This header is created using a silent table. We'll use silent tables a lot when we format your CV. To recreate this header using Word, first type your name:

Change the font to Arabella (you can download this font or find one that's more you for free at dafont.com), size 48 and make it bold:

Hilary Brown

Highlight the text and right-click – choose Font → Advanced and adjust the character spacing to Expanded: 2pt:

Hilary Brown

Press enter so that there's an empty line above your name. With your cursor at the beginning of this empty line, now click Insert – Table and create a table with two columns and one line, like this:

Now highlight your name and drag it into the left-hand column. Next, enter your contact details in the right-hand column in Calibri font. Change the font size for your contact details to 9:

Hilary Brown	27 Shore Avenue, Nelson Mobile: 027 278 9586 · Home no: (03) 584 9336 Email: hilary.brown@hotmail.com

Now realign the text of your contact details to horizontal: right, vertical: centre – click anywhere in your contact details text once, then go to Table →Layout and choose the right, centre option. Next, change the width of your columns by dragging the centre divider to the right until your name fits onto one line (if necessary):

Hilary Brown	27 Shore Avenue, Nelson Mobile: 027 278 9586 · Home no: (03) 584 9336 Email: hilary.brown@hotmail.com

Last, make the borders disappear – place the arrow over the bottom right corner, in the little square, and right-click. Go to Borders and Shading, select None and click OK:

Hilary Brown   27 Shore Avenue, Nelson
Mobile: 027 278 9586 · Home no: (03) 584 9336
Email: hilary.brown@hotmail.com

Done!