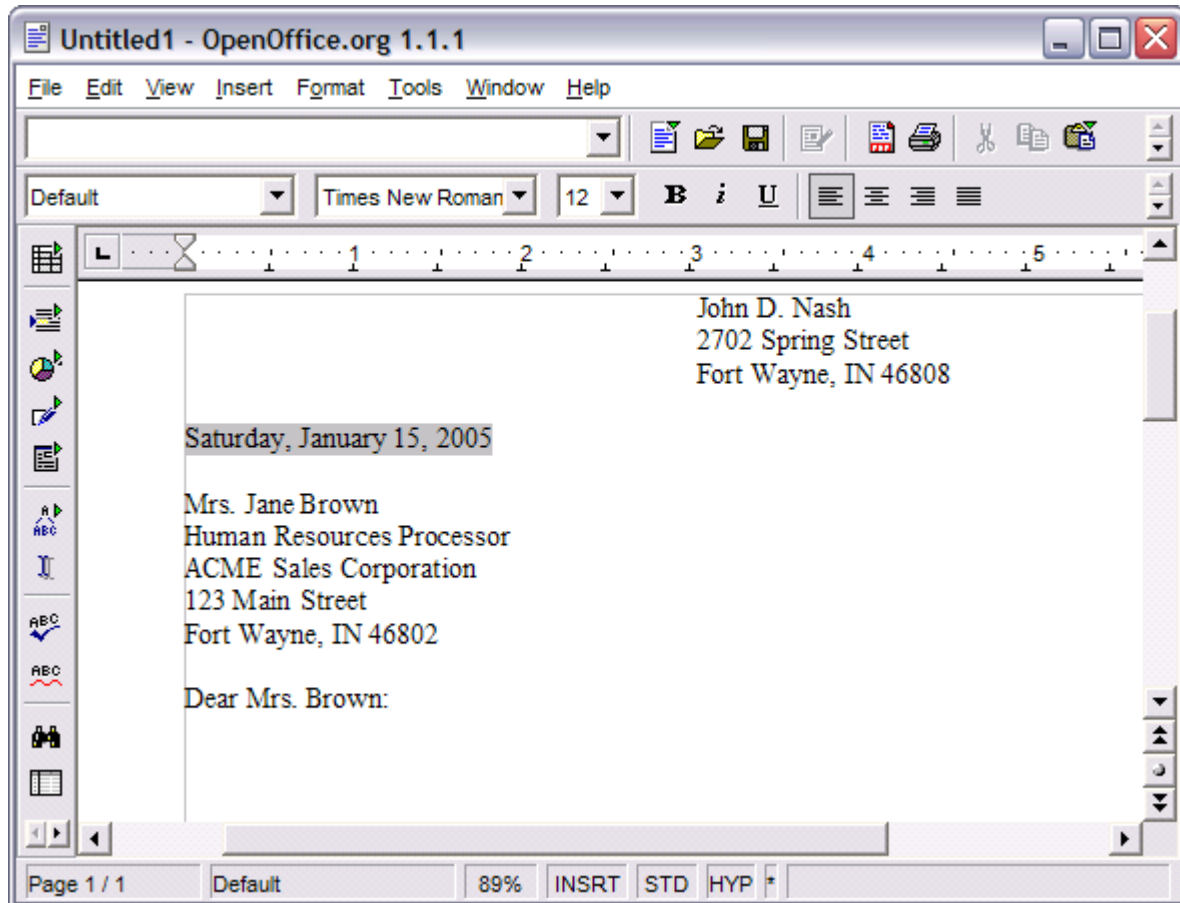
This is the basic format of most letters: sometimes the return address is printed on the paper for you ahead of time, such as with office "letter head" stationary. Next you need three paragraphs, and finally "Sincerely, " and your signature. Two lines below your signature place the words "Enclosure: Resume."

The Research

A discussion of "proper" cover letter construction is outside the mission of this word processing training document but I found several web site URLs from a simple Google search on "cover letter format." You need to understand how to write a cover letter, and you need to use the computer to learn. Go to "google.com" and do a search on "cover letter format" then read until you feel that you understand. Remember: they all have their own opinion, so relax and learn.

After you have done the above research on cover letter format using Google.com, you need to use a similar process to research every company to which you apply for a job. You need to research each company before you write your resume and cover letter for each situation.

The Body

The first paragraph should explain why you are writing: that you are applying for the job they posted. The second paragraph should explain why you meet their needs, showing that the

requirements they included in the job listing are satisfied by your experience and education. The final paragraph should express your desire to talk with them to discuss how you can meet their needs. You want a "call for action" here: "Please call me at your earliest convenience." or "I will call you next week to arrange a time to discuss how I can meet your companies needs." Do NOT press enter when you reach the end of a line, but let the computer handle wrapping the text for you. Only press enter when you are done with a paragraph.

I saw a very nice approach on a web site[1] that reads

> *"A letter and resume can only tell so much about my motivations and qualifications. I would welcome the opportunity to discuss my background with you in person and would travel to <city> at my own expense to do so. I will call you at the end of next week to confirm an appropriate date and time."*

Now, if you got a letter like that, how would you feel about this person? Would you read their resume?

The Signature Block

Finally you add the "signature block," your signature line, such as "Sincerely," a comma, one inch of blank lines (six) and your name. The blank lines are to make a nice space for your written signature over your printed name. After the signature, add one more line to indicate there is an enclosure (your resume) "Enclosure: resume."

          Sincerely,

          John Nash

          Enclosure: resume

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[1] http://www.uncwil.edu/stuaff/career/students/coverletters.htm"

Project 2: The Resume using Margins

The purpose of the resume is to get you to the first job interview. The purpose of the first job interview is to get you to the second job interview. The purpose of the second job interview is to get you to the final interview or get you hired, and so on. It has become my personal opinion that each job possibility needs to have its own resume written specifically for that opportunity. A sample resume is in Appendix A.

You would think that by now there would be some kind of a standard for the resume. The problem does not seem to be that there is no standard, but rather that there are many standards, and most of them keep changing. Welcome to real life. You need to do some web research before you write your resume. I did a Google.com search on "resume format" and I got a bunch of hits (good matches to my request for information). You must undertake to help yourself by learning how to write your resume. Do the research: it gets easier as you gain Internet experience.

The "right" way to write a resume is whatever way the person reading it wants to be the "right" way. A good resume format for an artist would likely not be a good format for an engineer. The "correct" resume format for a plumber most probably would not be "correct" for a teacher. With different jobs come different expectations of how the resume should look.

Please keep in mind that _this is not a tutorial or expert advice on writing a resume_. This is a word processing training manual using the resume as one example of a word processing task. Also, pick one or two fonts and leave it at that. Documents made up of all kinds of different typefaces , usually some clashing with others, looks unprofessional and can be hard to read. That being said, let us proceed.

Resume Content

The information expected in a resume seems to be very consistent across time and professions, even though the presentation of that information may be very different. Every resume is expected to contain 1. your contact information (name , address, telephone, and e-mail address), 2. your education history, including any training you received at work, 3. your relevant work experience, 4. A skills summary and/or possibly highlights, and (usually) 5. the "objective" or job for which you are seeking. How this information gets arranged depends upon your resume organizational philosophy.

Resume Organization

There are two consistently recurring philosophies on how to organize that information in the resume: one is called chronological (ordered by time), and the other is called functional (ordered by type of work). Your strongest feature goes first: if you are just out of college, you are probably weak on experience and strong on education so your education goes before your work experience. If you have worked for some time your work experience may be your strongest suit so you place it first. If you use "Highlights" in your resume you would place them at the top, just under your name, address, telephone, and e-mail. If you use a skills summary, you would place it at the bottom.

Resume using Margins

The first example we will build with tabs and margins for spacing. Please refer to Appendix A "Resume using Tabs and Margins throughout this section.

Start by typing your name, address, phone, and e-mail information at the top of the page as in the example. After you have typed these lines select that text and then center it with the "Align center" tool bar icon. Arrow down to after the centered lines and visually verify that you are back to aligning to the left edge. Look at the icons – does the Align Center icon appear to be pressed in? Does typing move to the center to the left edge? If it is not aligned left then make it aligned left by clicking the Align Left tool bar icon.

Highlights

Next enter your "Highlights" skills summary. We will use bullet points for this in a minute. First there should be a blank line between the last line of your contact information and the word "Highlights" that you are about to type. If there is not one blank line then press ENTER to make one blank line now. Type the word "Highlights" and press enter. Click on the word Highlights and click the Align Center tool bar icon. Arrow down to the blank line under it.
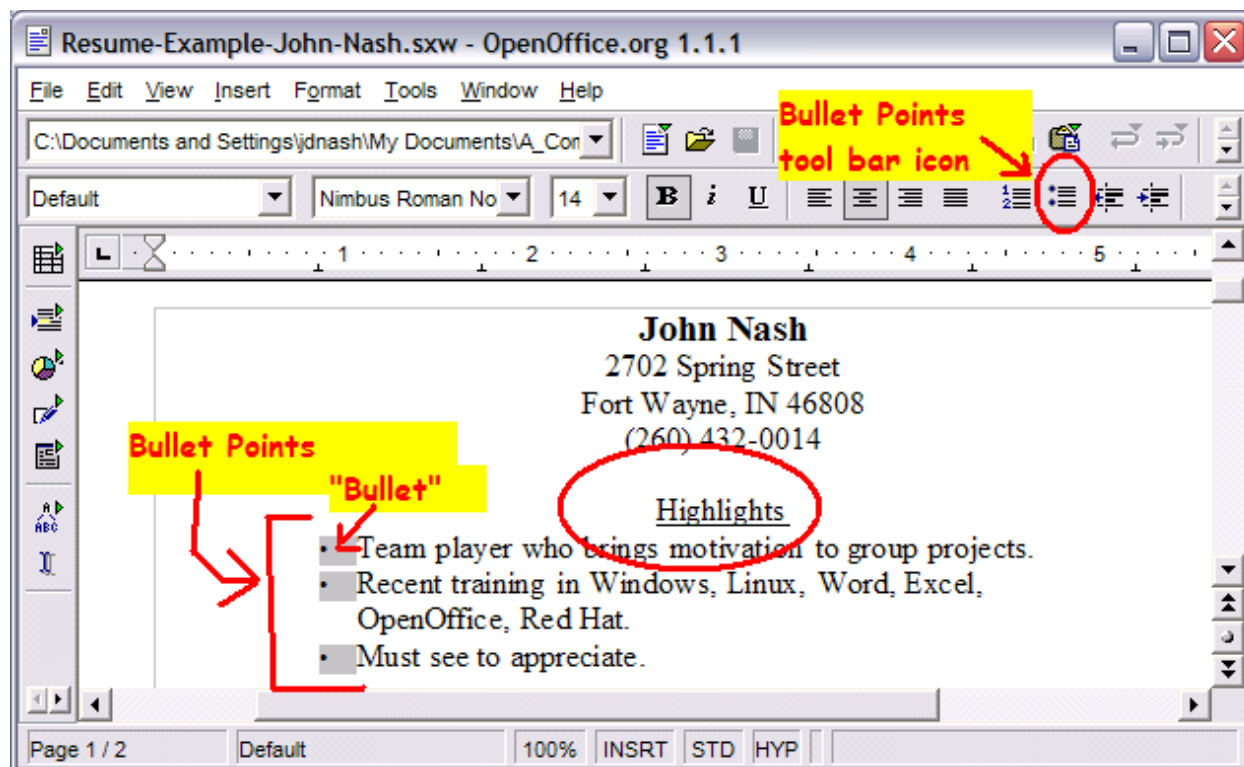
Bullet Points

Press the Bullet Points tool bar icon. Type in your bullet points. Only press enter when you have typed in the entire bullet point – do not press enter just because you see that you are at the end of a line: the computer will properly handle wrapping the words around as long as you do not press enter. Pressing enter starts the next bullet point. When you have entered the last bullet point press enter twice to resume normal typing. You should be on a blank line under the bullet points now: if you are not, then press enter until you are.

Bullet Points Margin

To make the bullet points look right, adjust their margin. Select the bullet points with the mouse so that they are all highlighted. Next drag the left margin marker in an inch or two until the bullet points look more like the example, then drag the right margin marker in the same distance to match. Finally click below the bullet points so that we may proceed.
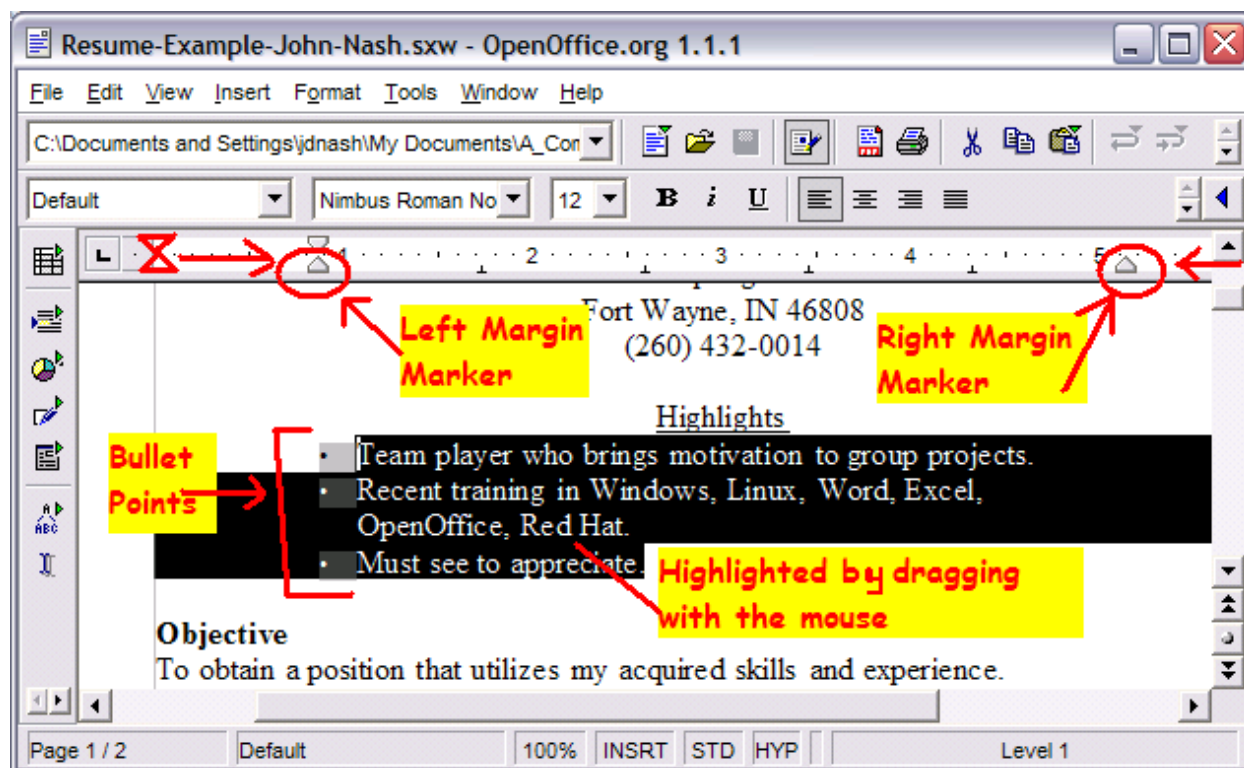
The Objective

Enter your objective. Leave one blank line between your bullet points and type the word "Objective." Press enter to go to a new line. Click on the word Objective and then click the Bold tool bar icon. Arrow down to the line below the word "Objective." Type in your objective. Make it something that will reflect well on you, unlike the objective in the example that is mostly hyperbole. Again, do NOT press enter when you reach the end of a line, but let the computer handle wrapping the text for you. Only press enter when you are done with the paragraph.

The Experience

Leave a blank line between the last line of the objective and the title "Experience." Enter the title Experience, then press enter, then follow the format in the example to enter your work experience. For each employemnt listed the first line should have the name of the employer, the next line the job title followed by a double dash (two dashes together) , and a short explaination of what you did on that job. When that is entered, then press enter twice to leave a blank line and enter the next job information. Continue to list your work history. To decide what to put in this area you should use your own judgment or consult an employment professional.

The Education

Add your education history following the format in the example. When you have finished the education section then press enter to leave a blank line and continue with the next section: skills summary.

The Skills Summary

The skills summary is a *short* way to summarize your job skills. These are one or two words separated by commas and not considering normal sentence structure. It is intended as a fast summary. Enter your job skills as shown in the example under Technical Skills.

The References

Finally add the title "References" and under it put the phrase "References are available upon request." List with your references on a separate piece of paper to give to potential employers who are seriously interested in you, but do not post them just everywhere or your references may be inconveneinced with phone calls from people who are not truly interested in hiring you.

Project 3: The Resume Using a Table

You may have noticed that you are rather limited in what you can do using only margins to format your resume. Begin with a new document and enter your name and address and Highlights sections as in the last example. Then press enter to leave a blank line under the highlights section.

Insert a table

You should be under the highlights section with a blank line between your cursor and the last line of the highlights, with the cursor at the left edge of the document. Click the menu command Insert Table. Insert a table with 4 columns and about 20 rows.
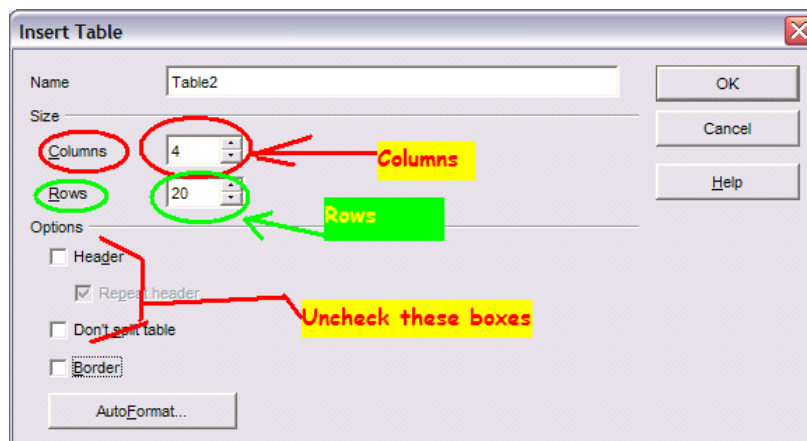
Adjust the rows and columns as shown in the example in Appendix A. You will see the column and row borders in the example and on your screen, but when your table prints then they will be invisible. Fill in the cells as shown in the example.

The advantage to using the table is that it makes it easier to organize the page. One way of organizing web pages also relies on using a table.

Project 4: The Web Page

Projects 1 through 3 have already used most basic features of the word processor and tables. It is also appropriate to understand how to insert graphics, such a a photograph, into a word processing document, and with the inceasing popularity of web pages, we will also discuss saving the document as a web page instead of as a document.

If you have not just started the word processor, then open a new document, either by quickley clicking the "New Document" button, by "long clicking" (holding the mouse button down longer than a quick click) and choosing "Text document," or by using File > New > Text Document menu command.
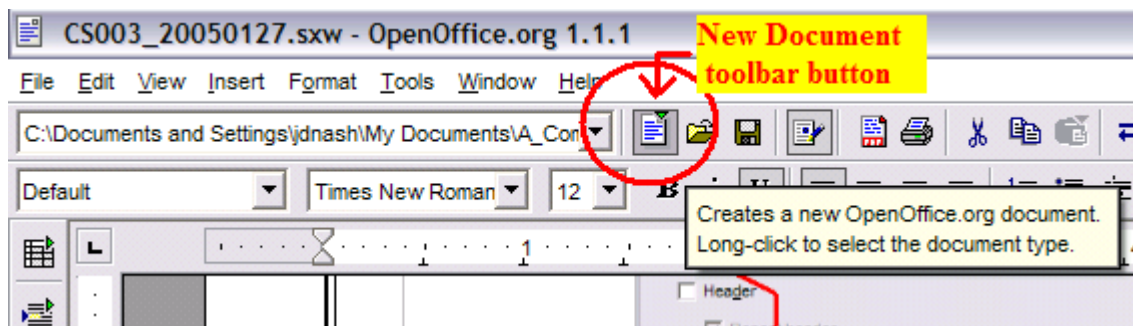
Type in a title line for your web page, such as "Welcome to My Home Page", center it, bold it, and set the font size to 20. Save this file using the name "index." That is, in the file name edit box on the File Save dialog, literally type in the word "index" as the name of the file. Set the file type to "HTML document," which is the last selection in the drop down combo box under file type.
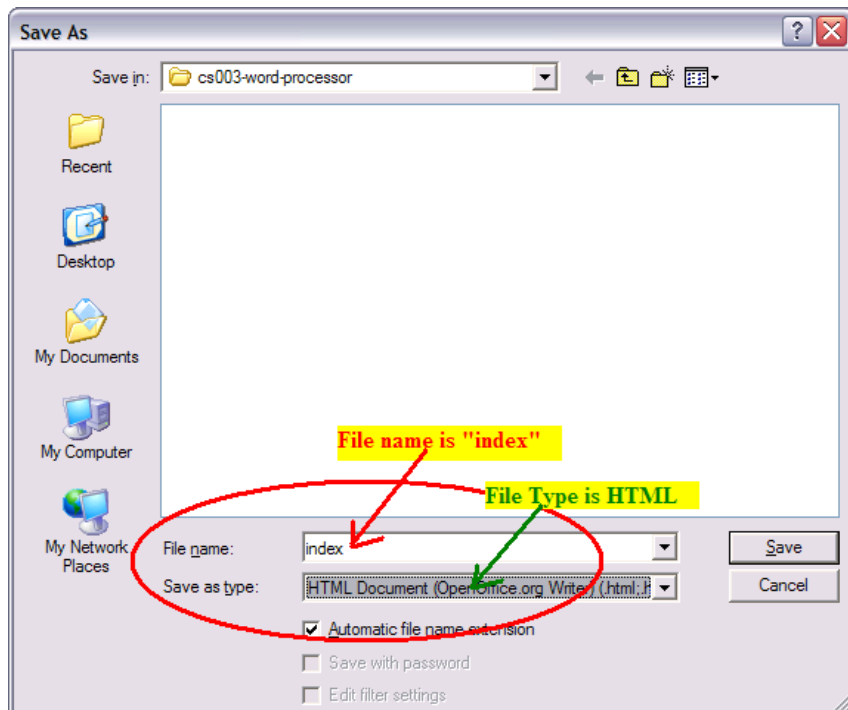
Appendix A:

Sample Documents

1. **Cover Letter**

2. **Resume using tabs and margins**

3. **Resume using a table**

4. **Web Page**

John D. Nash
2702 Spring Street
Fort Wayne, IN 46808
(260) 432-0014

Saturday, January 15, 2005

Mrs. Jane Brown
Human Resources Processor
ACME Sales Corporation
123 Main Street
Fort Wayne, IN 46802

Dear Mrs. Brown:

I am writing to you in response to your job posting # 123456 in the January 17 edition of the Fort Wayne News Sentential. Your posting was brought to my attention by your production manager, James Marcos, who felt that I would be an especially good match for your needs.

Your listing says that you need someone with a business degree and at least two years of practical experience in manufacturing: I have a Bachelor of Science in Business Administration from Indiana University and five years of manufacturing experience as a production supervisor at the Fort Wayne Taffy factory. The process we used to combine peanuts with the taffy substrate is very similar to the process for particulate addition in ice cream after it passes through the barrel freezer.

A letter and resume can only tell so much about my motivations and qualifications. I would welcome the opportunity to discuss my background with you in person and would travel to Columbia City at my own expense to do so. I will call you at the end of next week to confirm an appropriate date and time.

Sincerely,

John Nash

Enclosure: resume

John Nash
2702 Spring Street
Fort Wayne, IN 46808
(260) 432-0014

<u>Highlights</u>
- Team player who brings motivation to group projects.
- Recent training in Windows, Linux, Word, Excel, OpenOffice, Red Hat.
- Must see to appreciate.

Objective
To obtain a position that utilizes my acquired skills and experience.

Experience
ACME Training, Inc.
Instructor -- Taught computer classes to Beginners and Novices referred from WorkOne system in Microsoft Windows, Linux, Microsoft Word and Excel, OpenOffice, E-Mail, Internet Browsing, and privacy and security.

Max Turf, Intl.
Manager – worked across functional groups to produce and market residential and commercial lawn botanics. Thirty-five direct reports.

Education
Indiana University -- MBA 1990
Purdue Univeristy – BSEE 1977
LaSalle High School, South Bend Indiana 1973

Technical Skills
Microsoft Office, Sun Microsystems OpenOffice, Microsoft Word, Excel, Powerpoint, Outlook, Explorer, Netscape Navigator, E-mail, Internet, C, C++, Basic, Visual Basic, Pascal, Delphi, Ada, Fortran, Cobol,

References
References are available upon request.

John Nash

2702 Spring Street
Fort Wayne, IN 46808
(260) 432-0014

<u>Highlights</u>

- Team player who brings motivation to group projects.
- Recent training in Windows, Linux, Word, Excel, OpenOffice, Red Hat.
- Must see to appreciate.

Objective:	To obtain a position that utilizes my acquired skills and experience.	
Experience:	ACME Training, Inc.	Fort Wayne, IN
	Instructor	
	Taught computer classes to Beginners and Novices referred from WorkOne system in Microsoft Windows, Linux, Microsoft Word and Excel, OpenOffice, E-Mail, Internet Browsing, and privacy and security.	
	Max Turf, Intl.	Hartford City, IN
	Manager	
	worked across functional groups to produce and market residential and commercial lawn botanics. Thirty-five direct reports.	
Education:	Indiana University	MBA 1990
	Purdue Univeristy	BSEE 1977
	LaSalle High School, South Bend Indiana	1973
Technical Skills:	Microsoft Office, Sun Microsystems OpenOffice, Microsoft Word, Excel, Powerpoint, Outlook, Explorer, Netscape Navigator, E-mail, Internet, C, C++, Basic, Visual Basic, Pascal, Delphi, Ada, Fortran, Cobol, assembly languages.	
References:	References are available upon request.	

Certification Test for Word Processing CS 3.0

Review these to test your abilities in these areas in preparation for the certification test. When you feel confident, you may ask the instructor to certify you, they will use their standardized certification form to do so.

1. [ ] Start the word processing program
2. [ ] Use the word processing document for documentation purposes, such as to create a department telephone list. This includes:
   a) [ ] Typing readable paragraphs in good form
   b) [ ] Using and setting Tabs and margins, and all formatting options discussed in the [ ] Spreadsheet module as applies to a word processing document
   c) [ ] Using Headings and Footers, including using fields for page number and total page count
   d) [ ] Insert a table
   e) [ ] Insert a picture
3. [ ] Save the document to disk and diskette in different file formats, such as OpenOffice 1.0 format or Microsoft Word 95 format, and
4. [ ] Understand why the file format matters.
5. [ ] If a printer is available, print the document
6. [ ] Close the program.

Name : _____

Address: _____

City, State, Zip: _____

Phone: _____

Today's Date: _____

Instructor: _____

Please give this to the instructor so that a certificate may be produced for you.

This is a list of material taught in ALTI classes: some of these are awaiting funding to be transferred into paper documents.

CS 1.0 Working Small Computers
Computer Parts; Output Devices; Input Devices; Mouse, Trackball, or Touch Screen; I/O Devices; Printers, PDAs, and other Peripheral Devices; Notebook, Laptop, and Tablet Computers; To Buy or Build Your Own; Starting the computer; Choices in Operating System.

CS 2.0 Working Computers
Background of the small computer; choices in Operating System; Startup, Use, and Shutdown of the computer; Parts and function of a Window, moving, re-sizing, minimizing, maximizing, un-maximizing, Workspace Switcher; Main Menu, navigation, games, Desktop Background, Screen Saver; Pop-up Menus.

CS 10.0 Files
This is a novice level module required for all students. It discusses computer files, including how they are stored on a computer (physically) and how we think of them (logically). A dismantled hard disk and drawings of the recording schema are used to communicate physical storage (recording) of files. Using the graphical user interface (GUI), files are copied, deleted, undeleted, and moved between folders, on the local computer hard disk and using a Samba ("Windows") network.

CS 6.0 Formatting Text
This is a beginner level module required for all students. It demonstrates how to format text using standard GUI controls. The module is intended to be generic enough to apply to most existing office programs including Sun Microsystem's OpenOffice and Microsoft's Office products.

CS 11.0 Multiple Windows
This is a beginner level module required for all students. It practices multi-tasking on a personal computer. Several windows are opened and the student practices switching between them using the Task Bar, clicking on the screen, and the ALT-TAB keys.

CS 4.0 Working Spreadsheets
Introduction to Spreadsheets. This is a novice level module to help someone who has no experience with spreadsheet programs. The module is intended to be generic enough to apply to most existing spreadsheet programs including Sun Microsystem's OpenOffice and Microsoft's Office products.

CS 3.0 Working Word Processors
Introduction to Word Processing. This is a novice level module to help someone who has no experience with word processing programs. The module is intended to be generic enough to apply to most existing word processing programs including Sun Microsystem's OpenOffice and Microsoft's Office products.

CS 14.0 Working Presentations
Introduction to Presentation software. This is a novice level module to help someone who has no experience with presentation programs, such as Microsoft Power Point. The module is intended to be generic enough to apply to most existing office programs including Sun Microsystem's OpenOffice and Microsoft's Office products.

CS 7.0 Internet (including Internet job searches)
This is a novice level module to help someone who has no experience with Internet browser programs. The module is intended to be generic enough to apply to most existing Internet browser programs including Mozilla Firefox and Microsoft Internet Explorer.

CS 5.0 E-Mail and Web Mail
This is a novice level module to help someone who has no experience with e-mail programs. The module is intended to be generic enough to apply to most existing e-mail programs including Ximian's Evolution,

Thunderbird, and Microsoft's Outlook and Outlook Express. Others may be added as they come into common use in the business environment.

CS 8.0 Instant Messaging
This is a novice level module to help someone who has no experience with Internet Chat programs. The module is intended to be generic enough to apply to most existing Internet Chat programs including Linux GAIM, AOL Messenger, and Microsoft's Messenger.

CS 9.0 Computer Security
This is a General level module to help someone with good working knowledge of the computer and computer programs to understand how viruses and other mal-ware infect a computer and spread, what they do to the victim, and how to affect remediation once an infection is detected.