

# Activity 3

## Certificate

Design a certificate in the format shown below.



### Directions:

1. Create a new Microsoft Word document.
2. Save the document as: **Certificate** in your documents folder on the server.
3. Set the page **Orientation** to **Landscape**.
4. Insert a page border of your choice.
5. Use one text-box for each grouping of text.
6. The large text-box size is to be: Height = 3.5" and Width = 8.5"
7. Everything but your name in the large text-box is to be 28pt Lucida Handwriting.
8. Your name is to be 48pt, Bold, Lucida Handwriting.
9. The large text-box is to be centered both horizontally and vertically.
10. The text-box border is to be removed.
11. Resave your document as **Certificate** in your documents folder.

12. The smaller text-box is to be: Height = 1" and Width = 6.5"
13. BBT Teacher's Name and Today's date are to be 14pt.
14. Five Tab positions are to be placed between this information.
15. The words BBT Teacher and Date are to be 10pt.
16. A full line of space is to be left between the two lines of text.
17. Center the words under the Teacher's Name and Today's Date.
18. Insert a line using the Line Tool under the Teacher's Name and Today's Date.
19. Insert the 16-Point Star shape from the AutoShapes button. Set its size to 1.5". Position the star at:  
Horizontal = 8" to the Right of the Page and Vertical = 6" below Page. Colour the star yellow.
20. Your finished project should look like the sample posted on the bulletin board. Resave as **Certificate** in your documents folder on the server.