



TIMES CHANGE  
WOMEN'S EMPLOYMENT SERVICE

## Intermediate MS Word 2007

**Objective:** Learn How to Format a Resume using a table

### 1. Efficient Shortcuts

- Edit + Select All
- Shift and Click
- Format Painter

### 2. Page Numbering

- Inserting Page numbers
- Positioning page numbers

### 3. Using Find and Replace feature

### 4. Headers & Footers

- Create Headers
- Create Footers
- Edit Headers and Footers
- Switching between headers and footers

### 5. Tables

- Create a Table
- Format a Table
- Moving around in a table (Tab, Ctrl + Tab)
- Insert rows
- Insert Columns
- Remove Borders

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