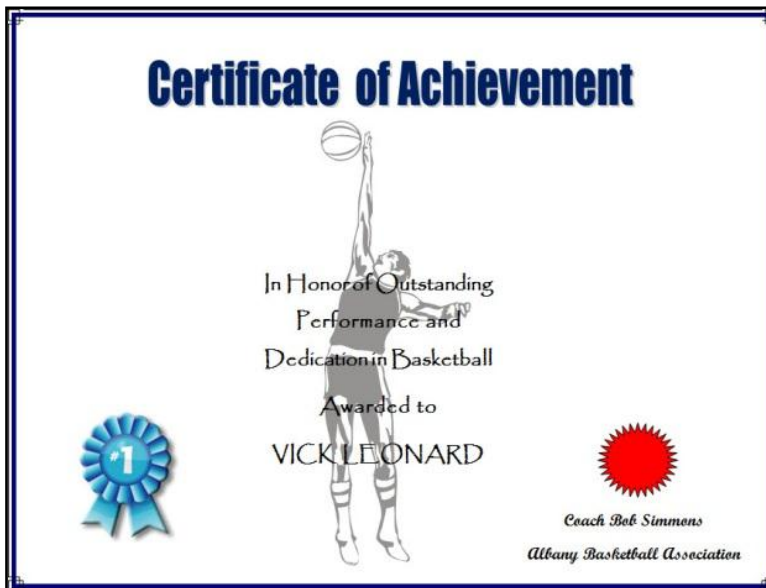


## Create a Certificate

Have you or someone you know ever received a certificate? What was the certificate for? What did the certificate say? A certificate is a document often given out to recognize and appreciate a person's participation, performance or achievement in a community event like sports, cultural programs, or course in an academic institution.

Look at the following example:



### Sport Certificate Example

As in the example above, a Certificate created on the computer typically has:

- A title and a watermark picture that help show what the certificate is for
- The page is set up to print sideways
- A colorful page border
- Text boxes without borders and fill colors
- A star or banner with a colorful fill effect

Before you begin using the computer to create your certificate, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

## Certificate

### Steps on How to Create a Certificate

#### A. Set the Page to Landscape

1. **Start the word processing software, and open a new, blank document.**

For help, see Word Processing Skill 1.1: To start word processing software

2. **Change the page setup to landscape orientation so it will print sideways.**

For help, see Word Processing Skill 6.4: To set up a document to print sideways, or landscape

3. **Save your work.** Make sure you save your work after every few steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

#### B. Add a Page Border

1. **Zoom out so you can see the whole page on your screen.**

For help, see Word Processing Skill 6.1: To make a page bigger or smaller on the screen

2. **Add a colorful page border.** You can use one of the border art options and change the color and width.

For help, see Word Processing Skill 6.12: To add a border around the edges of a page

3. **Save your work.**

#### C. Add an Artful Title

1. **Add an artful title, such as a WordArt or FontWork title, to the top of the certificate.**

Make sure the title explains what the certificate is for.

For help, see:

Graphics Skill 9.1: To make art out of words, or WordArt

Graphics Skill 9.2: To change the words in your WordArt

Graphics Skill 9.3: To pick a different WordArt look or style

2. **Save your work.**

#### D. Add a Clip Art Picture

1. **Add a clip art picture that helps to show what the certificate is for.** If needed, change the picture's size so it covers most of the space inside the page border.

For help, see:

Word Processing Skill 5.1: To add premade computer pictures, or clip art

Word Processing Skill 5.5: To make a picture bigger or smaller

2. **Save your work.**

## E. Set Picture to Watermark

### 1. Turn the picture into a watermark.

For help, see Word Processing Skill 5.12: To add a light background picture, or a watermark

### 2. If the watermark picture is too light or hard to see, try adding more contrast.

For help, see Word Processing Skill 5.10: To make a picture brighter or darker

### 3. If there are lots of colors in the watermark picture, you might turn it into a grayscale.

For help, see Word Processing Skill 5.11: To turn a color picture into a grayscale or black-and-white picture

### 4. Save your work.

## F. Draw a Text Box

### 1. Make a text box, and type pieces of information you want on your certificate. Change the look of the words any way you wish.

For help, see:

Graphics Skill 7.1: To make a box so you can add words to a drawing

Graphics Skill 7.2: To type words into a text box

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the color of words

### 2. Save your work.

## G. Remove Text Box Border

### 1. Remove the text box border and fill color from the text box so you can see the watermark behind it.

For help, see:

Graphics Skill 7.13: To remove a border from a text box

Graphics Skill 7.15: To remove a fill color inside a text box

### 2. Save your work.

## H. Copy Text Box

### 1. Copy and paste this text box for the other pieces of information you want to type. Make the boxes bigger or smaller as needed, and use the rulers to help you put each box in a place that looks good. You can also change the look of the words in each box.

For help, see:

Graphics Skill 8.4: To make a copy of, or duplicate an object

Word Processing Skill 6.10: To make a text box bigger or smaller

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the color of words

### 2. Save your work.

## Certificate

### I. Draw Shapes

1. **To complete the certificate, draw a decorative shape, such as a star or a banner, in an empty space.**

For help, see Graphics Skill 5.9: To draw fancy arrows, stars and other shapes

2. **If available add a texture, pattern, or gradient fill effect to the shape.**

For help, see:

Graphics Skill 6.1.1: To fill a shape with a colorful pattern

Graphics Skill 6.1.2: To fill a shape with an interesting texture effect

Graphics Skill 6.1.3: To fill a shape with colors that blend together, or a gradient

3. **You can also rotate the shape if you think it will look nice.**

For help, see Graphics Skill 8.6: To spin or rotate an object in a drawing

4. **Copy and paste the shape if you want. Move and rotate it as you see fit. Or, you can insert another clip art picture.**

For help, see:

Graphics Skill 8.4: To make a copy of, or duplicate an object

Graphics Skill 8.6: To spin or rotate an object in a drawing

Word Processing Skill 5.1: To add premade computer pictures, or clip art

5. **Save your work.**

### J. Certificate Challenge (Optional)

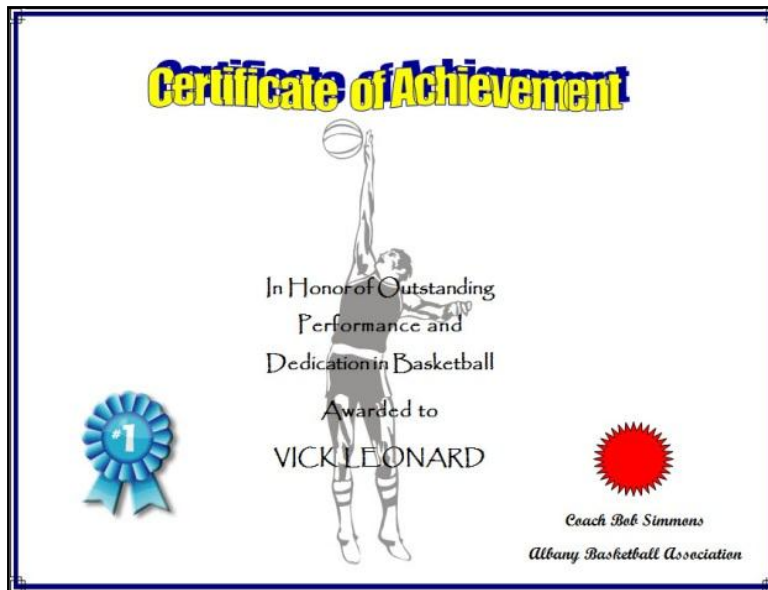
1. **Change the shape and color of your artful title.**

For help, see:

Graphics Skill 9.4: To change the colors of your WordArt

Graphics Skill 9.5: To change the WordArt shape

2. **Save your work.**



### Sport Certificate Challenge Example

## Review Your Work

Look over your certificate. Make sure it has the following elements:

- A title and a watermark picture that help show what the certificate is for
- The page is set up to print sideways
- A colorful page border
- Text boxes without borders and fill colors
- A star or banner with a colorful fill effect

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

### Optional: Print Your Certificate

1. **Preview your certificate before you print it. Set up the document so it prints sideways, or landscape.**

For help, see:

Word Processing Skill 1.2: To use the Menu (Ribbon) bar

Word Processing Skill 1.3: To use the Standard (Quick Access) toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your certificate, click File. Then, click Print.** A Print window pops up.

**Note:** For Microsoft® Office 2010 users, when you click the File tab, you will notice a Backstage view.

### Certificate

3. **To select the printer you want to use, click the arrow in the Name or Printer list and select the printer.**

**Note:** You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print, place your cursor on that page and click Current Page. Or, click Pages, and then type the page number that you would like to print.**

**Note:** If your certificate covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 5.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

**Note:** For Microsoft®Office 2010 users, click the up arrow in the **Copies** list.

**Note:** By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK or click Print.**