



### Lab 1-3: Creating a plaintext résumé for online application forms

In this lab, you will create a résumé and save it as a plaintext document. The résumé information can be easily copied and pasted into an employer's online application form.

1. Open **Notepad**.
2. Enter several lines of text to create the start of a résumé, such as your name, contact information and basic skills. You can also use sample text from the **sample\_resume\_text.txt** file in your student lab files.
3. Select a line of text and select **Format | Font** to display the Font dialog box. Notice that the only formatting options available are font typeface, style, size and script.
4. Use the options in the Font dialog box to apply different text-formatting attributes to the lines of text. When you are finished, click **OK** to close the Font dialog box.
5. Select **File | Save As** to display the Save As dialog box.
6. Ensure that **Desktop** displays in the Search field.
7. Display the **Save As Type** drop-down list. Notice that the only option is to save the document as a text file with the .txt file name extension.
8. Specify a name for your file in the File Name text box, such as **My Resume**, and click the **Save** button to save the document to your Desktop. Your text document may resemble Figure 1-12.

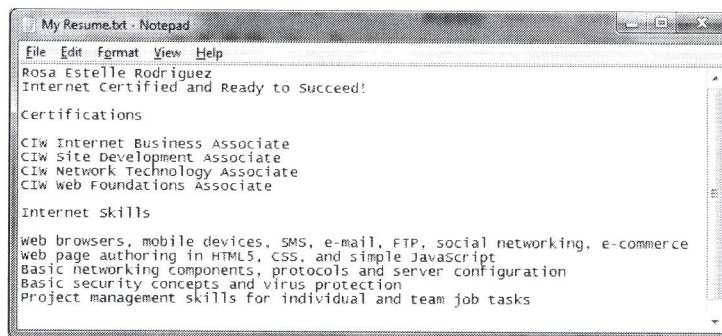


Figure 1-12: Creating plaintext résumé for online application forms

9. The résumé information can now be copied and pasted into an employer's online application form. Close the Notepad window.
10. Delete the file from your Desktop.