

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:

Hilary Brown

Change the font to Candara, size 44 and make it bold:

Hilary Brown

Highlight the text and right-click – make it bold, then choose Font, Advanced and adjust the character spacing to Expanded: 10pt:

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:

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Now highlight your name and drag it into the left-hand column. Next, enter your contact details in the right-hand column in Candara font. Change the font size for your contact details to 8.5:

Hilary Brown	27 Shore Avenue, Nelson Mobile: 027 278 9586 Home no: (03) 584 9336 Email: hilary.brown@hotmail.com
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Now adjust the width of your columns by dragging the centre divider to the right until your name fits onto one line:

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