

Technology for Librarians 101

Learn Word So You Can Teach

Word

Word Help

<http://office.microsoft.com/en-us/word-help/>

To access Word Help, click on the question mark icon in the upper right corner, or press F1.



corner, or

Microsoft Word for Beginners – NYPL

<https://docs.google.com/viewer?a=v&pid=sites&srcid=bnlwbC5vcmd8dGVjaGNvbm5lY3R8Z3g6NDU3MjM1ZDk5MmUxYmIzNA>

This site includes lesson plans and handouts for teaching Word

10 killer new features in Word 2013

<http://www.pcworld.com/article/2026567/10-killer-new-features-in-word-2013.html>

Resumes

Purdue Owl: Resume Workshop

<https://owl.english.purdue.edu/owl/resource/719/1/>

How to Write a Resume – about.com

<http://jobsearch.about.com/od/resumewriting/qt/writeresume.htm>

Resume Tips A – Z

<http://jobsearch.about.com/od/resumetips/qt/resume-tips-a-z.htm>

List of Action Verbs for Resumes & Professional Profiles

<http://career.opcd.wfu.edu/files/2011/05/Action-Verbs-for-Resumes.pdf>

Resume Tips

1. **Proofread.** Most personnel managers get a lot of resumes, and spend very little time with each one (25 seconds!). One error is enough to get a resume tossed.
 - Get someone who is not familiar with the material to proofread.
 - Read the material out loud to someone who is following along.
 - Read backwards.
2. **Format neatly so the resume is easy to scan.** If the reader spends very little time with your resume, make sure that important info is easy to see.
 - Use a logical format and wide margins, clean type and clear headings
 - Selectively apply bold and italic typeface that help guide the reader's eye
 - Use bullets to call attention to important points (i.e. accomplishments)

3. **Emphasize achievements over responsibility, and quantify those achievements.** Instead of saying 'responsible for business development', try 'grew new territory by 30%'.
 4. **Ensure your dates make sense** and explain any gaps or sabbaticals.
 5. **Keep your present job in the present tense and all other jobs in the past tense.**
 6. **Customize** the resume for the company and position.
 - State an objective and have it pertain to the role in mind.
 7. **Keep info professional.**
 - Do not mention your marital status.
 - Do not mention hobbies and outside interests unless they pertain to the job or show considerable accomplishment.
 - Have a professional email address.
 - No sexychick@blahblah.com.
 - Don't use someone else's address. Getting a Web-based email address is easy.
 - Don't share an address with anyone. No smithfamily@blahblah.com.
- <http://www.pathworks.ca/blog/756/resume-tips-the-quick-and-dirty>

Windows 8

Windows 8 productivity: Who moved my cheese? Oh, there it is.

<http://www.hanselman.com/blog/Windows8ProductivityWhoMovedMyCheeseOhThereItIs.aspx>

Windows 8.1 Tutorial

<http://windows.microsoft.com/en-us/windows/tutorial>

Windows 8 in 18 Minutes

<http://www.youtube.com/watch?v=wAlVz3tJvw>



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<http://broadband.nebraska.gov>

