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Dennis Reilly on CNET's Workers' Edge blog notes that when you have a whole bunch of text you want people to go through, the two-column layout, with or without the name of the blank, makes reading go much smoother than with the blog extension page. It publishes instructions in plain English on how to create a dummy template to publish text and how to make it easily accessible to each report. Newbe-ish? Are you sure. Useful for non-ninja Word users? Definitely. Create a template of documents with two columns in Microsoft Word (work edge) According to Darrin Koltow, Microsoft Word has several features that you can customize, including tabs that display user-created patterns. Adding tabs to Word document templates is a process that includes both Windows Explorer and Word. You don't need to set up a registry. The result of the operation is not visible if you use a quick method of creating new documents in Word - click control-N. This can be seen as soon as you click on the New File Menu command. Open the Word and click on the multi-colored Microsoft Office button in the top left corner of the app window. Click the Word Options button that appears. Click on the Advanced link in the left glass of the Word Options dialog window, then scroll down to the General header. Click the Location File button and then click the user templates line in the dialog box that appears. Click the Change button and then the right button on any empty space in the panel on the right. You won't change the link to the folder that Word is looking for for custom templates, but creates a sub-folder in that folder. Select the New item from the pop-up menu, and then click folder. Bring in a folder name that matches the patterns you want to keep in it. For example, My Custom Patterns or My Business Form. Double tap the new folder to open it. Take the full name of the path that appears in the address desk of the Change location dialog window. Or select and copy (clicking on Control-C) is the title of the path. Click the Undo button to close the dialog box and then press the Close or Undo buttons on the remaining open dialog boxes. Now that you've made a folder to store the template, you'll put something in that folder. The word requires this before it can display a new tab to represent folder templates. Open Windows Explorer and then go to one of the existing Word templates. If you don't know where it is, find it by entering .dot in the Explorer search bar. Copy at least one existing pattern from Step 8 to the name folder that you wrote down in step 6. Click, in Word, the new Office button item, and then click on the left panel of My Links links. The dialog that appears will display a new tab that matches the name of the folder created in step 5. If you are looking to switch career paths, A better job, or break into the professional world after graduation, a carefully crafted, thoughtful resume is the key to landing your next big thing. But when comes to writing such a resume, well, it could be something of science. Since resumes are designed to convey information to potential employers, sometimes our focus gets on things like formatting and getting the date of our past work experience right. But just as important as the details themselves are good emails and sharp keywords that will make that recruiter want to pick up the phone and bring you to an interview. So what exactly do recruiters and hiring managers want to see? Of course, this will vary greatly depending on your industry and ideal career, but one thing is for sure: there are some words you want to avoid, and others that you want to make sure you include. Start by compiling a list of keywords from your target job publication and work them out on your resume. Once you've done this, give your resume a facelift, snipping redundant, empty words and replacing them with sharp, powerful ones that will leave your reader feeling energized and intrigued. We spoke to Alisha Miranda of #alishainthebiz, author of the Millennium Survival (and Prosperous) Unemployment Guide, which trains women and young people on career paths, technological leadership and professional development. Miranda sheds a little more light on which CV words nix and which to play, so you can send your resume with confidence. Miranda advises removing all words that are blank descriptive, such as a maven or ninja or any other tongue-in-cheek phrase that is not a real name or professional descriptor. Too often, our dictionaries are saturated with meaningless buzzwords, and they can penetrate into our resume and accompanying letter, but these words often glaze the eyes of the reader. The risk with using them is that you might not be taken seriously - after all, the empty fluff on your resume is never a good look. Other than that, Miranda says, to avoid conditions that could take away trust from your app. Don't include words like Junior that show your weaknesses, says Miranda, adding that this may serve to downplay your qualifications for the role. Instead of saying that you are the lowest on the totem pole, show how you promoted, supported, or served in the best interest of the employer. Conversely, one of the best things you can do is use a language that sounds like a solution or action. In other words, use your resume to show rather than say. Miranda recommends including words such as built, produced, or managed to demonstrate leadership and independence. If you can describe a time when you were the first person to make something new happen at work, it will also help you stand out as an innovative and dedicated employee. Another way to make your resume pop include words that strong personal and professional values. Instead of saying you're a team player, Miranda recommends weaving in words that demonstrate that it's part of your work ethic, such as collaboration, partnership, or trustworthy. It's easy to say that you work well with others; it's another other to prove that it is. Ultimately, your resume gives others their first impression and will determine your chances of getting a new job. If you feel stuck and unsure of your strengths, Miranda recommends asking someone you trust for help. If you're having a hard time coming up with words to describe your best able-bodied self, ask friends, peers or colleagues how they'll describe you, Miranda adds. Then work that out on your resume. 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