

Certificate of Recognition

Word 2007 Instructions:

Create a certificate of recognition for an event of your choice. Possible examples could include: best all round athlete, best musician, most improved behavior, top ten percent in the class, etc. Be sure to include the recipient's name, date, type of award being given, and your name and/or company as the one presenting the award. Here is an example of a certificate of recognition that uses both ClipArt and AutoShapes:



Before creating the certificate, two terms need to be addressed. The first term is input device, which inputs data into the computer. The main input device you will be using is the keyboard, which inputs text by keying in the letters that appear on the screen. Another input device you will use is the mouse.

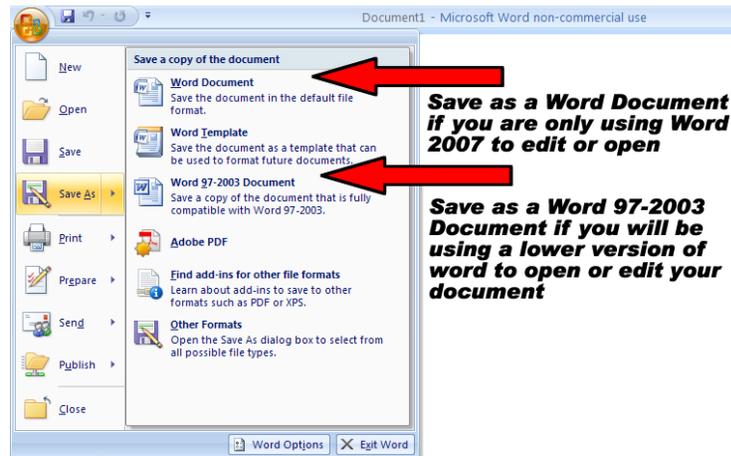
Start Word 2007:

To start your Table of Contents open Microsoft Word (Programs > All Programs > Microsoft Office > Word 2007).

Save Your Work:



Click the Office button and select Save As from the drop down menu and name your file Certificate. See the information below on how you want to save your document.

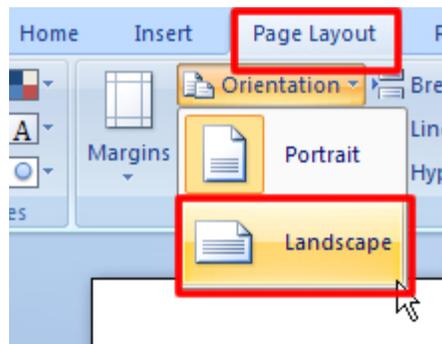


When saving there are two **important** things to remember:

1. Tell the computer where you want your document to go.
2. Assign your document a name that makes sense.

Use the Landscape Orientation:

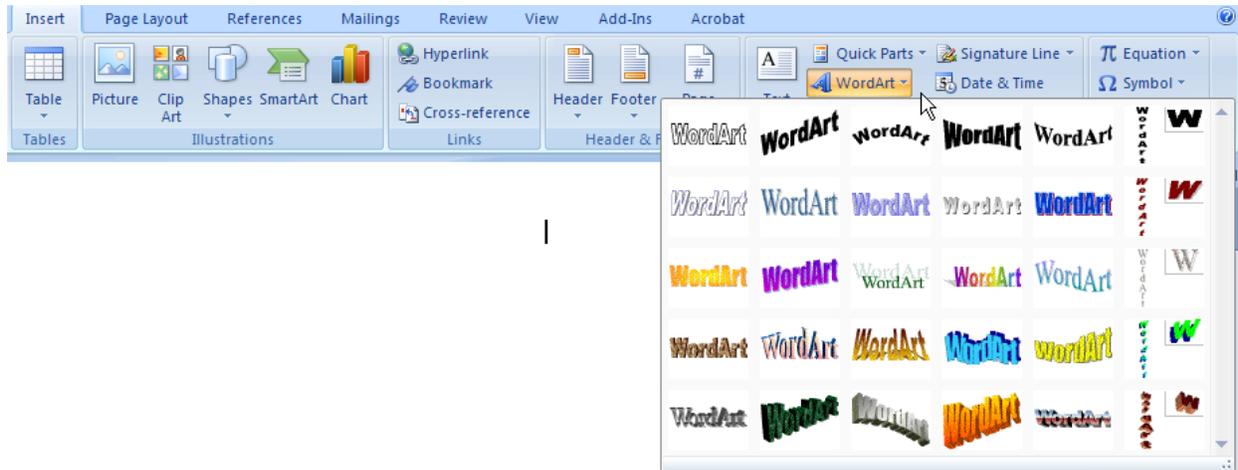
With the Page Setup Tab click Layout button then select Portrait:



-This will turn your page so that it is wider than it is tall.

Including WordArt Text:

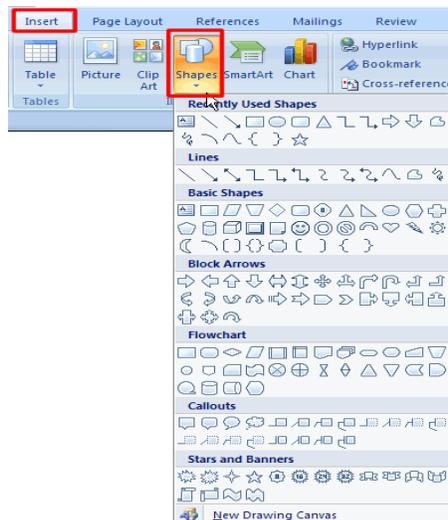
With the Insert tab selected locate the WordArt button and click on it to view the options you have. Select one then key the words you want to appear as the text you want to appear on of your certificate.



Click OK to close the dialog box.

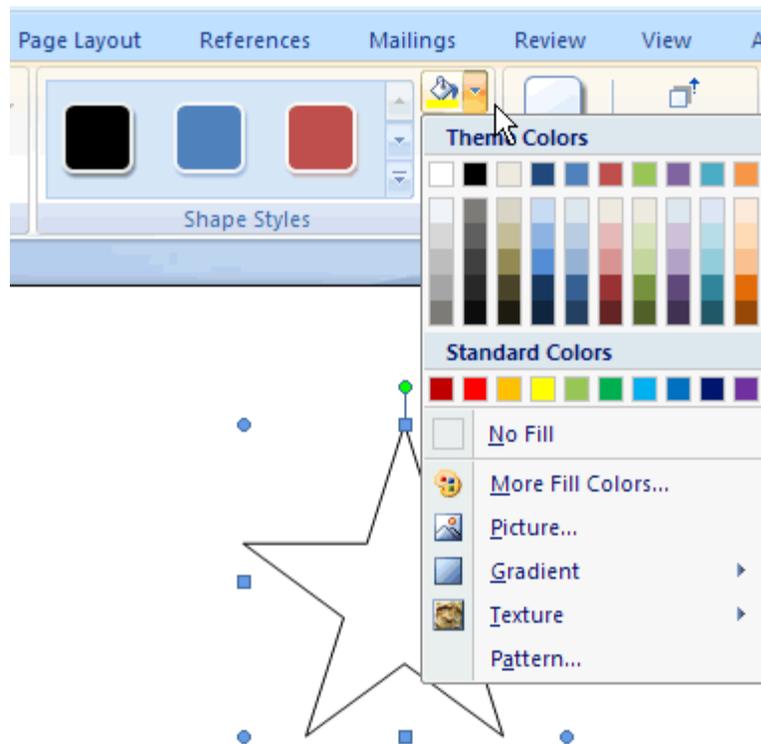
Creating AutoShapes:

With the Insert tab selected locate the Shapes button and click on it to view all the shape options you have. Select one of the shapes you want to include in your certificate.



Position the crosshairs in the document screen, hold down the left mouse button, hold down the Shift key and then drag the crosshairs to create the shape, and then release the mouse button.

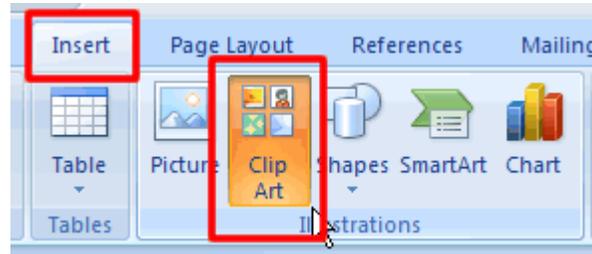
To add fill color or a style to your shape, click on the drop-down triangle on the Fill Button (paint bucket) on the Shape Styles section, then choose the color, gradient, or texture you want your shape to be. As you put your mouse over different colors Word will give you a preview of what it will look like.



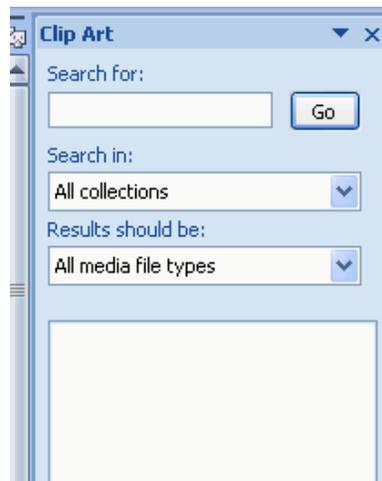
To copy a previously selected AutoShape, select the shape, while holding down the Ctrl key, drag the shape to where you want it to appear, and then release the Ctrl key and the mouse button. (Or you can right click, choose copy and then right click and paste)

Insert Clipart:

With the Insert tab selected click on the ClipArt button:



This opens the ClipArt Task Pane. Type in a descriptive word for what you want to find in the Search for text box, then click the Go button.



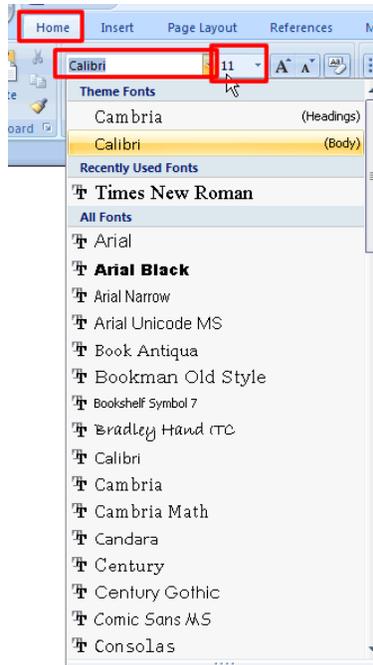
This populates a list of clipart images. Click once on the picture to place it on your page.



Add a Decorative Font:

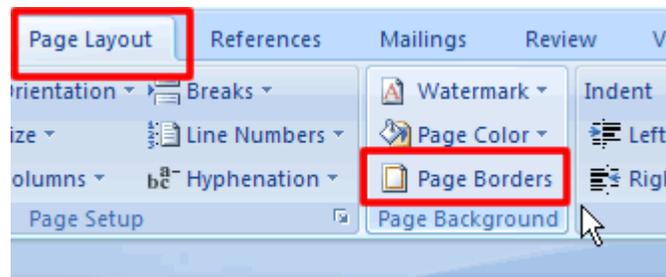
With the home tab selected click the down-pointing triangle at the right side of the font text box and pick a font other than the default font of Times New Roman.

Size the font by clicking the down-pointing triangle at the right side of the Size text box. This causes a drop-down list of size options to display. Scroll through the list of sizes until the desired size is visible and then click the size.

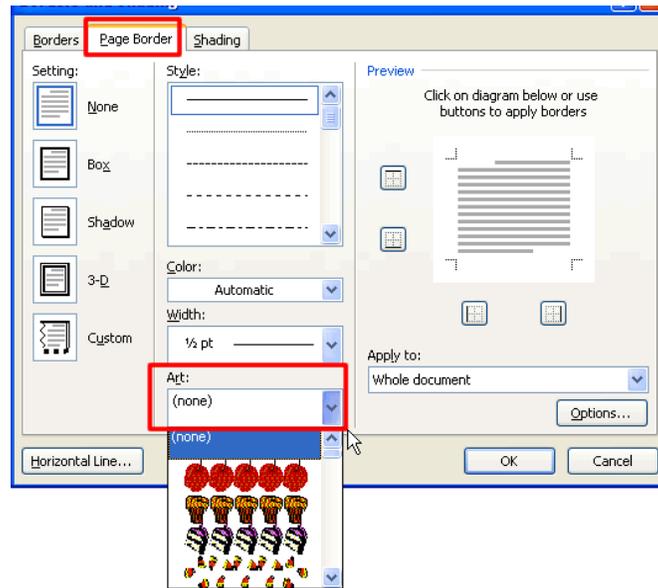


Include a Decorative Art Page Border:

With the Page Layout Tab selected click the Page Borders button.



This opens the Borders and Shading dialog box. Click the Page Border tab then click the down arrow at the Art dropdown list:

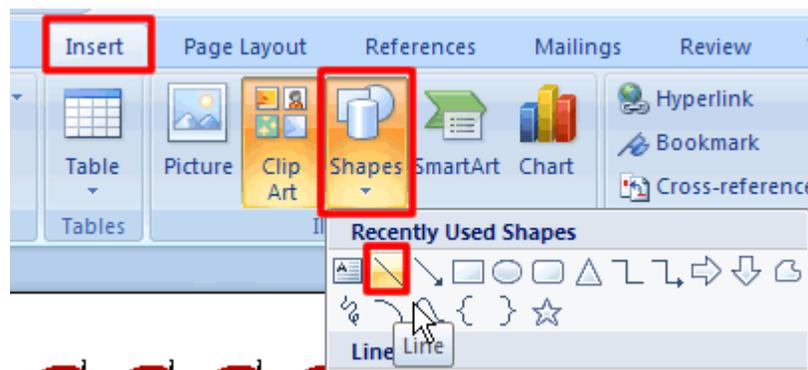


At the drop-down list that displays, scroll down the list and choose a border that would accent your page.

Click OK or close the dialog box.

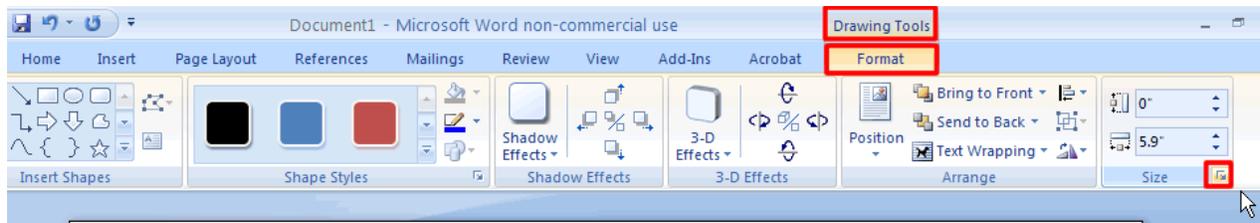
Inserting a line:

With the Insert Tab selected click on the Shapes button to open the shapes options dialog box then click on the line shape.

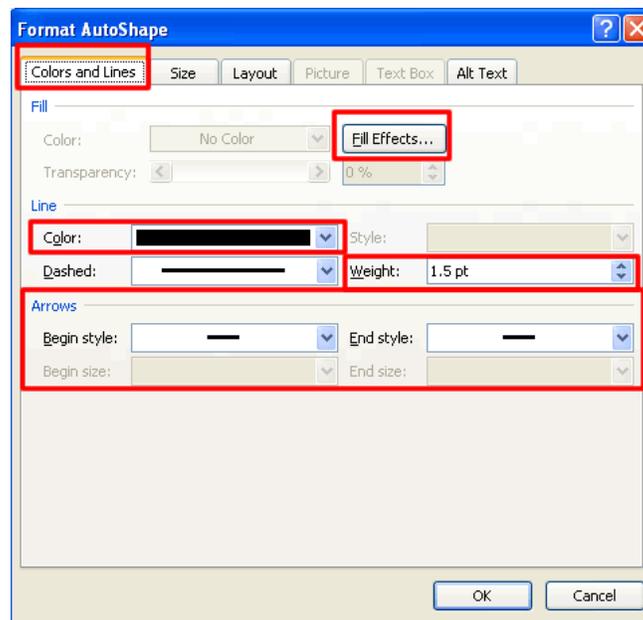


Drag out your line on the page while holding down the left mouse button while holding the Shift key down. The Shift key will make sure you line stays straight as you drag out your line.

With the line selected you will notice that the ribbon has changed to reflect Drawing Tools and Format. To change the width of the line click the arrow on the size section to open Format Shapes dialog box



At the Format Shapes dialog box you can change the color of the line, add fill effects to the line, and change the size of the line. The size of the line is the Weight options. To include an arrow at the beginning and end of the line select the dropdown under the Arrows section.



Include your Name on the Certificate.

Now that you are finished look over your document to make sure that everything looks the way that it is supposed to. When you are happy with it be sure to save it again!

Be sure that you have a reason for the reward and all the other elements that you see on the example.