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Label By Type Indoor / Outdoor Floor Sign hygiene & wellness signage divider & accessories mini binder & accessories mini binder & accessories mini binder & accessories printed craft writing instruments will help you manage your holiday with our plans and tracking templates. Get templates Learn how to generate professional award certificates because you have very little time using certificate templates. Microsoft Word provides certificate templates to make the process easier. The procedures in this article apply to Word 365, Word 2019, Word 2016, and Word 2013. The easiest way to create a certificate in Word is to use a Word template. In many cases, there are templates and the text can be modified to match a specific award or event. Here's how to create a certificate in Word: Open Word, and then choose New. In the Search text box, type Certificates to filter certificates. Select the template, and then choose Create. The certificate opens as a new document. To add a custom border, select the Design tab, and then in the Page Background group, select Page Borders. In the Borders and Patterns dialog box, select the Page Borders tab. In the Settings section, select Custom, and then choose a border. To apply the borders for the selected template, click OK. To change the color of the certificate, select a different theme. Go to the Design tab, and in the Document Formatting group, select Color. To preview in a document, hover over the theme, and then select the color theme you want to use. Save your changes. The text of the certificate is fully editable. Edit the text to say what you like and change the font, color, and spacing of the text. In a Word document, double-click the sample text to select it. Select the Home tab. In the Font group, select the font and font size. If necessary, select Bold, Italic, and Underlined. Select the Font Color drop-down arrow, and then choose the color that you want to apply to the text. Enter the custom text that you want to use. Repeat the process in each section of the certificate text to save the file. You do not need to use a template to create a certificate. Microsoft opens a vertical 8.5 x 11 sheet by default, but most certificates are created horizontally, so you make this change to get started. To create a certificate from the beginning: Open a new Word document. Select the Layout tab. In the Page Settings group, select Direction, and then choose Landscape. Select the Design tab. On the Page Borders tab, select Styles or Art, assign size and color, and then select the Box icon. Select OK to view the results. To adjust the margins, select Options, and then type a new value. Add text boxes to your document and customize the font style, size, and color appearance as needed. Save the changes to a custom template. Learn how to use certificate templates to create professional award certificates where you have little time. Word includes: Templates to make the process easier. The procedures in this article apply to Word 365, Word 2019, Word 2016, and Word 2013. The easiest way to create a certificate in Word is to use a Word template. In many cases, there are templates and the text can be modified to match a specific award or event. Here's how to create a certificate in Word: Open Word, and then choose New. In the Search text box, type Certificates to filter certificates. Select the template, and then choose Create. The certificate opens as a new document. To add a custom border, select the Design tab, and then in the Page Background group, select Page Borders. In the Borders and Patterns dialog box, select the Page Borders tab. In the Settings section, select Custom, and then choose a border. To apply the borders for the selected template, click OK. To change the color of the certificate, select a different theme. Go to the Design tab, and in the Document Formatting group, select Color. 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