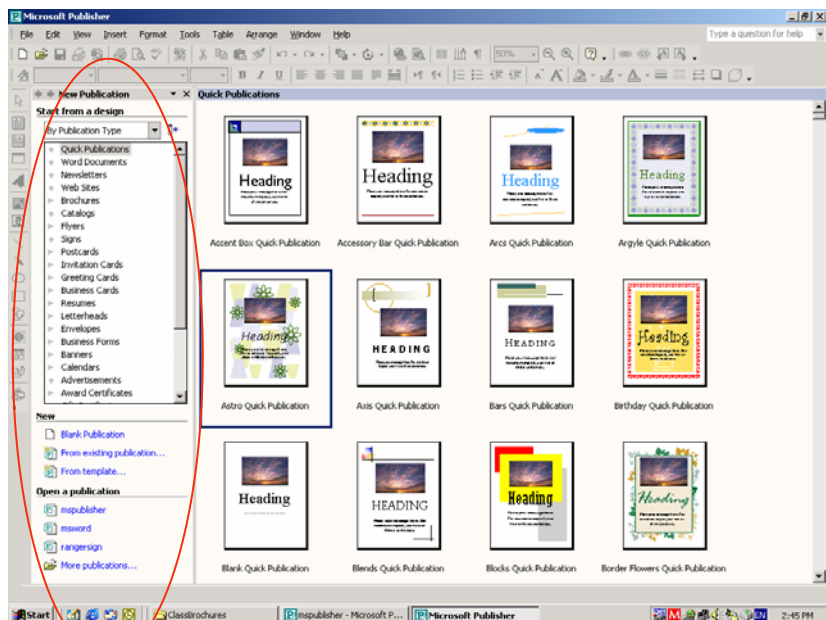


# Creating a Resume with Microsoft Publisher 2002

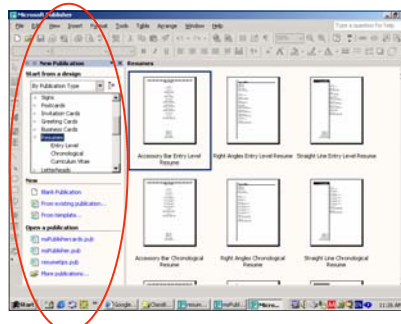
1. Open **Start Menu**. Place arrow on Start icon and left click once.
2. Select **Programs** by moving the arrow to point on the word programs; a menu of programs will appear to the right.
3. Move the arrow to point on Microsoft Publisher, which highlights the text, then left click once to open the program.
4. The program opens showing a series of templates of quick publications as shown here. (A template is a pattern for a greeting card, flyer, resume, etc. It contains modifiable text and graphics.)

## Task Panes

Task Panes pop up on the right of the screen to show you what formatting options are available for the task you are performing. In the example to the right, the **New Publications** task pane is circled.



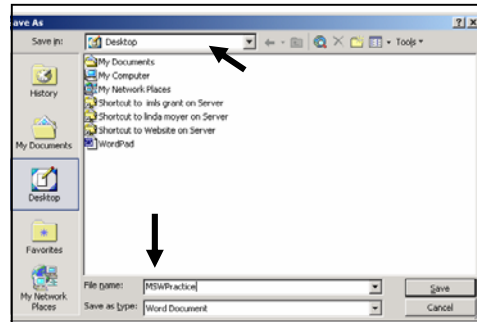
5. In this exercise you will be working with a template for a resume. Click on Resume in the Task Pane.



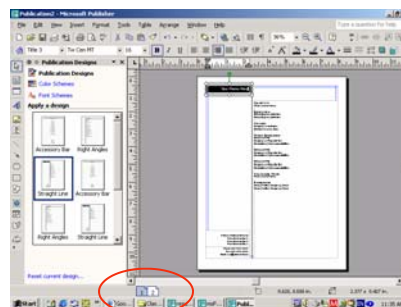
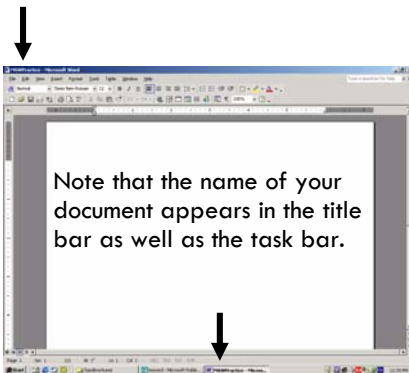
 The Dragonfly Project

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and Haines Borough Public Library  
Technology Awareness Program

6. To begin working with your document, it's good practice to give it a name and save it in a folder or wherever you prefer so you can easily find it.
7. To name your document, go to the **File** menu, highlight **Save As** and left click once. A **Save As** window should appear as shown below.



8. At the top of the screen is a pull-down menu that allows you to select where you want to save your document. At the bottom of the screen is where you enter your **File Name**. After entering the name, click **Save** or hit the Enter key. For example, we have determined that we'll save the document to the desktop and name the file MSP Practice.
9. Now you can begin to work on your Publisher document.
10. In Publisher, there are two types of data, text and objects. Text is anything with words; objects are pictures, graphics, and charts. Publisher also uses page icons that you click on to navigate between pages rather than scrolling.
11. Publisher offers a variety of resume templates to choose from



depending on your needs. Look through the templates and choose one that will best address the job your applying for.

12. Templates are set up so all you have to do is click on the text and type in your information.

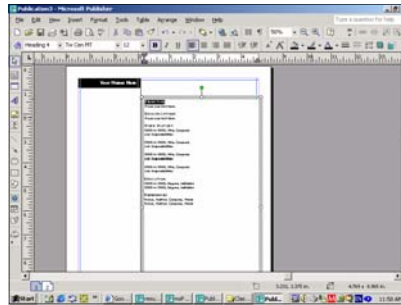
## HELP!

All Microsoft programs come with a Help feature. If you get stuck, click on the Help menu and select **Show the Office Assistant**. The assistant will prompt you to ask a question and then provide a number of options. You can also type in a question in the box located in the upper right of the screen that says **Type in a question for help**.

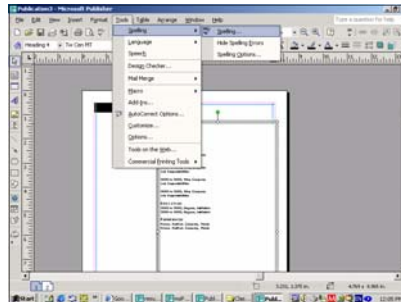
## Toolbars

The toolbars let you easily access functions of the program. The **text-based** toolbar is always visible. The standard and formatting toolbars, which appear as icons, are located below it.

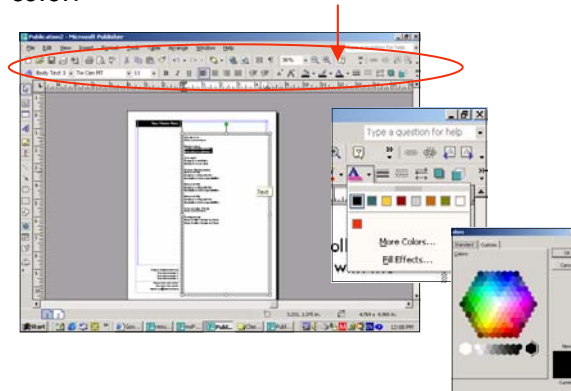
13. Place your cursor on the dummy text and type in your information.



14. Once you have finished typing in your information make sure to proof it for errors. Under the **Tools** menu, select **Spelling** and **Spelling** again from the pulldown menu.



15. You can also add color to your resume. First select the text or object you want to colorize. In the toolbar (circled in red below) click on the arrow next to the icon with the letter "A". A selection of colors will appear that you can choose from. Select the color you want; the text or object should appear in color.



16. Remember to save your work often by hitting **Ctrl + S**.

*The Institute of Museum and Library Services, a federal agency that fosters innovation, leadership and a lifetime of learning, supports the operating expenses of this project.*

