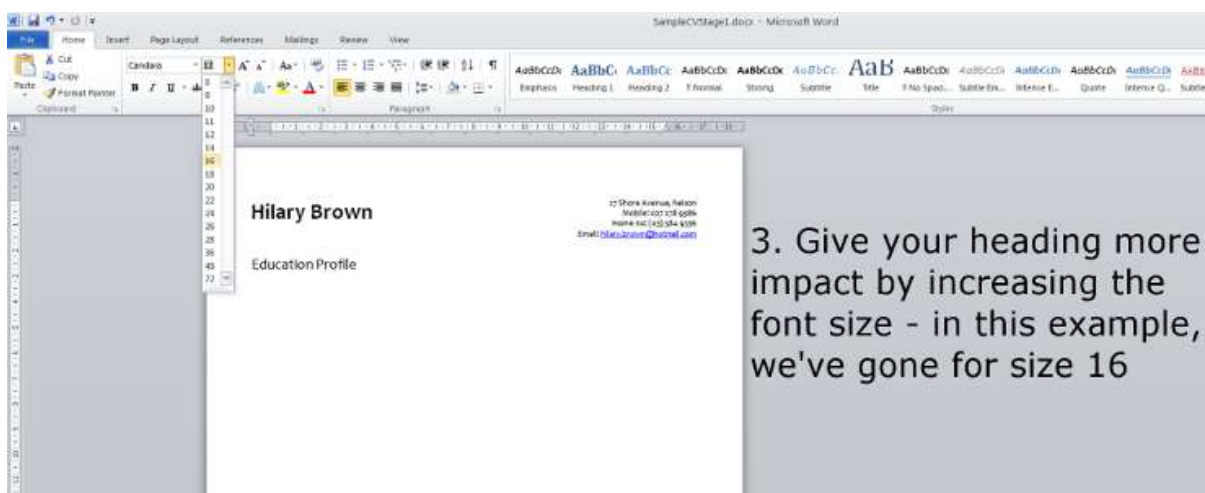
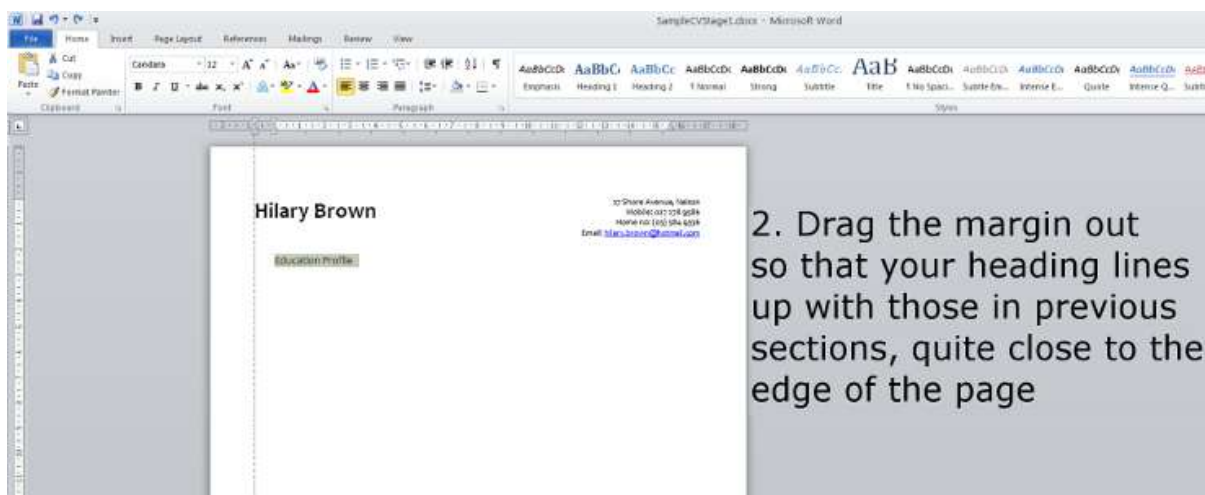
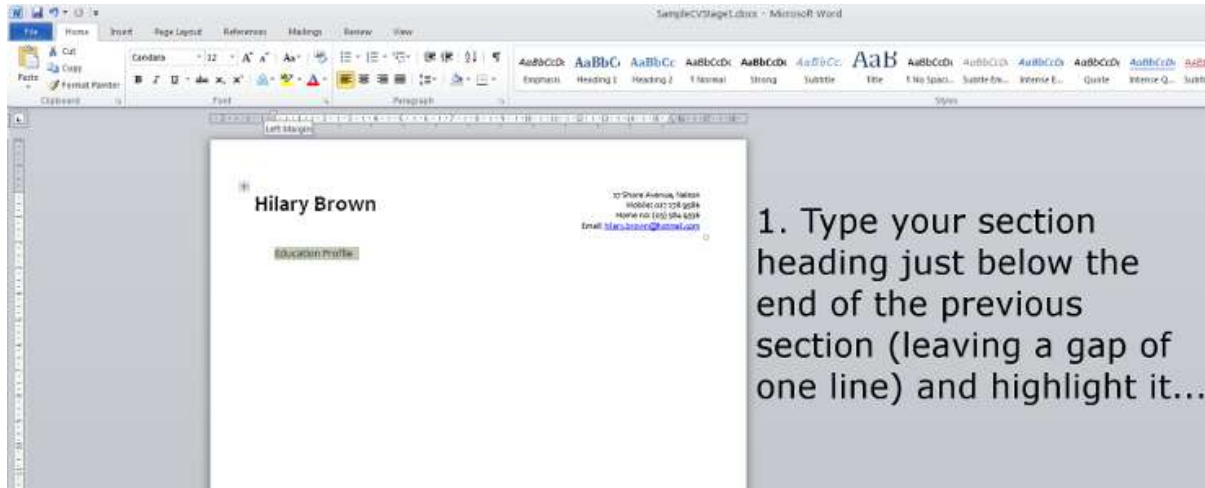
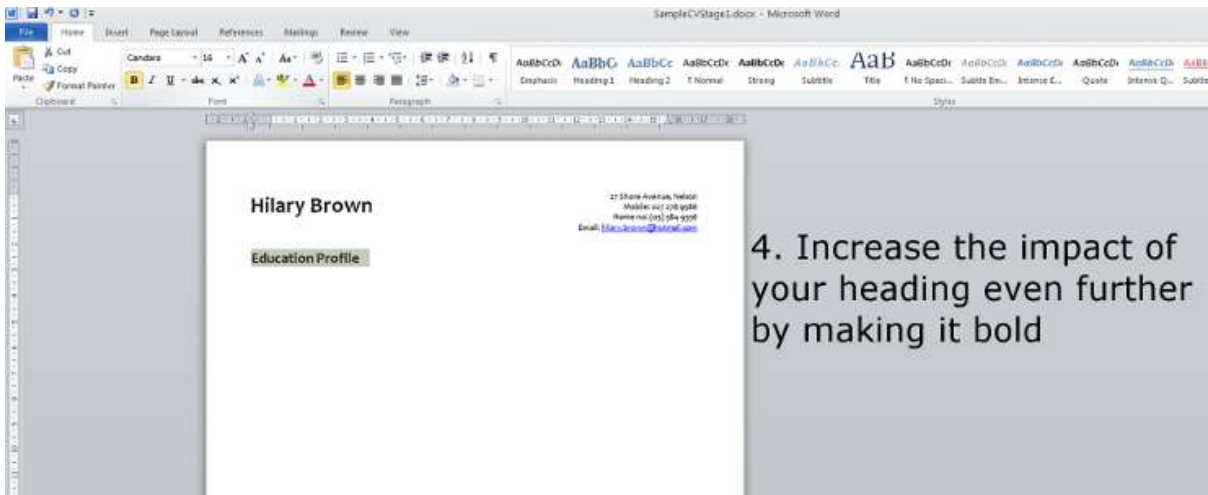
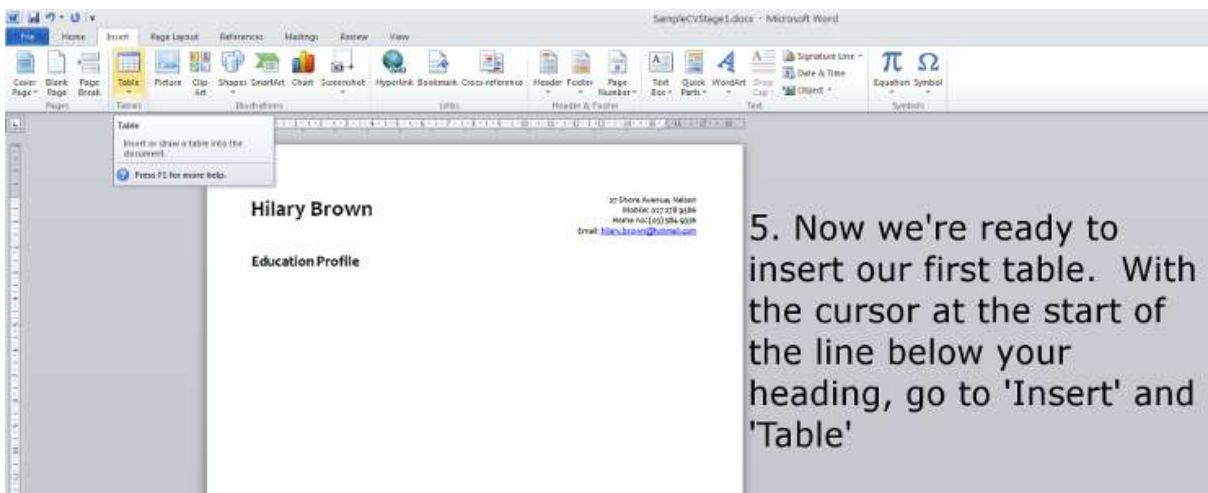


# How to create silent tables for your CV in Word...

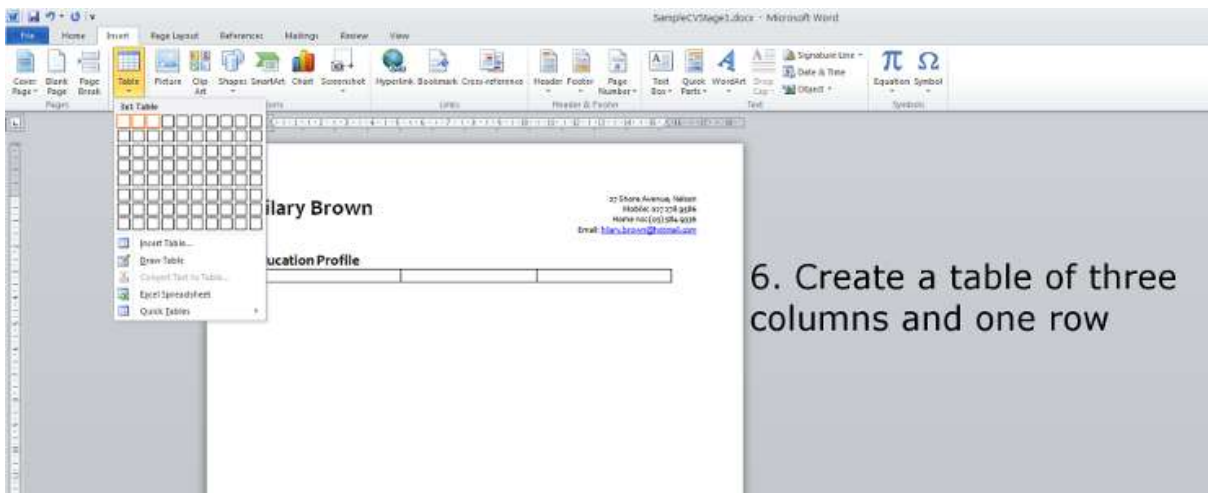




4. Increase the impact of your heading even further by making it bold



5. Now we're ready to insert our first table. With the cursor at the start of the line below your heading, go to 'Insert' and 'Table'



6. Create a table of three columns and one row



7. Now add your most recent education, even if it's still in progress - one piece of info in each column, in order of importance to the employer: Qualification, then place, then date

**Hilary Brown**

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 Mobile: 077 28 9286  
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 Email: [hilary.brown@xtra.co.nz](mailto:hilary.brown@xtra.co.nz)

**Education Profile**

Bachelor of Physiotherapy	University of Otago, Dunedin	2007-2010
---------------------------	------------------------------	-----------

8. Adjust column widths so your info is elegantly spaced across the page, on one line if possible. Start with the 'date' column - place your cursor inside the table, then go up to the ruler at the top and drag the divider across to just over the width of the date.

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8b. Showing new margin guide as you drag the column divider

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9. Adjust the qualification column in the same way to give your qualification a bit more space

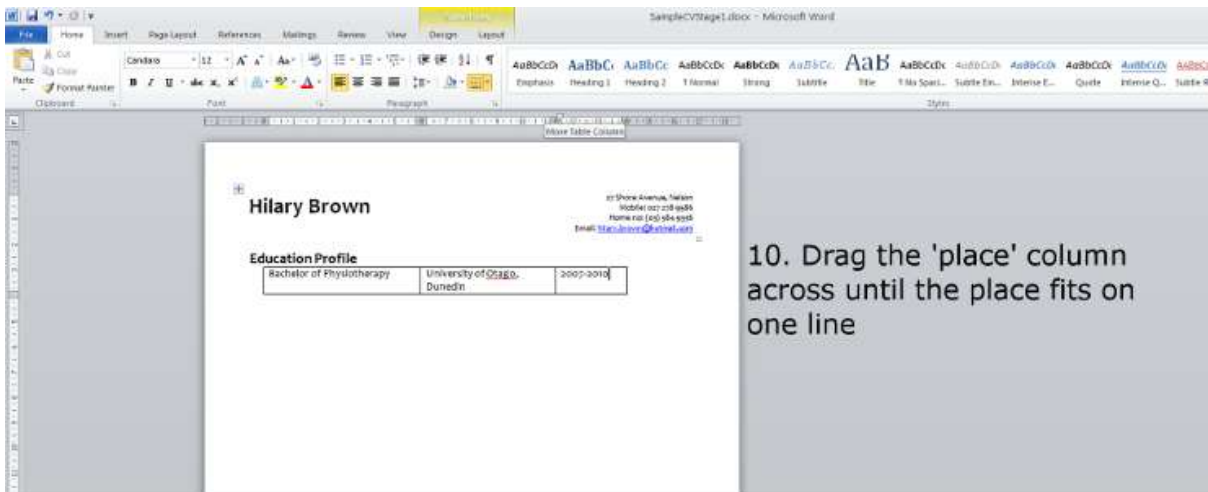
**Hilary Brown**

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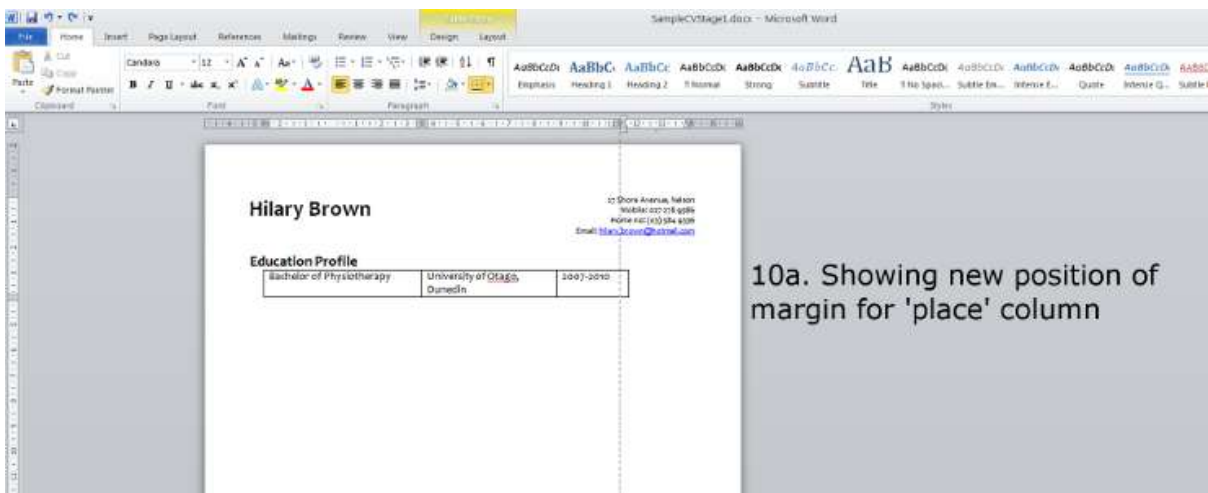
**Education Profile**

Bachelor of Physiotherapy	University of Otago, Dunedin	2007-2010
---------------------------	------------------------------	-----------

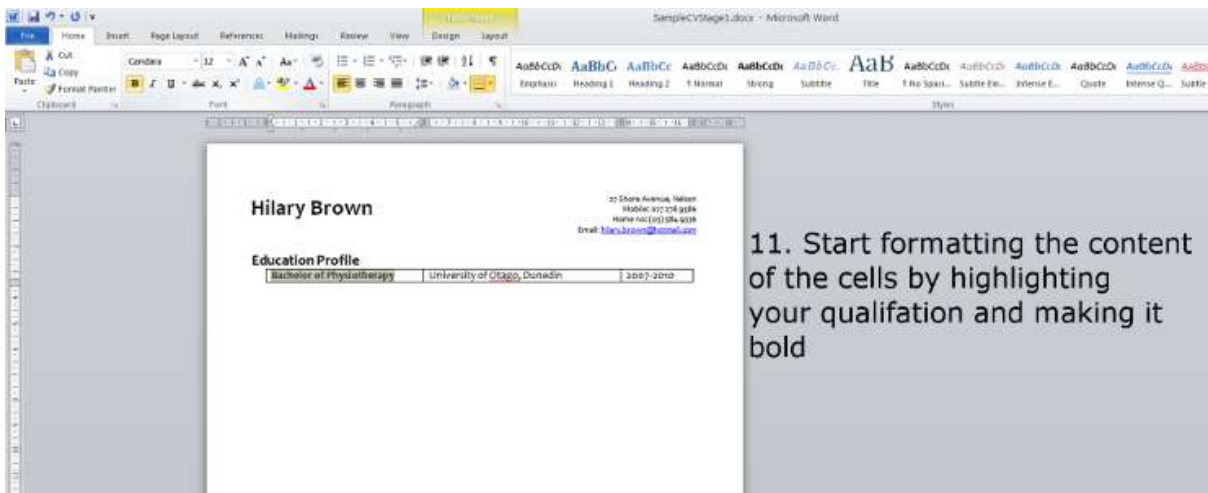
9a. New margin for the qualification column



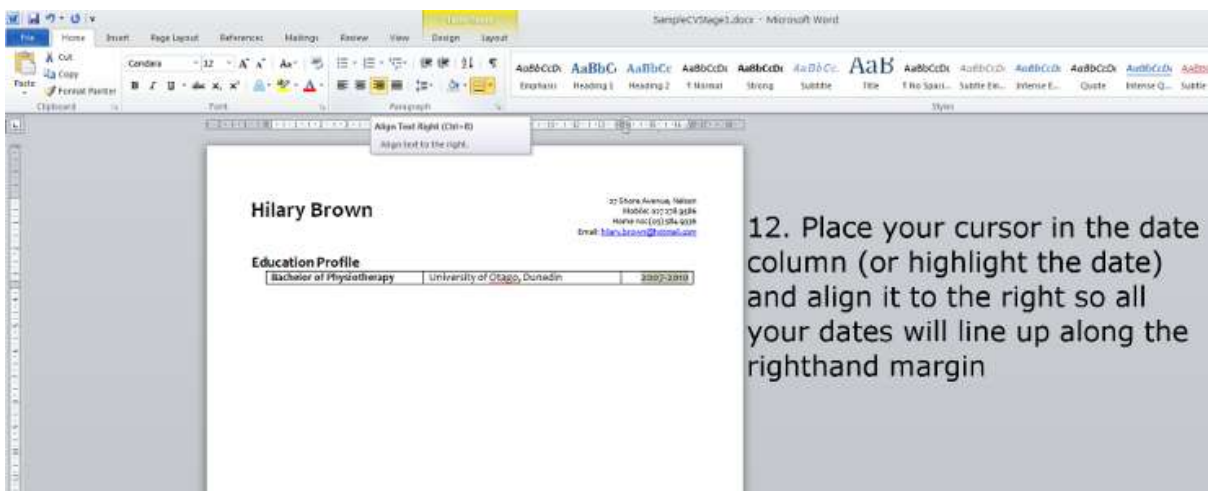
10. Drag the 'place' column across until the place fits on one line



10a. Showing new position of margin for 'place' column



11. Start formatting the content of the cells by highlighting your qualification and making it bold



12. Place your cursor in the date column (or highlight the date) and align it to the right so all your dates will line up along the righthand margin



13. Double click outside your table (on the line below). Change your fontsize to one size smaller than that in your table (in this case, size 11). Now add details of your highest qualification, using bullet points where appropriate. (If you don't want to add detail, hit 'enter' again to put a space of one line between your first table and the next one.)

14. To add the next table, place your cursor inside the first table, then right-click on the wee square in the bottom right corner. Select 'copy'.

15. Paste a copy of your first table: leave a gap of one line after your previous qualification, right click at the beginning of the next line

16. Select Paste Options: Keep source formatting

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**Education Profile**

Bachelor of Physiotherapy	University of Otago, Dunedin	2007-2010
Brief description if appropriate		
Bachelor of Physiotherapy	University of Otago, Dunedin	2007-2010

17. Highlight the qualification text in your second table or triple-click inside the qualification cell

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**Education Profile**

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Brief description if appropriate		
NCEA Level 3	University of Otago, Dunedin	2007-2010

18. Type your next qualification

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**Education Profile**

Bachelor of Physiotherapy	University of Otago, Dunedin	2007-2010
Brief description if appropriate		
NCEA Level 3	University of Otago, Dunedin	2007-2010

19. Highlight text or triple-click in the 'place' cell

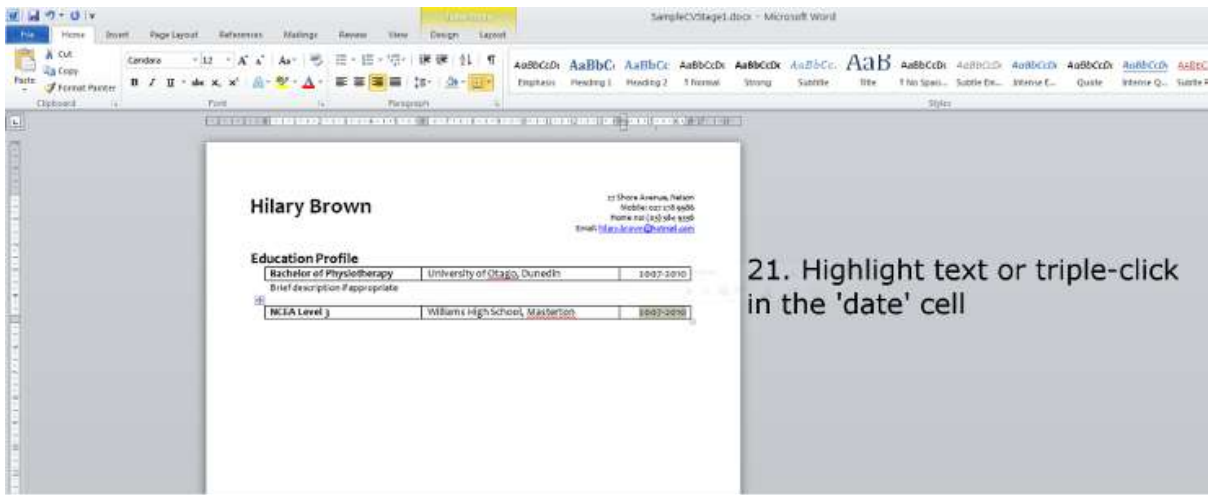
**Hilary Brown**

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 Email: [hilary.brown@xtra.co.nz](mailto:hilary.brown@xtra.co.nz)

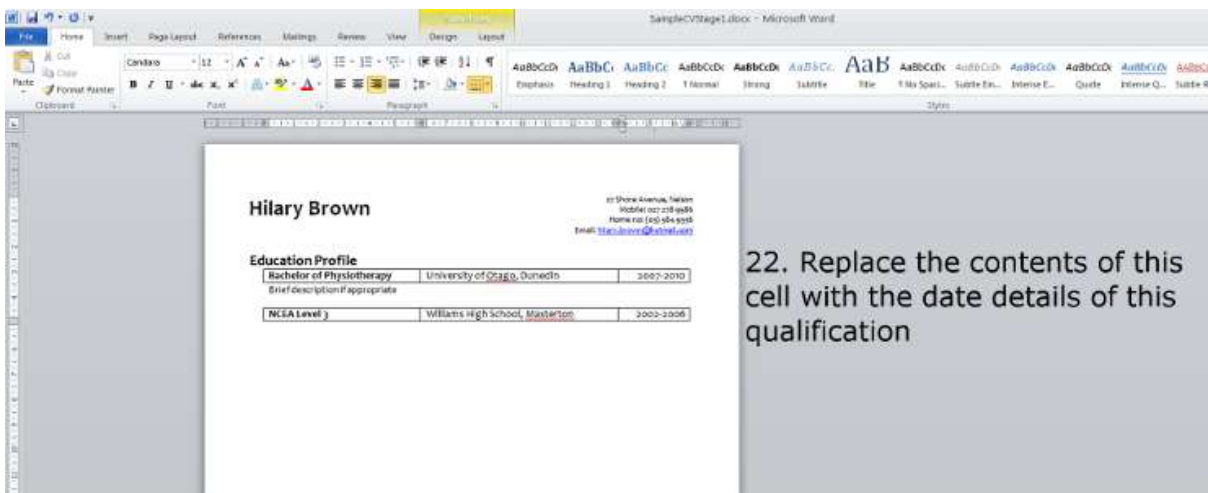
**Education Profile**

Bachelor of Physiotherapy	University of Otago, Dunedin	2007-2010
Brief description if appropriate		
NCEA Level 3	Williams High School, Masterton	2007-2010

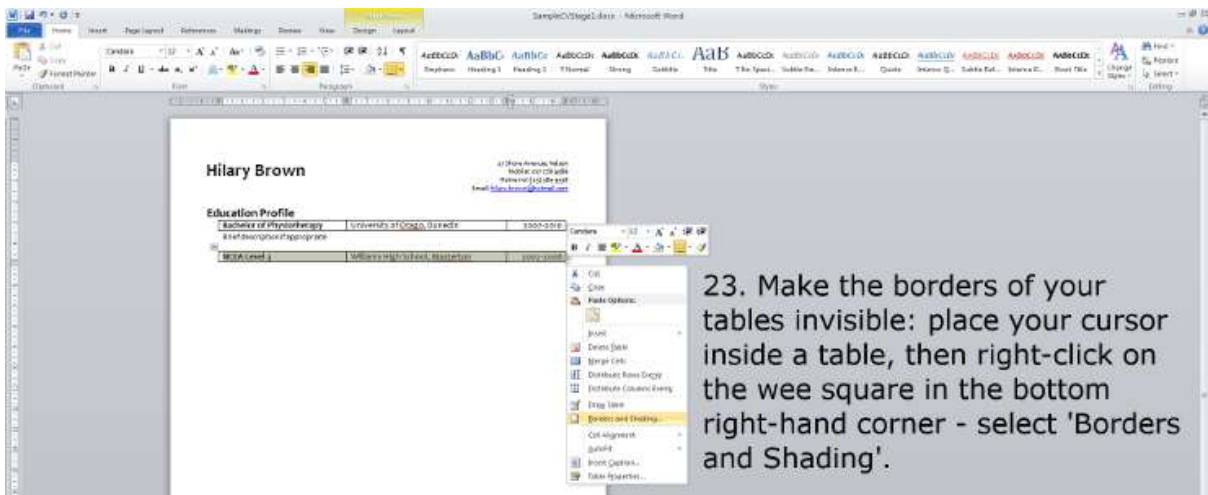
20. Replace the contents of this cell with the place details of your next qualification



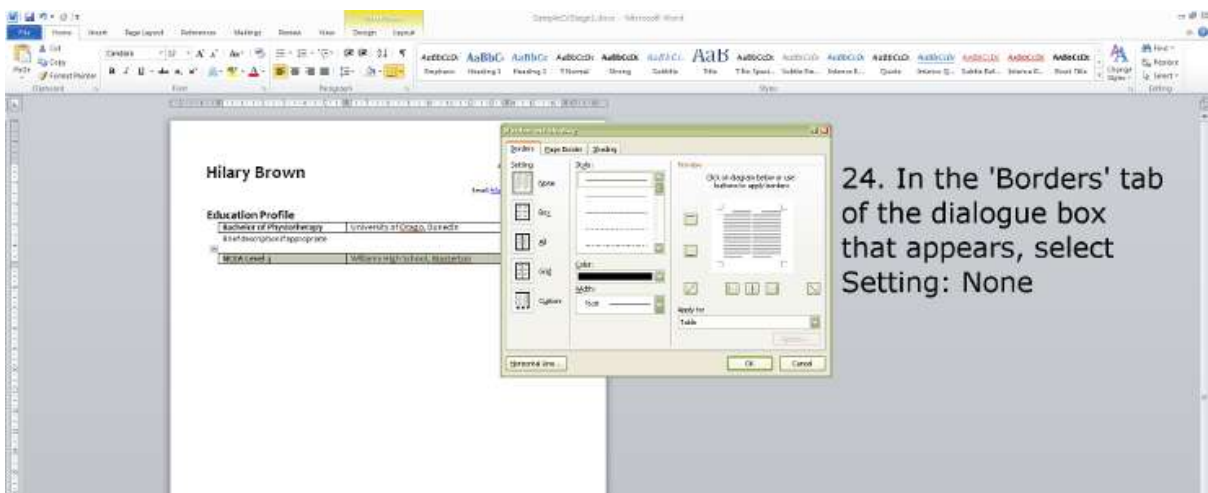
21. Highlight text or triple-click in the 'date' cell



22. Replace the contents of this cell with the date details of this qualification

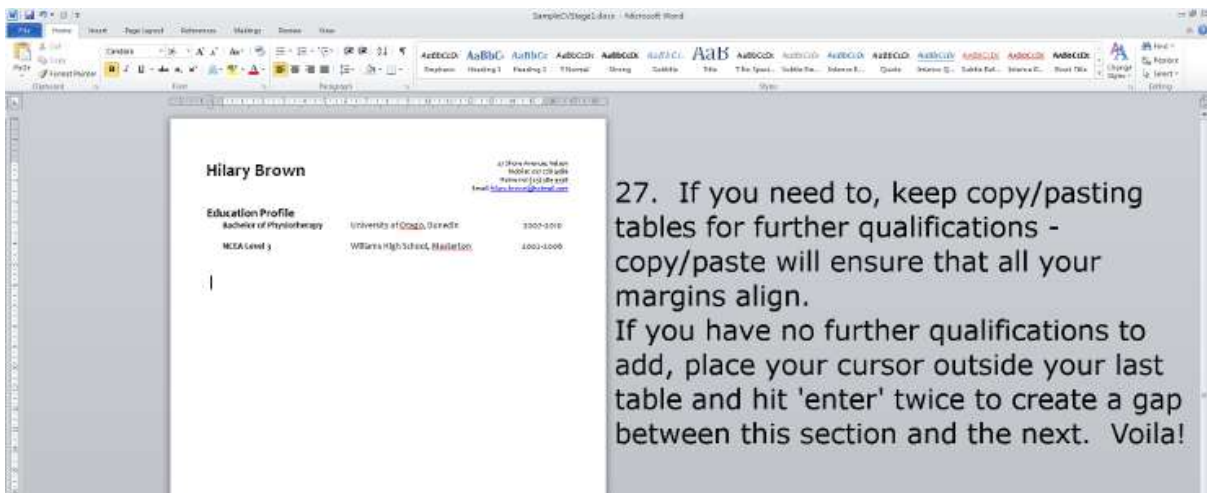
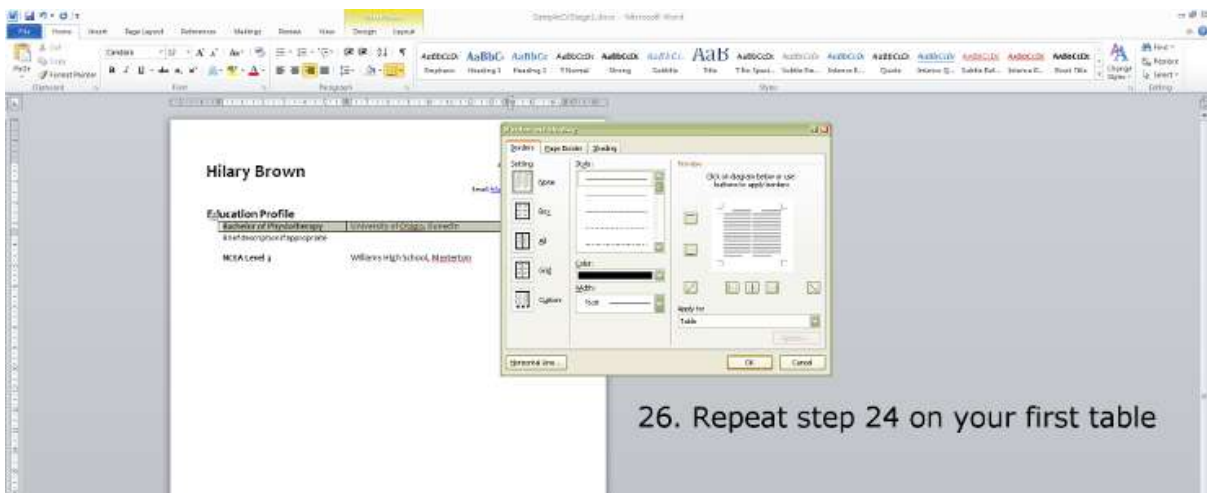
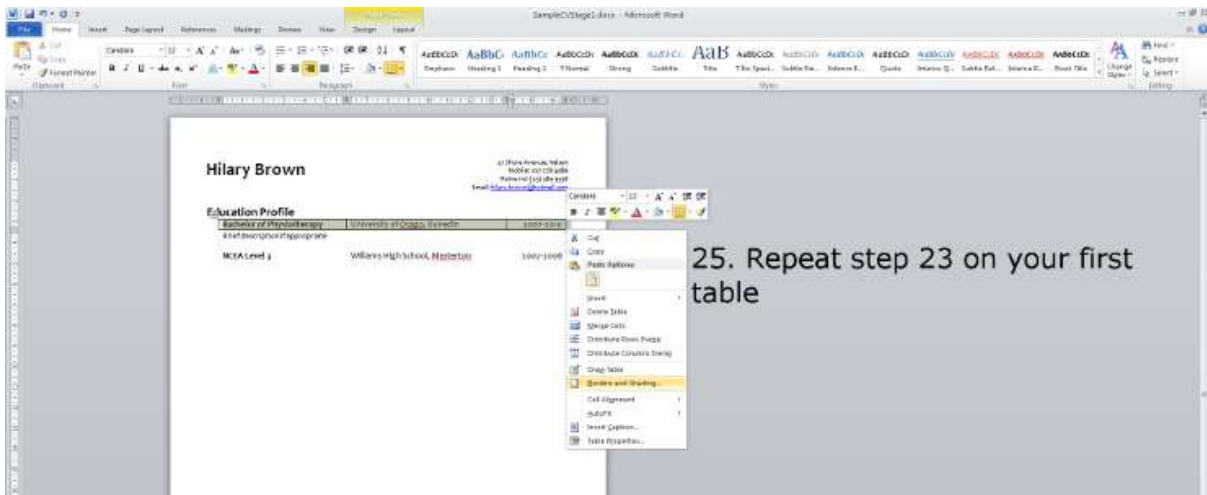


23. Make the borders of your tables invisible: place your cursor inside a table, then right-click on the wee square in the bottom right-hand corner - select 'Borders and Shading'.



24. In the 'Borders' tab of the dialogue box that appears, select Setting: None





*Phew! All done...*

You can use these tables throughout your CV to help lay things out across the page and make to most of 'reading psychology'... in other words, to manipulate your reader so they get the message that you're the best one for the job! So worth it!