

TMS TechQuest
Objective 3, Lesson 1

Objective 3 – Page Layout and Formatting Award Certificate

Use Page Setup and Page Borders to Create an Award Certificate

1. Open a new, blank Word document.
2. Save the document as "My Award.doc" inside the Documents folder in your Home folder.
3. Think of an award to give yourself. For example, you could give yourself an award for having the best jump shot in basketball, or for excellent story-writing in English class. Write your award down here:

4. Change the page orientation to **Landscape**. This option is found under File → Page Setup... Click the icon on the right for landscape layout.



5. Set the page up so that it has **1.25" margins** all the way around.
File → Page Setup... (Windows & Mac) or
Format → Document... (Mac only).
6. Make sure that the Formatting Toolbar is visible, then **Center-align** your text on the page.

[Extra Credit: See if you can figure out how to change the **Vertical alignment** to **center** the text vertically on the page in step 5]

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7. Use **Format** → **Borders and Shading...** to create a **Page Border**:
 - a. Click on the **Format** menu and select **Borders and Shading...**
 - b. Click the **Page Border** button.
 - c. Click on the **Box** setting along the left side.
 - d. Select some **Art** from the menu at the bottom of the window.
 - e. Look at the **Preview** to make sure the border looks the way you want it to, then click **OK**.

8. Type out your award. **Each award must have the following characteristics:**
 - a. It must fit on one page only.
 - b. It must be in landscape orientation, with 1.25" margins on all sides.
 - c. Text must be center-aligned horizontally.
 - d. Text must use a “fancy” font (i.e. not Times or Arial).
 - e. The award must have a border around it.
 - f. The award must contain the following text:
 - i. Award Title
 - ii. Presented To (your name)
 - iii. Date Presented (today)

9. ~~Print your award~~ **Save your award as a PDF** and show it to your teacher.