SOFTWARE APPLICATIONS WORD PROCESSING UNIT

Award Certificate

1. Create a new file
2. In these directions, when typing, do not bold unless directed
3. Change all margins to .5” (leave Gutter alone)
4. Change your page layout to Landscape (Page Layout, Orientation)
5. Change your font size to 14
6. Hit enter 2 times and change the alignment to center
7. Line 1: (size 24) **TEACHER OF THE YEAR** (press enter twice)
8. Line 2: (size 14, italics) **Awarded to** (press Enter twice)
9. Line 3: (size 36, bold) **Your favorite teacher (past or present)** (press Enter twice)
10. Line 4: (size 14) **Thank you for being an inspiration.** (press Enter once)
11. Line 5: (size 14) **WHY YOU THINK THEY ARE GREAT** (press Enter twice)
12. Line 6: (size 14, italics) **Presented by** (press Enter twice)
13. Line 7: (size 20) **Your Name** (press Enter once)
14. Line 8: (size 18) **Date** (press Enter twice)
15. Change the alignment to left.
16. Create the signature lines shown using tabs and 1.5 line spacing:
	1. Home, Paragraph ribbon, arrow to open dialog box, Tabs, in the tab stop position box, type in 2.5, click left in the alignment portion of the dialog box, click Set
	2. In the tab stop position box, type in 6.5, click left in the alignment portion of the

dialog box, click Set

* 1. In the tab stop position box, type in 9, click right in the alignment portion of the

dialog box, click Set

* 1. Home, Paragraph, Change line spacing to 1.5
	2. Turn on underline, hit tab to get to 2.5
	3. Turn off underline, hit tab to get to 6.5
	4. Turn on underline, hit tab to get to 9
	5. Turn off the underline feature, press Enter and type the name at the left

(Stephen P. Baker)

1. Press Tab twice (to 9”) and type the name at the right
2. Enter twice and repeat for steps e thru I to create the 2nd set of signature lines
3. Add a page border at the top and bottom of the page using the borders button.
	1. Select the line style with the thick/thin line (thin should be towards the text)
	2. Change the weight to 3-point
4. Insert two pieces of clipart (heart)
	1. Right-click, Format Picture, On the layout tab, Change the wrapping style to In Front of Text
	2. On the Picture tab, change the Image Control color to Washout
	3. Arrange them on either side of the top 3 lines of text
5. Adjust the layout as needed
6. Save the file to your X drive and call it Award Certificate
7. Set your header
8. Run Spell Check, proofread for any errors, and save it again.
9. Use Print Preview to be sure that the document looks professional and fits on one page.

Compare your document to the example on the next page.