

# **creating résumés, letters, business cards, and flyers in Word**

Visual QuickProject Guide

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by Maria Langer



**Peachpit  
Press**

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## **Creating Résumés, Letters, Business Cards, and Flyers in Word**

Maria Langer

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To Mike,  
on the 20<sup>th</sup> anniversary  
of our engagement.

I still love you.

## **Special Thanks to...**

Nancy Davis, for thinking of me for this great project—my first **color** book! And for helping me keep on track throughout the writing and production process.

Lisa Brazieal, for helping me fine-tune the book's layout and appearance.

Julie Bess, for coming to my rescue when I needed an index on short notice (again).

Microsoft Corporation, for continuing to improve the world's best word processing program for Windows and Macintosh users.

To Mike, for the usual things.

# contents

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## introduction

ix

what you'll create	x
how this book works	xii

the next step	xiv
---------------	-----

## 1. meet microsoft Word

1

learn the lingo	2
mouse around	3
start or open Word	4
look at Word (for Windows)	5
look at Word (for Mac OS)	6
change the view	7

scroll a window	8
choose from a menu	9
use a toolbar	10
have a dialog	11
exit or quit Word	12
extra bits	13

## 2. work with a Word document

15

create a document	16
open a document (Windows)	17
open a document (Mac OS)	18
enter and edit text	19
select text	21
copy and paste text	22
cut and paste text	23
drag and drop	24
undo actions	25

format characters	26
format paragraphs	28
print a document (Windows)	30
print a document (Mac OS)	31
save a document (Windows)	32
save a document (Mac OS)	33
close a document	34
extra bits	35

# contents

---

## 3. create a letterhead template 39

prepare a document	40	apply font formatting	46
set margins	41	insert an image	47
enter letterhead text	43	resize an image	49
create placeholders	44	save as a template	50
align text	45	extra bits	51

## 4. write a letter 53

create a letter (Windows)	54	resolve spelling errors	59
create a letter (Mac OS)	55	resolve grammar errors	60
turn on proofing (Windows)	56	finish up	61
turn on proofing (Mac OS)	57	extra bits	62
enter text	58		

## 5. prepare a résumé 65

create a document	66	indent descriptions	75
enter objective	67	finish formatting	76
enter qualifications	68	justify page	77
enter job history	69	insert a page break	79
enter education	70	finish up	80
format headings	71	extra bits	81
format items	73		

## 6. create business cards 83

open the labels dialog	84	insert an image	90
select card product	85	duplicate the card	91
enter card text	86	finish your cards	92
create the document	87	extra bits	93
format the text	88		

# contents

---

## 7. produce a flyer

95

prepare a document	96	add a bulleted list	104
set page options	97	position an image	105
set default formats	99	print in color (Windows)	106
add a page border	101	print in color (Mac OS)	107
enter text	102	finish your flyer	109
format text	103	extra bits	110

## 8. print an envelope

111

select an addressee	112	set printing options	
open the envelope dialog	113	(Windows)	118
enter addresses	114	set printing options	
set address fonts (Windows)	115	(Mac OS)	119
set address fonts (Mac OS)	116	print the envelope	120
include a bar code	117	extra bits	121

## 9. create return address labels

123

open the labels dialog	124	create the document	129
select label product	125	finish your labels	130
create a custom label	126	extra bits	131
enter text	128		

## index

133





# introduction

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This **Visual QuickProject Guide** offers a unique way to learn about new technologies. Instead of drowning you in theoretical possibilities and lengthy explanations, this Visual QuickProject Guide uses big, **color illustrations** coupled with clear, concise **step-by-step instructions** to show you how to complete a few specific projects in a matter of hours.

Our projects in this book are to create Word documents that you can use to simplify and improve your working life. Why go to a print shop to create letterhead and business cards? Or a graphic designer to create flyers? Why address envelopes by hand? If you have Microsoft Word, you can do it all yourself and make it look great. After all, Word is more than just a glorified typewriter. It has all the tools you need to create useful, professional-looking documents that bring out the best of you and your business.

Word may be the most useful program you have in your computer. It empowers you to tap into your own creativity. In doing so, not only will you save money, but you'll retain complete control over the documents you create. For example, suppose you follow the instructions in Chapter 3 to create a personal or business letterhead template. Three months later, the phone company changes your area code. Or your ISP goes out of business and you get a new e-mail address. Making changes to your letterhead template is as simple as editing a Word file. There's no need to pay a print shop to correct and reprint hundreds of sheets of letterhead paper that you'll have to throw away. And no need to compromise your professionalism by making handwritten corrections to your letterhead while waiting for new letterhead to arrive.

That's just one example of how using Word to create these documents can help you. As you work through the projects in this book, you'll learn even more.

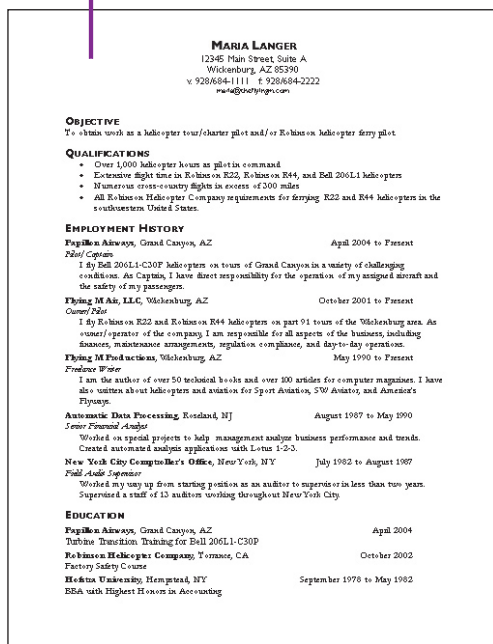
## what you'll create

Create a custom letterhead template with formatted text.

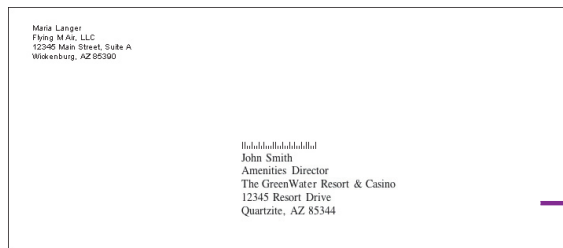
Import and resize an image or logo to reinforce your company identity.



Prepare a professionally formatted résumé that'll help you get an interview for your next job.



Use your custom letterhead to write professional-looking letters that get results.



Mail your correspondence in perfectly printed envelopes.



Create business cards that include an image or your company logo.

Maria Langer Flying M Air, LLC 12345 Main Street, Suite A Wickenburg, AZ 85390	Maria Langer Flying M Air, LLC 12345 Main Street, Suite A Wickenburg, AZ 85390	Maria Langer Flying M Air, LLC 12345 Main Street, Suite A Wickenburg, AZ 85390
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Prepare return address labels to save time and effort when mailing out bills or shipping products to customers.

Design and print a flyer to advertise a special promotion or event.

Precisely position a graphic so text flows around it.

**Special Offer  
this August only**

# SUNRISE HELICOPTER TOURS

- See the desert come to life in the early morning light.
- Enjoy cool air and a smooth, turbulence-free flight.
- Flights depart at 5:30 AM  
30 minutes: \$79/person  
60 minutes: \$159/person

**Call for Reservations:**  
**Flying M Air**  
**684-1111**

# how this book works

The **title** of each section explains what is covered on that page.

An **introductory sentence or paragraph** summarizes what you'll do.

**Numbered steps** explain actions to perform in a specific order.

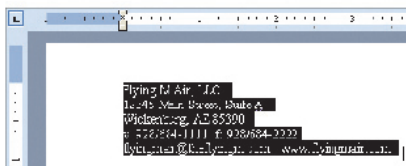
Important terms, names of interface elements, and text you should type exactly as shown appear in **orange**.

**Captions** explain what you're seeing and why. They also point to relevant parts of Word's interface.

## align text

The letterhead text will look better if centered at the top of the page.

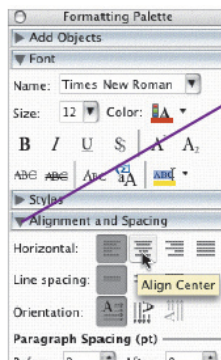
**1** Drag the mouse pointer over the letterhead text to select it.



**2** In Windows, click the **Center** button on the **Formatting** toolbar...



...or in Mac OS, click the **Align Center** button in the **Alignment and Spacing** area of the **Formatting palette**.



You may have to click this triangle to display **Alignment and Spacing** options.

The selected text is centered between the margins.



**create a letterhead template**

**45**

The **extra bits** section at the end of each chapter contains additional tips and tricks that you might like to know—but that aren't absolutely necessary.

## prepare a document

### extra bits

#### prepare a document p. 40

- Print Layout View and Page Layout View are the same. For some reason, Microsoft gave this view different names for Windows and Mac OS.
- You can create a letterhead in any document view. Print Layout View (Windows) or Page Layout View (Mac OS) is best when working with headers and footers or positioning graphics.

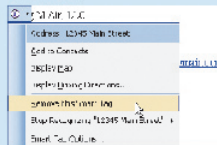
#### set margins p. 41-42

- If you're creating a template for use with preprinted letterhead, measure the distance from the top of the letterhead paper to the bottom of any text or graphics printed there. Then add a tiny bit—perhaps 0.1 or 0.2 inches—and use that as your top margin measurement. If there's printing on the bottom of the page, measure from the bottom of the paper to the top of the text or graphics there, add a tiny bit, and use that as your bottom margin measurement. This ensures that any letter you write with your letterhead template will not overprint preprinted text or graphics.

- The Gutter box in Margins options is for spacing on bound documents. Keep it set to 0 for single-page documents like a letterhead template.
- Clicking the Default button in the Page Setup (Windows) or Document (Mac OS) dialog, enables you to establish the current settings as the default settings for all new blank documents.

#### enter letterhead text p. 43

- If Smart Tag underlines bother you—they drive me nuts!—point to the underlined text, click on the Smart Tag menu icon that appears, and choose Remove this Smart Tag from the menu.



- What you include in your letterhead is entirely up to you. I like to include the same information that can be found on my business card.

The **heading** for each group of tips matches the **section title**.

The **page number** next to the heading makes it easy to refer back to the main content.

create a letterhead template

51

# the web site

Find this book's companion Web site at:

<http://www.langerbooks.com/wordquickproject/>.

Content is up-  
dated regularly  
with news, tips,  
and more.

Read timely  
articles about  
getting the most  
out of Word.

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sample files  
used in the  
book.

Access other  
valuable online  
resources.

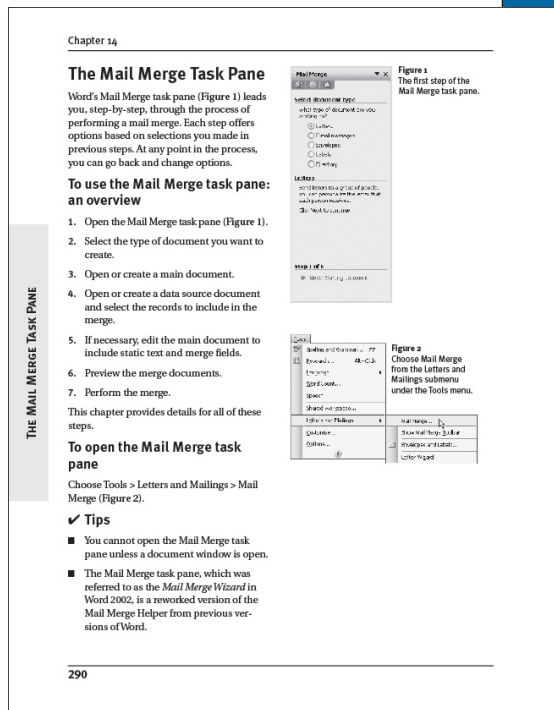
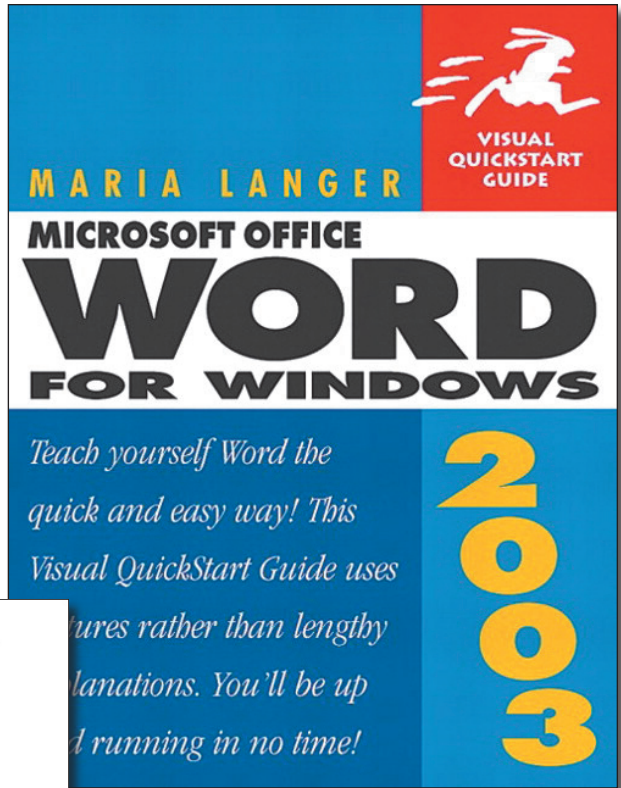


Share your com-  
ments and tips  
with other site  
visitors.



# the next step

While this Visual QuickProject Guide will walk you through all of the steps required to create letterhead, letters, business cards, résumés, flyers, envelopes, and labels, there's more to learn about Word. After you complete your documents, consider picking up one of my books about Word—[Microsoft Office Word 2003 for Windows: Visual QuickStart Guide](#) or [Microsoft Word 2004 for Macintosh: Visual QuickStart Guide](#)—as a handy, in-depth reference.



Both books include more advanced information about using Word to create documents. They tell you about all the options you see in Word dialogs, explain how to customize Word so it works the way you need it to, and provide detailed, step-by-step instructions for using basic, intermediate, and advanced Word features.

