

SETLR 1 – The Printed Page, Assignment 2

Use Page Setup to Create an Award Certificate

1. Open a new, blank Word document.
2. Save the document as "SETLR 1-2.doc" in the Computers folder 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**.
If you don't remember how to do this, refer to SETLR 1-1, or ask a neighbor.
5. Set the page up so that it has **1.25" margins** all the way around.
If you don't remember how to do this, refer to SETLR 1-1, or ask a neighbor.
Click OK and return to editing your document.
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]
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. The award must have a border around it.
 - e. The award must contain the following text:
 - i. Award Title
 - ii. Presented To (your name)
 - iii. Date Presented (today)
9. Print your award and turn it in to Kevin by the beginning of class next week. Awards will be posted on the classroom wall.