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Learn how to use certificate templates and produce professional award certificates on time. Microsoft Word comes with a selection of certificate templates to make the process easy. The instructions in this article apply to Word for Microsoft 365, Word 2019, Word 2016 and Word 2013. The easiest way to make certificates in Word is to use the Word template. There are templates for many cases, and the text can be changed for your specific award or event. Here's how to create a certificate in Word. Open the Word and select The New One. In the text search box, the Certificate is in place to filter certificate templates. Choose a template and then select Create. The certificate opens as a new document. To add a custom boundary, select the Design tab and select page boundaries in the Page Background group. In the Borders and Shading dialog, select the Page Border tab. In the Settings section, select custom and select the boundary. Choose OK to apply the boundary pattern you've chosen. To change the colors of the certificate, choose a different theme. Go to the Design tab and select colors in the document formatting group. Hover over the topic to see it in the document, and then select the color theme you want to use. Save the changes. The text of the certificate is fully edited. Edit the text to say whatever you want and then change the font, color and distance between the text. In Word, double-click the text sample to select it. Choose the Home tab. In the font group, choose the font and font size. Choose Bold, Italic or Underline if you wish. Select the color drop arrow and select the color to apply to the text. Use the custom text you want to use. Repeat the process with each section of text on the certificate and then save the file. You don't need to use a template to create a certificate. Microsoft opens the default vertically oriented sheet 8.5 x 11, but most certificates are made in landscape orientation, so you'll make this change to get started. To make a certificate from scratch: Open a new Word document. Choose the Layout tab. In the page setting group, select Orientation and then select Landscape. Choose the Design tab. Choose the boundaries of the pages. On the Page Boundary tab, choose style or art, assign size and color, and then select Box icon. Choose OK to see the result. To adjust the fields, select the settings and then enter the new values. Add text boxes to the document and customize the look of font styles, sizes, and colors as you wish. Save changes in the user template. A few years ago, when I started doing webinars, my first was to create graphic organizers with Google Pictures. That was before I started this blog, so I never shared all this information on the official blog. Organizers are an excellent tool for sharing information, explaining the concept, or illustrating relationships using elements including images, shapes, text, colors and connecting lines. They can be used in education age group or subject area. There are many great tools for creating graphic organizers. Some are installed programs, while others are on the Internet. Some are free, while others cost money. Teachers and students should be encouraged to try out a variety of different tools to determine what is best for them and for specific situations. However, one great choice for graphic organizers is Google Pictures. See below for directions on how to create graphic organizers with Google Pictures (including help guides and a recorded webinar), as well as 30 free samples of graphic organizers that can be copied, used and modified as needed. Tutorials For written instructions on how to create graphic organizers with Google Drawings, see Google Drawings for Graphic Organizers - Google Docs link to 1-hour recorded webinar learning, watch the video below. (It was my first webinar, so it might be a little rough around the edges.) Example Graphic Organizers Click on the links below to get your own copy of any of these Google Drawing templates for graphic organizers. Each pattern has directions on the left side of the Drawings canvas. Feel free to use and/or change them as needed, although please leave my attribution and blog link in the drawings when you share them. Word Study Chart - Google Drawing Link Location or Country Research Web - Google Drawing Link 5 Sense Diagram - Google Drawing Link Frayer Model 1 - Google Drawing Link Frayer Model 2 - Google Drawing Link Compare

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