

## Word: Creating an Award Certificate

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The following handout takes you through the generic steps that it takes to create an award certificate. The goal of this handout is for the user to refer to these instructions for creating the certificate only when necessary. Use your creativity to produce a certificate for a fictitious award for your partner in this workshop. Make sure that the award that you create has these common characteristics:

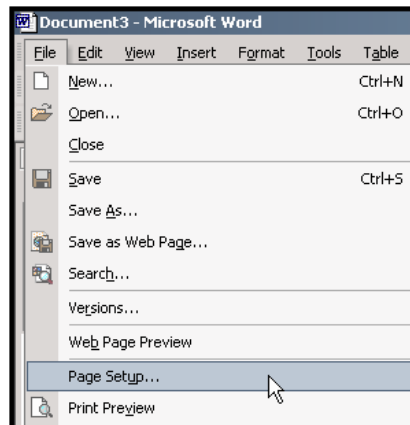
- ⊕ Page margins appropriate for the product
- ⊕ Page Border
- ⊕ A Title that uses the WordArt tool has an interesting shape
- ⊕ An artistic design that utilizes 2 or more AutoShapes (circles, lines, rectangles, etc.)
- ⊕ Change the fill color of 1 or more of the AutoShapes
- ⊕ Text boxes
- ⊕ Appropriate use of clipart that has been sized appropriately
- ⊕ Proper positioning of clipart relative to text of document
- ⊕ Alternate color of stock clipart chosen

As stated earlier, this document will take you through the requirements above. At the end of the document, a generic award certificate will be produced. Use the skills shown in this document to produce a unique award.

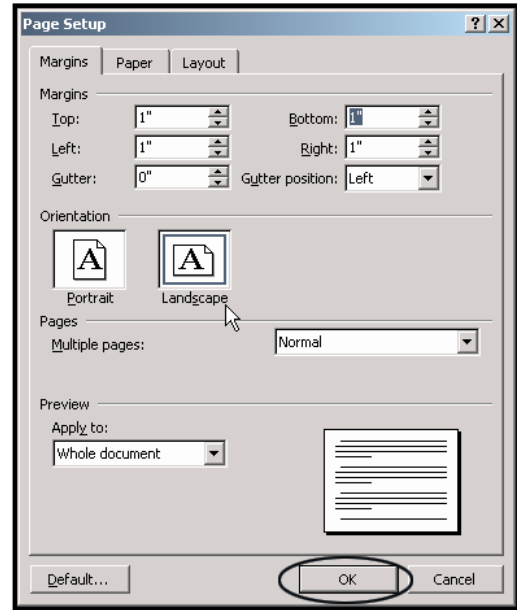
### Preparing Your Page

The first and foremost matter to consider is the layout of your certificate. Changing layout and page margins after a document is created tends to lead to major problems in *Microsoft Word*.

1. To *alter the layout and margins* of your document, click **FILE > PAGE SETUP**.

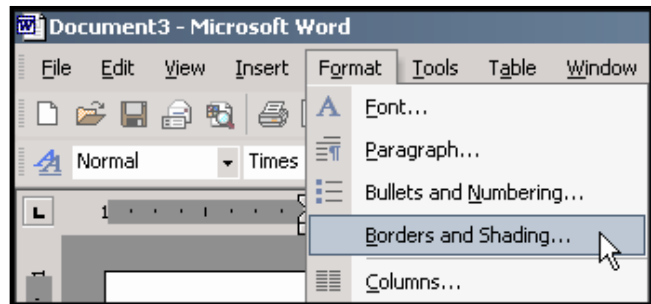


2. Make sure that the **MARGINS tab** is selected. At this point, you change the orientation of the page to either **Portrait or Landscape**. For this certificate, the orientation has been set to **LANDSCAPE**.
  
3. You can also change the margins of your document to better fit your certificate. In this example all of the margins have been set to **1”**.



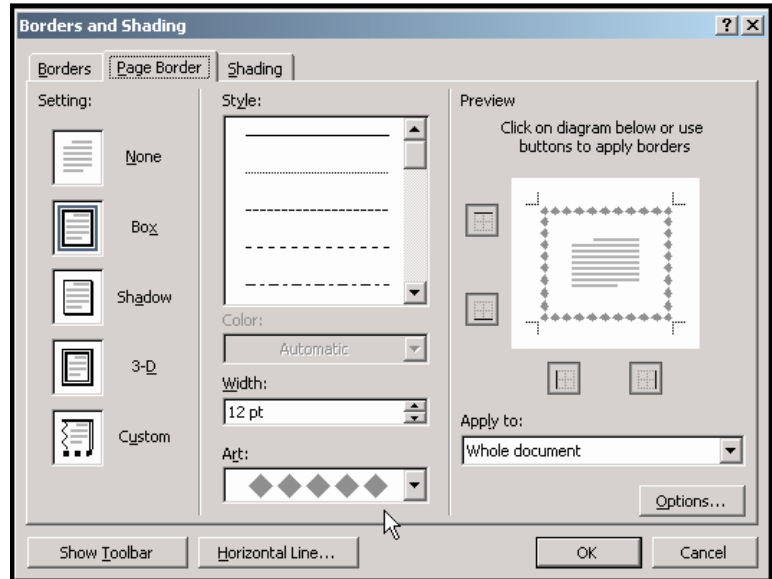
## Creating Page Borders

1. To create a page border for your certificate, click **FORMAT > BORDERS AND SHADING**.



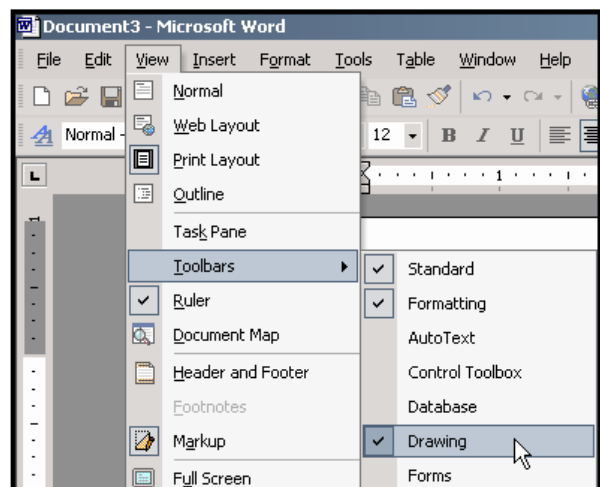
2. Click the **PAGE BORDER tab**.

3. Click the **SETTING** that you want for the border of your certificate.
4. Next, choose a **STYLE** of line and **WIDTH** of the line.
5. If you want to choose a border other than a line, you can choose an **ART type**.
6. In this example, the **BOX SETTING** and **DIAMOND ART pattern** were chosen for the award.
7. For future reference, you can apply borders to the whole document or just specific sections of a multi-page document in the **APPLY TO** section of this window.
8. Click the **OK button** to insert the page border.



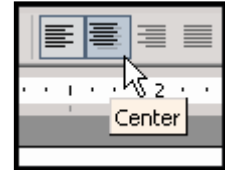
## Turning on your Drawing Toolbar

1. For a majority of the remaining steps in creating the certificate, you will use commands found on the **DRAWING TOOLBAR**. This section shows users how to activate this toolbar. This process can be used to turn on all the toolbars available in *Microsoft Word*.
2. Click **VIEW > TOOLBARS > DRAWING** on the standard menu to activate the toolbar.
3. You can drag and drop this toolbar to dock it anywhere in *Word's* program window.



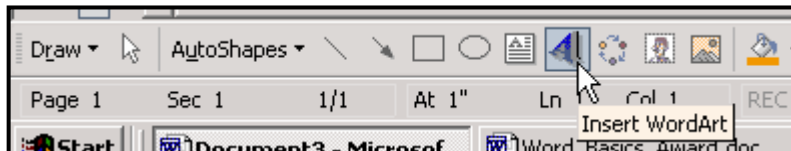
## Using *WordArt* to Create a Title

1. Click the **CENTER ALIGNMENT** button to set your insertion point to the first line and the center of your document.



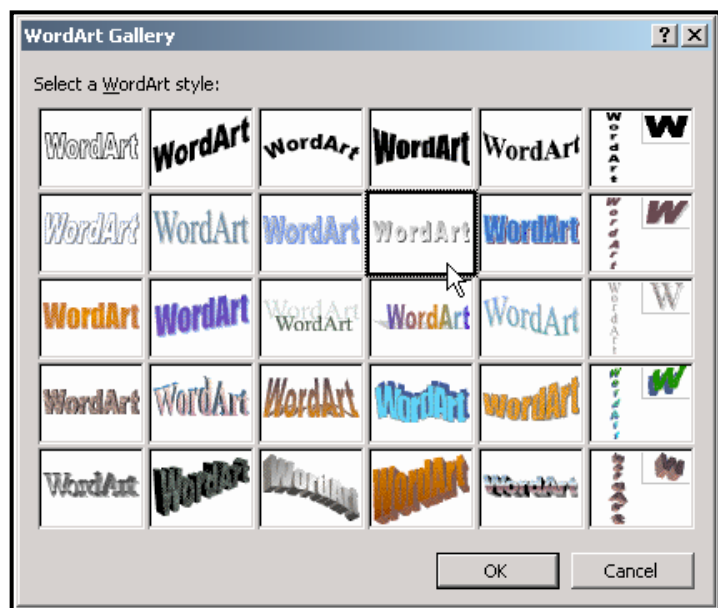
2. Press the **ENTER** key several times so that you will have space for your page border.

3. Click the **INSERT WORDART** button found on the **DRAWING TOOLBAR**.

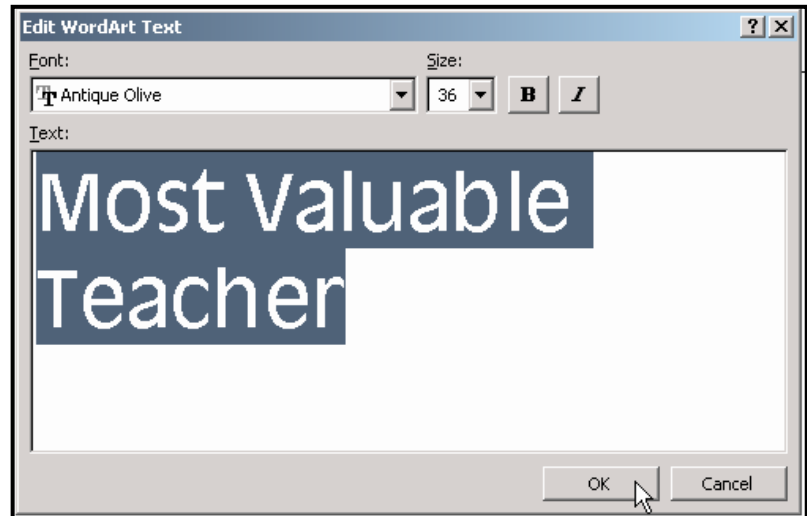


4. When the **WORDART GALLERY** window opens, choose your WordArt style.

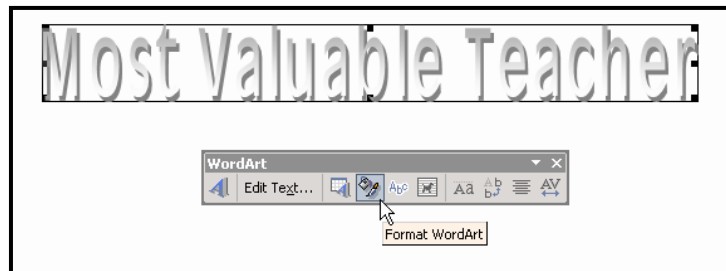
5. Click the **OK** button once you have selected the style of WordArt that you would like to use for your certificate.



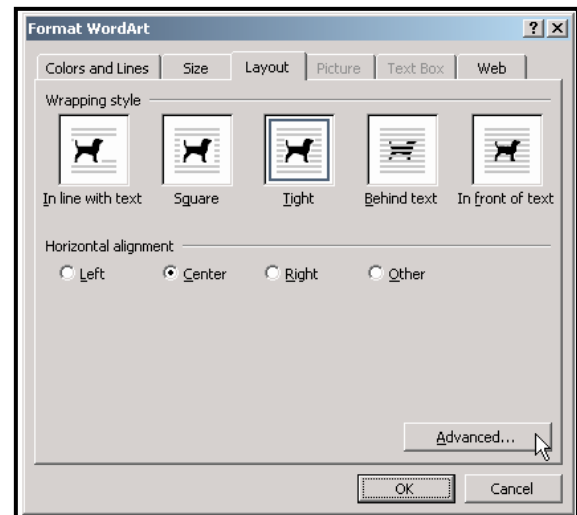
6. Once you have selected your style of WordArt, the **EDIT WORDART TEXT** window will appear.
7. Type in the **TITLE** that you want for your certificate.
8. You can change the font, size and style by **selecting your title** with your mouse and changing those options at this point.



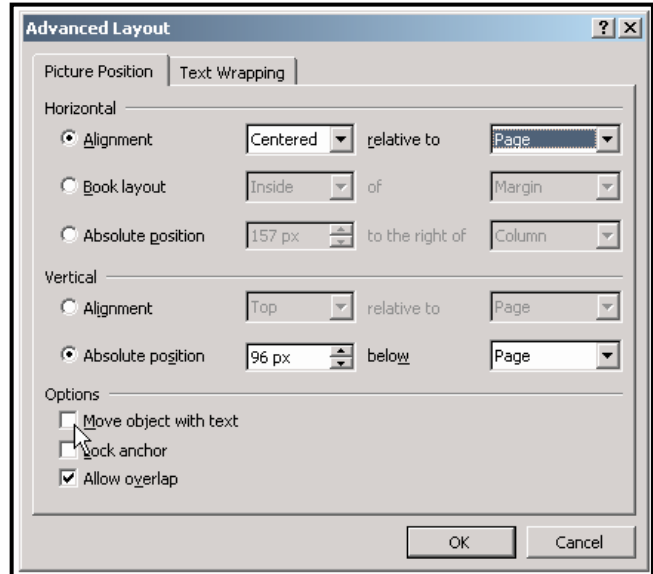
9. Once your WordArt is inserted into your document, you can treat the WordArt object as an image. So, you can format the WordArt like a picture or piece of clipart. With the WordArt object selected, click the **FORMAT WORDART** button.



10. Click the **LAYOUT** tab in the **FORMAT WORDART** window.
11. Choose your wrapping style for you object. Use the thumbnails as guides for how your object will interact with the text.
12. Choose the **HORIZONTAL ALIGNMENT** that you want for this object.
13. Click the **ADVANCED** tab.

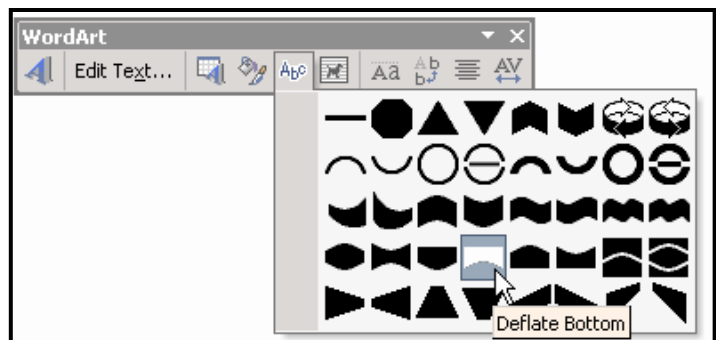


14. In the **ADVANCED LAYOUT** window, choose the **horizontal and vertical alignment** for your title.
15. In this example, the title is centered relative to the page.
16. Uncheck the box next to **MOVE OBJECT WITH TEXT**. This will prevent your objects or pictures from moving around during the creation of your document.
17. Click the **OK button** twice to exit these windows.
18. Refer to the latter formatting steps as a guide when you need to format pictures or clipart later in the creation of your document.



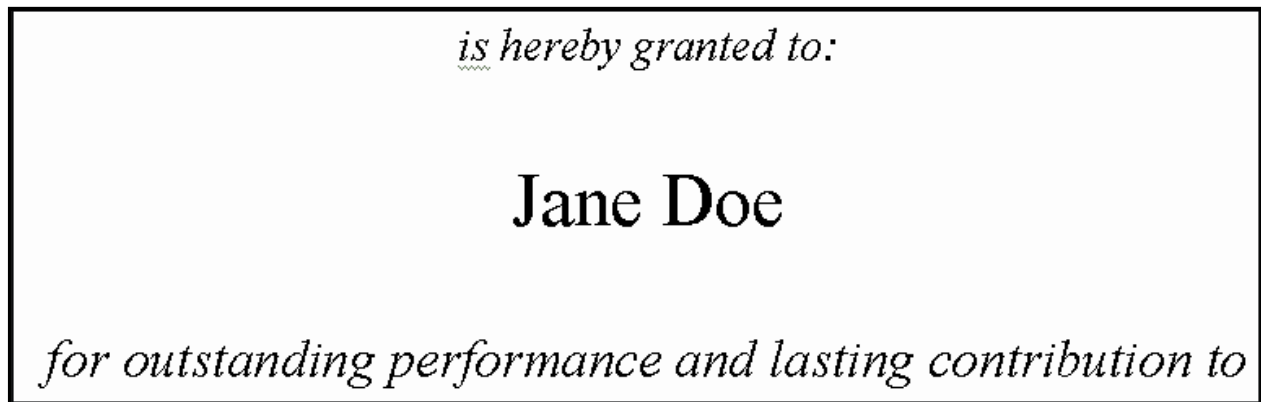
## Changing the Shape of a *WordArt* Object

1. Click the **WORDART SHAPE** button on the **WORDART** toolbar.
2. In this example, the **DEFLATE BOTTOM** style is chosen for the WordArt object.



## Inserting Text into the Award

1. Enter the text that you want to put into your certificate. Use the formatting techniques that you have learned in *Word* to layout your text in an aesthetically pleasing manner.
2. An example of sample body text is shown in the image below.



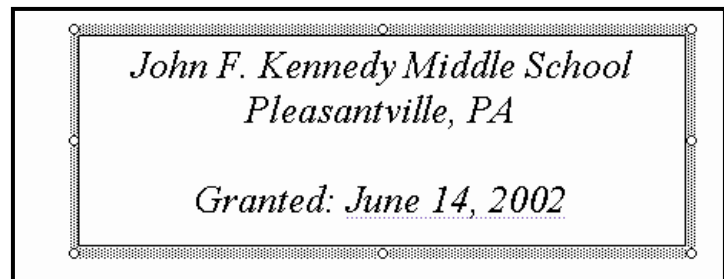
## Using Text Boxes to Pinpoint Your Layout

Sometimes it is necessary to place your text in a publication in a manner that requires the use of text boxes. Text boxes are unique because they can be treated as images once they are created. This characteristic allows users to place text anywhere on his or her document.

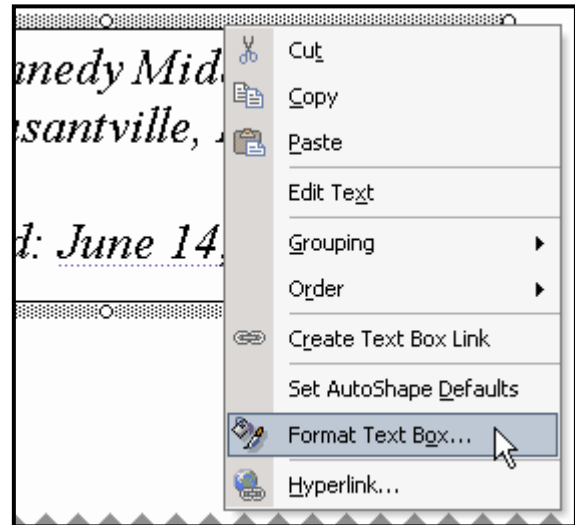
1. To insert a text box, click the **TEXT BOX** button located on the **DRAWING TOOLBAR**.



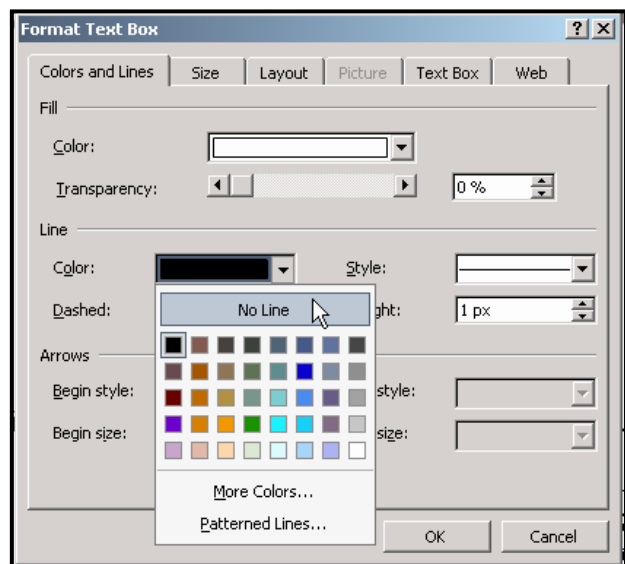
2. Type the text that you want to use in your text box.
3. **Drag and hold** your left mouse button to draw the **TEXT BOX**.



4. Once you have entered your text into the text box, right click on the border of the text box.
5. Click the **FORMAT TEXT BOX menu** option.

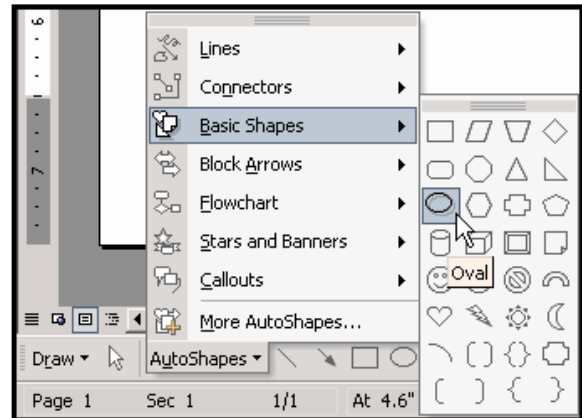


6. Change the layout and text wrapping in the same manner that you modified your **WordArt object settings** for your **title**.
7. Typically when a text box is created, the **FILL COLOR** is set to **WHITE** and a **LINE BORDER** is set to **BLACK**.
8. In most cases, users will want to change the **FILL COLOR** to **NONE** and the **LINE BORDER** to **NONE**.



## Creating AutoShapes to Create a Design

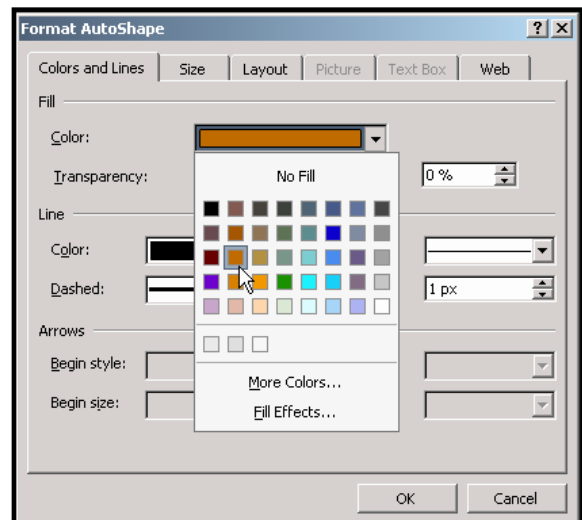
1. Click the **AUTOSHAPES** button that is located on the **DRAWING** toolbar.
2. Choose an **AutoShape** that you want to use in your document.
3. **Drag and hold** your left mouse button to draw the AutoShape.
4. **Release** the left mouse button to complete the AutoShape design.



**Note:** Usually a **LINE AutoShape** will be used for area where a signature is present on a certificate.

## Formatting AutoShapes

1. Once you have created your AutoShape in your document, you can format the AutoShape in the same manner you have formatted other objects that we have created for this award.
2. One option users typically will modify is the **FILL COLOR**.
3. Click the **COLORS AND LINES** tab to modify this setting.
4. Users can also modify the **LINE STYLE** as well at this time.
5. Click the **OK** button to exit this window.

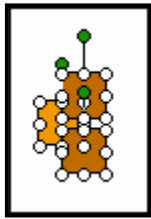
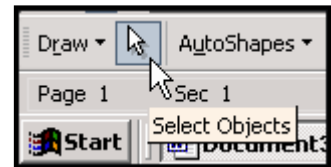


## Grouping, Aligning, and Rotating Objects

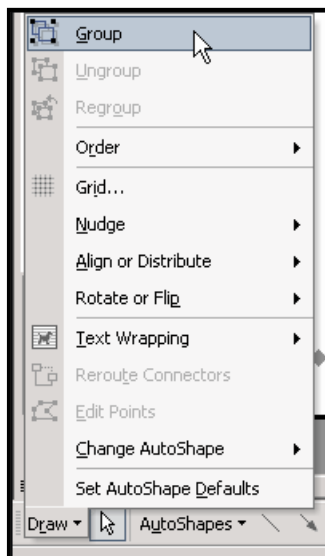
When creating a design with AutoShapes, it is usually easier to copy and paste objects that you want to be similar. For example, if you wanted to create a symmetrical design on your certificate, you may want to create a group of AutoShapes, duplicate that group, rotate the new group 180 degrees, and align the centers of the two groups of AutoShapes.

### Grouping Objects

1. Click the **SELECT OBJECTS** button located on the **DRAWING** toolbar.



2. Drag a box with your left mouse button that will include the objects that you want to group.
3. An alternative to the last step is to hold the **CTRL** key and **click on each object** that you want to group. A selection of multiple objects will look like the image shown on the left.



4. Click the **DRAW** button located on the **DRAWING** toolbar.
5. Click the **GROUP** submenu item to group the objects that you have selected.
6. This is also the same area that you can **UNGROUP** and **REGROUP** objects.
7. **To duplicate the group**, select the group and copy and paste it anywhere in your document like you would do text.

### ***Rotating Objects***

1. Select the object that you want to rotate.
2. Click the **DRAW button** located on the **DRAWING toolbar**.
3. Click **ROTATE OR FLIP > ROTATE submenu item** to rotate the object in the direction of your choice.

### ***Aligning Objects***

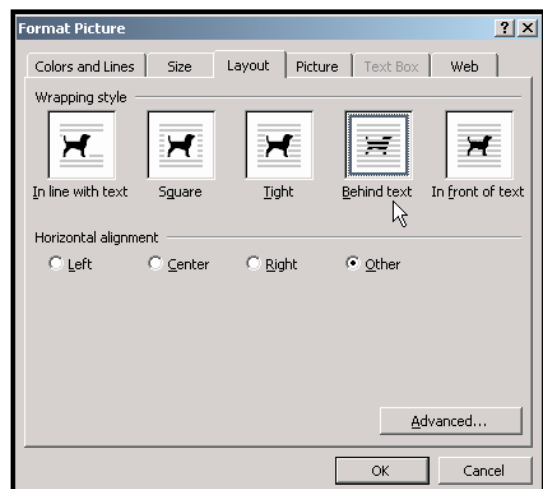
1. Select the objects that you want to align.
2. Click the **DRAW button** located on the **DRAWING toolbar**.
3. Click **ALIGN OR DISTRIBUTE > ALIGN submenu item** to align the objects in the manner that is necessary for your document.

## **Inserting Clipart into your Certificate**

1. Insert clipart into your certificate that is appropriate for your design.
2. If you do not know how to insert clipart into your document, find and use the How-to document located on the C·R·E·A·T·E for Mississippi Web site to learn how to insert clipart into an Office document.

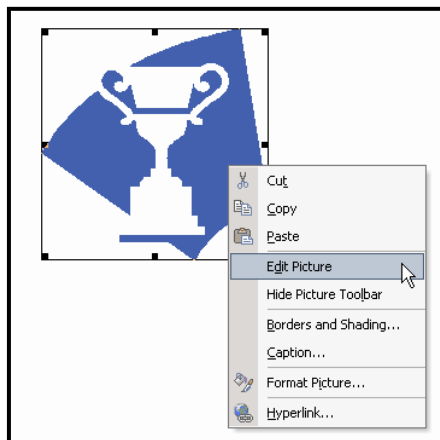
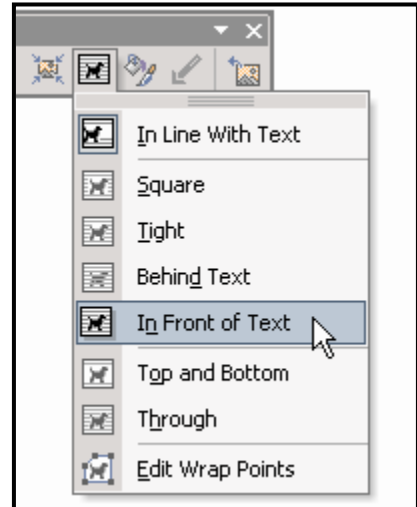
## **Creating a Watermark with Clipart**

1. Right click on the clipart that you have inserted.
2. Click the **FORMAT CLIPART menu option**.
3. Click the **LAYOUT tab**.
4. Choose the **BEHIND TEXT WRAPPING STYLE**. Change any other formatting options that you want for your clipart.



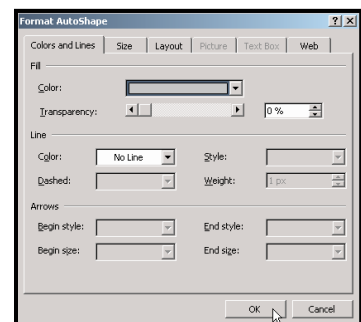
## Altering the Color of Clipart

1. Select the clipart that you wish to recolor.
2. Click the **TEXT WRAPPING** button located on the **PICTURE** toolbar.
3. Click the **IN FRONT OF TEXT** option.



4. Right click on the picture. Select the **EDIT PICTURE** menu option.
5. Click the **YES** button to convert the picture to a Microsoft Office Drawing object.
6. Last, you can click the **FORMAT PICTURE** button located on the **PICTURE** toolbar to begin changing the color of your clipart.

7. Click the **COLORS AND LINES** tab.
8. Choose your **FILL COLOR** for the clipart.
9. Click the **OK** button to complete the alteration.



Congratulations! You now are armed with the techniques necessary to creating an award certificate that will look like a professional publication. Review the steps when necessary to duplicate your future successes. An example is included on the next page to show you how an award will look when all these techniques are implemented successfully.

# Most Valuable Teacher

*is hereby granted to:*

**Jane Doe**

*for outstanding performance and lasting contribution to*

*John F. Kennedy Middle School  
Pleasantville, PA*

*Granted: June 14, 2002*

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Dr. Margaret Smith, Superintendent

