

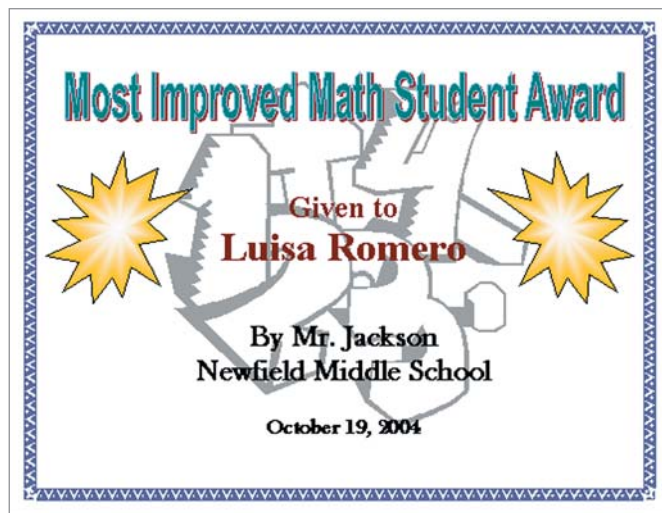
# Certificate

Mr. Jackson is a teacher who wants to reward his students for their hard work and success. One way teachers celebrate their students' achievements is to give them certificates. Have you or someone you know ever received a certificate? What was the certificate for? What did the certificate say? How could you use the computer to make a certificate?



## Plan It

Design a certificate that Mr. Jackson can print and give to his students. Look at the following example:



### Certificate Example

Think about the following questions, and discuss your ideas with your partner. You might want to write your ideas on a sheet of paper.

- For what reason might Mr. Jackson decide to give his students a certificate? How could you say this in a certificate title?
- Who do you think should receive a certificate? What information other than the title and student's name might you include? What sort of picture might you see on it?
- Where might the words and pictures appear on the certificate?

Remember to use the rubric as a guide as you plan, do, review, and share.

For help on how to do certain skills, look at the following groups in the Intel® Education *Help Guide*:

- **Graphics Group 5:** Using the Drawing Tools
- **Graphics Group 6:** Changing the Look of Lines and Shapes
- **Graphics Group 9:** Adding Special Effects
- **Word Processing Group 5:** Adding Pictures to Your Pages
- **Word Processing Group 6:** Designing Your Pages



## Do It

1. Start the word processing software, and open a new, blank document.
2. Change the page setup to landscape orientation so all pages will print sideways.
3. Zoom out so you can see the whole page on your screen.
4. Add a colorful page border.
5. Add an artful title, such as a WordArt or Fontwork title, to the top of the certificate. Make sure the title explains the certificate's purpose.

**Challenge:** If you want, change the shape and color of your artful title. (See the Certificate Challenge Example at the end of this section.)

6. Add a clip art picture that helps to show the certificate's purpose. If needed, change the picture's size so it covers most of the space inside the page border.
7. Turn the picture into a watermark. (For help, see Word Processing Skill 5.12: To add a light background picture, or a watermark.) 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.) If the watermark picture includes many colors, you might turn it into a grayscale picture. (For help, see Word Processing Skill 5.11: To turn a color picture into a grayscale or black-and-white picture.)
8. Create a text box, and type one of the pieces of information you decided on during your planning time. Format the words to look the way you want.
9. As necessary, remove the border and fill color from the text box so you can see the watermark behind it.

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10. Copy and paste the text box for the other pieces of information you want to type. Make the boxes bigger and smaller as needed, and use the rulers to help you position each box in a place that looks good. You can also change the look of the words in each box.
11. To complete the certificate, draw a decorative shape, such as a star or a banner, in an empty space. If available, add a texture, pattern, hatching, or gradient fill effect to the shape. You can also rotate the shape, if you think it will look nice.

**Challenge:** You might want to add a shadow effect to your shape. Customize the shadow as desired. (For help, see Graphics Skill 9.7: To add a shadow to an object, and Graphics Skill 9.8: To make changes to an object's shadow.) (See the Certificate Challenge Example at the end of this section.)

12. Copy and paste the shape, if you want. Move and rotate it as you see fit.
13. Save your work as directed.



Certificate Challenge Example



## Review It

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

- Page setup that prints sideways, or landscape
- Title and watermark picture that help show the certificate's purpose
- Colorful page border
- Text boxes without borders and fill colors
- Star or banner with a colorful fill effect

If any elements are missing, add them now. If you want, make other changes, as well. Remember to save your work when you are finished.



## Share It

Be prepared to discuss your answers to the following questions:

- How does your certificate help Mr. Jackson celebrate his students' hard work and success?
- For what other reasons might people want to design and present certificates?
- What is your favorite part of the certificate you designed? Why?
- Which of the computer skills that you learned in this project might you use again? For what types of projects might you use those skills?