Using Excel in Your Job Search April 15, 2021

Evergreen Park Public Library

Bold

Select cells using fat white cross

Click on *B button* on the Home ribbon/Font group

Or Ctrl + B

Reverse Shade (dark background, white print)

Select cells using fat white cross

Select fill color from *Fill Color* button on Home ribbon/Font group

Select font color from *Font Color* button on the Home ribbon/Font group

Insert Column (Address 2 and Resume Sent)

Using the down arrow over the column letter, select the column to the right of where you want to insert the new column

Right click/Insert

Resize Column and Row

Rest the mouse on the line between the column letters (to the right of the column you want to resize) until it turns into a double-sided arrow

Click and drag to desired width

Or double click to automatically resize

Wrap Heading Text

Select cell using fat white cross

Select *Wrap Text* from Home ribbon/Alignment group

Resize column until you get the layout you want

Format Cells - currency & date - Date Applied and Job Pay

Select cells using fat white cross

Select the format you want from the *Number* dropdown on the Home ribbon/Number group

Sort

Select a cell in the column you want to sort using the fat white cross

Select *Sort and Filter* from the Home ribbon/Editing group

Select *Sort A to Z* or *Sort Smallest to Largest*

Add a Comment

    Right click on the cell

    Click on *Insert Comment*

    Type in your comment and click away

    You can tell there is a comment in a cell by the red triangle on the upper right corner of the cell

Hyperlink/Remove Hyperlink – Website and Resume Sent

    To Add a Hyperlink to a Website:

        Select cell using fat white cross

        Right click/Hyperlink

        In the *Text to Display* field

            Type in what you want in the cell, e.g. Disney website

        In the *Address* field

            Type in the URL, e.g. Disney website

    To Add a Hyperlink to Document on your Computer:

        Select cell

        Right click/Hyperlink

        In the *Text to display* field

            Type in what you want the cell to say, e.g. Marketing Resume

        In the *Look in* field

            Click on the *Browse* button all the way to the right of the *Look in* field and find the document you want to link to.

    To Remove the Hyperlink

        Right click on the cell

        Remove Hyperlink