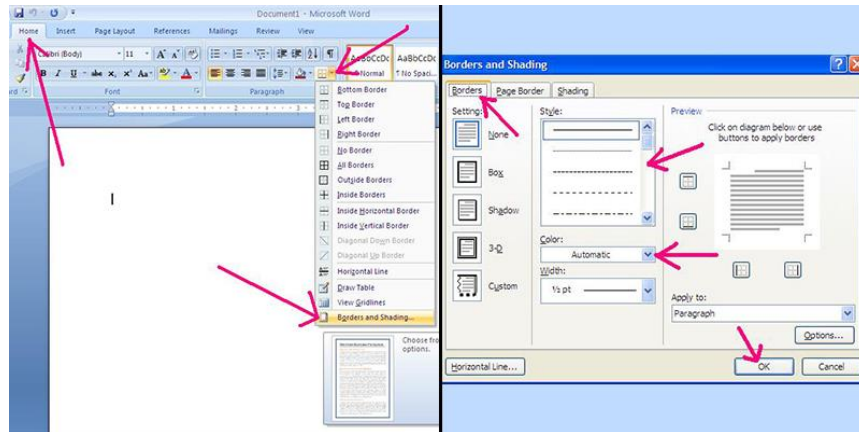


WORD TRICKS AND TIPS

Lines

This will be useful for adding lines over/under text (which is often used in headings).

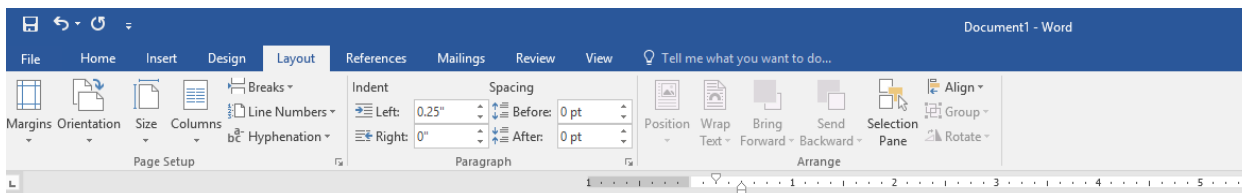
1. Place cursor in the line where you want to add the line
2. Select the 'borders' option on the home menu screen
 - a. Can do a top or bottom border depending on preference
3. To change weight/style of line click borders and shading on the 'borders' menu option
 - a. For resumes we recommend staying with a thin (but printable) solid, black line



Line Spacing Changes

Generally speaking, Resumes are a single spaced documents, but sometimes you should add in space to create white areas. These directions are an option to use instead of inserting a line and changing the font size to create desired space (this document uses spaces before the headers and after the intro paragraphs)

1. Click on the layout tab in the menu options
2. Utilize the 'Spacing' Options to add in spaces before and after paragraphs
 - a. Do not have to use both before and after



Word Capitalization

Word does have an option now to change the casing options for selected text.

1. Select the desired text
2. On the home menu screen, there is an option to change cases

