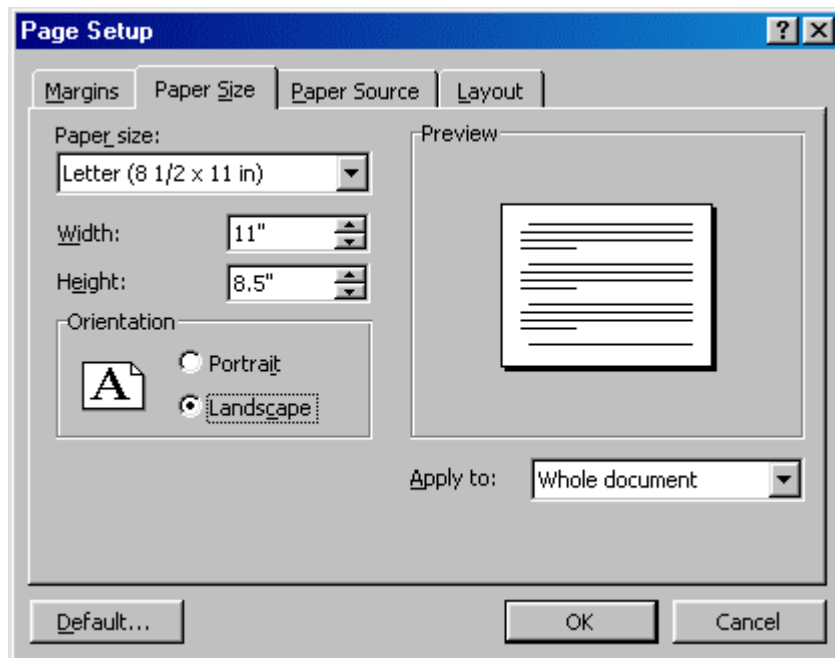


How to Create a Certificate in Word

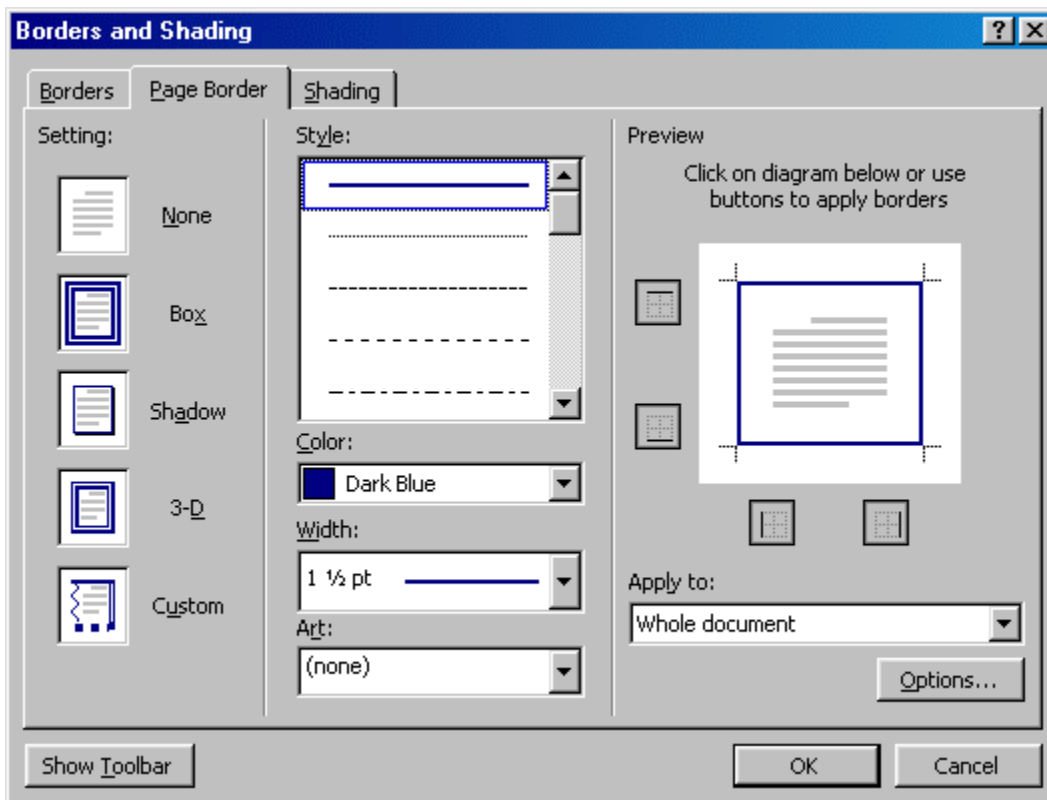
A certificate will generally have the following elements:

- Border
- Vertical layout
- A mix of centered and left/right aligned text
- Mix of fonts and font sizes

1. Start with a blank document (File/New/Blank Document)
2. We will change the page layout from horizontal to vertical (you don't always have to do this, but most certificates are laid out that way).
 - A. Go to the File menu
 - B. Choose Page Setup
 - C. In the Page Setup screen, click on the Paper Size tab
 - D. In the Paper Size area, change the Orientation to Landscape
 - E. Click OK



3. Next we will create a page border. (It doesn't necessarily have to be done in this order, and your border can be changed later if you like).
 - A. Go to the Format menu and choose Borders and Shading
 - B. In the screen that comes up, click on the tab for Page Border
 - C. The Page Border screen will have several items that you can modify:
 - a. Setting: Choose Box
 - b. Style: Pick a line style, or skip this part if you will use Art for your border (see below)
 - c. Color: Pick a color, or, if you use Art, save this for last because most art borders already have a fixed color setting
 - d. Width: To set the width of a line, or the size of your artwork
 - e. Art: Choose from a variety of shapes and styles for your border
- Click OK when you have chosen the border you like

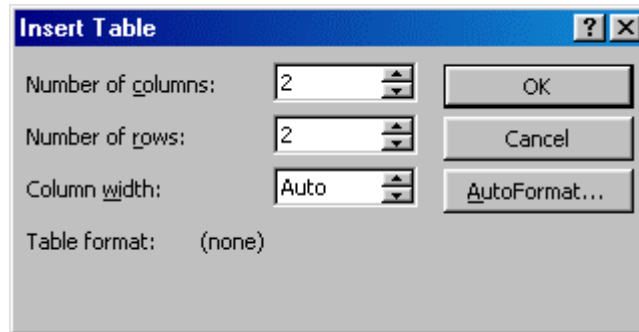


4. Once you are done picking a border, you should see it around the edge of your page. You can now add some text. You may want to Center your text and change the font size and style. Do this as needed.

One of the tricky parts is setting up a signature and date area near the bottom. There are a couple ways to do this, but the way you will be shown, while a little tricky at first, is also the most reliable in terms of items ending up where you want them.

5. Creating a table for date and signature.
 - A. Get your cursor to the area where you want the date and signature

- B. Go to the Table menu and choose Insert Table
- C. The default table is 2 columns by 2 rows. That is fine for what you are doing, so click OK.



Your table will look like this:

- A. Click once in your table so the cursor is blinking in one of the cells
- B. In the Table menu, choose Select Table
- C. The table will be entirely highlighted (basically, all blacked out)
- D. Next, go the Format menu, and choose Borders and Shading
- E. In the Borders area, underneath Setting, choose None
- F. Click once somewhere else on the page to take away the highlighting
- G. Your table will still be there, but it should appear as dim grey lines, similar to the example below:

- H. Next we will add some text to the table. Click once in the first cell. Let's assume for this example that you will be using the left side for the name and the right side for the date.
- I. In the first cell, create a line by using the underscore key (SHIFT + "-") --This key is on the top row, to the right of the "0".
- J. Use the down arrow key to go to the cell beneath the first one, and type in the Title of the person signing the certificate. So far, you should have something like this:

Technology Coordinator	

- K. Note that I didn't go all the way to the edge with the line; you can but of course you don't have to.
- L. Next, go to the other side (using mouse or arrow keys) and make a line in the top cell, then the word "Date" (or something similar) in the bottom cell.
- M. Important: You will want to right-justify the items in the two cells in the right, so that they are against the right margin. One way to do this is just click in each cell and then click on the Align Right button up on the toolbar.

_____	_____
Technology Coordinator	Date

Your table should end up looking similar to the one above.