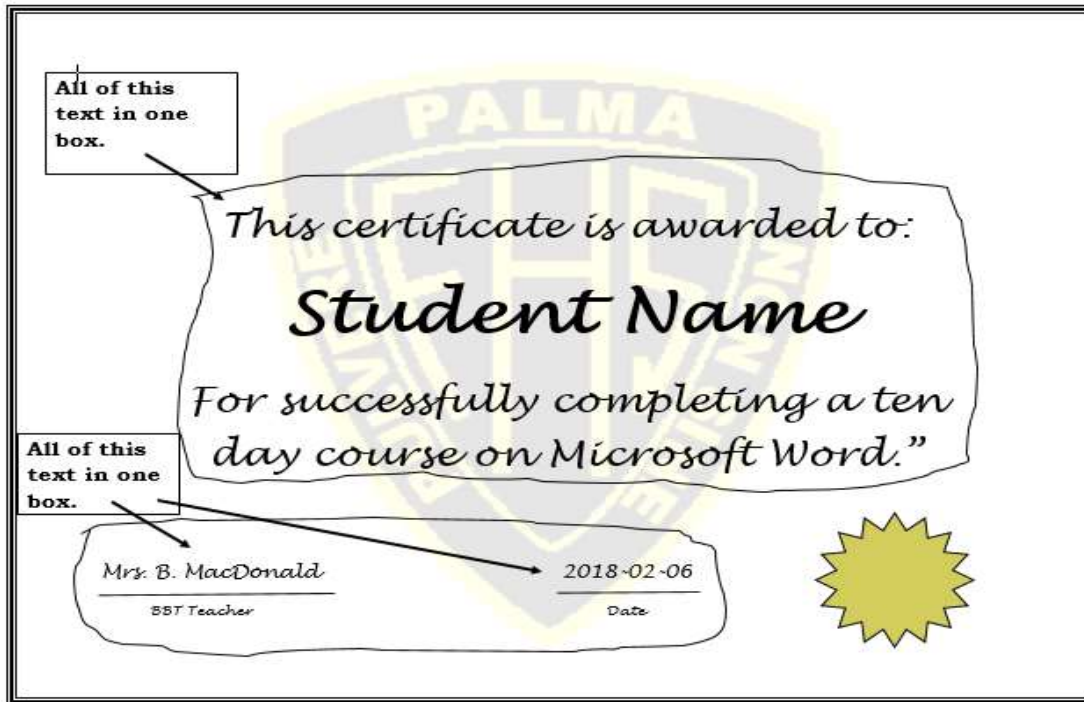# Certificate

Activity 6B

Design a certificate in the exact format shown below following the instructions given.

Directions

1. Create a new Microsoft Word document.

2. Save the document in your U:\BBT9\MS Word Module folder as:

    Last Name, First Name - Activity 6B

3. On the Layout tab, set the page **Orientation** to **Landscape**.

4. Under the Design Tab Insert a page border of your choice.

5. From the Insert Tab Insert a text-box.

6. Look on the **Drawing Tools Format** tab for the **Size** ribbon. Change the text-box size is to be: **Height = 3.3" and Width = 7.6"**

7. With this Text Box selected, remove the **Shape Outline** and change the **Shape Fill to No Fill**.

8. Type and Center the following text in the textbox you just created:

"This certificate is awarded to:
Your Name Here
for successfully completing a ten day course on Microsoft Word."

9. All text except your name is to be **28pt Lucida Handwriting.**

10. Your name is to be **48pt, Bold, Lucida Handwriting**.

11. The large text-box is to be **centered** both horizontally and vertically.

12. Now let's add the smaller text-box.

13. The smaller text-box is to be: **Height = 1" and Width = 6".** It's Shape outline and Shape fill are also to be removed.

14. Type Mrs. B. MacDonald then press Tab five times and type Today's Date. These are to be set at **14pt.** Tab key is on your keyboard on the left.

15. Press the **Enter** key to leave a full line of space between the two lines of text.

16. Type in the words BBT Teacher and Date. They are to be **10pt** in size.

17. Use the **Tab** key and **Space** bar to center these words under "Teacher's Name" and "Today's Date".

18. Align the position of this Text Box to the **bottom**, **left of the page**, relative to the margin.

19. Insert a line using the **Line Tool** from the **Shapes** button on the **Insert** tab. Place a line under the "Teacher's Name" and another under "Today's Date". Hint: If you hold the shift key down while dragging, your line will be straight.

20. From the Shapes Button insert the **16-Point Star**. Set its size to where you think it looks best.

21. Place the star in the lower right corner of the certificate.

22. Change the color of the star to yellow.

23. Insert the **fhslogo.gif** image (it is in the Shared Drive) as a watermark by selecting **Watermark** from the **Design** tab. Choose **Custom Watermark** from the menu and select **Picture** watermark. Browse to locate the fhslogo.gif.

24. Save the certificate again in your Word folder with the filename

Last Name, First Name - Activity 6B

25. Once you have completed the activity you should check yours with the one in the answer key book. If you are happy with your certificate please print your certification and had it to the teacher for marking.