

Create and Design an Award Certificate



OBJECTIVE:

To create an award certificate for personal achievement



PROJECT OVERVIEW:

A great morale booster for any organization or group is presenting award certificates to individuals deserving recognition. Motivated athletes, productive employees, and high-ranking students are among those who typically receive such honors. The certificate often motivates them to later strive for even higher standards of excellence. In this project, you will use your desktop publishing software to create and design an award certificate to recognize a person worthy of an accomplishment.



GET TO KNOW WHAT YOU'RE DESIGNING:

Typically, because they are quite often framed for wall mounting by their proud recipients, award certificates are formatted using a landscape orientation and are printed on high-quality paper stock. An award certificate usually includes a graphic image (usually a seal or logo), a short message, a border framing the document, the date, and an area for a signature.



STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. It is essential that your award certificate look authentic and important, reflecting the honor the achievement warrants, so be traditional in your design approach to give it a professional appearance.
2. Use fonts, typestyles, graphic images, and borders that are appropriate for the distinction being acknowledged. For example, an award for scholastic excellence would have a look similar to a diploma, while a certificate honoring outstanding athletic ability could have a more casual and sporty appearance.
3. Select an appropriate ornamental border to frame your certificate, giving it an official "look and feel" that matches the occasion.
4. In addition to the border, select one or two graphics to be included, perhaps an official-looking seal or logo representing the organization awarding the certificate.
5. Be sparing with text—use just enough to clearly and concisely state the achievement being recognized.
6. Use no more than two fonts on the certificate.
7. Be sure that the signature line is long enough to accommodate the signer's name.
8. Carefully read through all parts included in this project. Before beginning any work on your computer, use a blank sheet of paper to sketch the layout and design of the document you will be creating.

Project #9: Create and Design an Award Certificate *(continued)*



INSTRUCTIONS:

1. Using your desktop publishing software, create a new document.
2. Save the file as **"Award Certificate"** to the "Publish It!" folder.
3. Set up your document using the "Page Setup Instructions" provided on the next page.
4. Complete the "Content and Design Steps to Follow" provided below.
5. Proofread your work carefully for accuracy, design, and format.
6. Resave the file.
7. Print a copy of the document. Refer to the "Suggested Printing and Finishing Instructions" provided below.



CONTENT AND DESIGN STEPS TO FOLLOW:

1. Establish the type of award certificate you will create. In doing so, answer the following questions: What organization and/or person will be the recipient? For example, will the award certificate be presented to a teacher, sports team, business, etc.? What achievement will your award certificate honor?
2. Include the following on your award certificate:
 - An appropriate ornamental border to frame your certificate (aligned on top of the page margins)
 - The title of the award certificate placed in the top center of the page
 - Below the title, insert a brief paragraph that summarizes the purpose of the award certificate. Be sure the summary indicates the achievement being recognized, where and when it is being presented, and the organization or person giving the award
 - The text "Presented to <Recipient's Name>" placed just below the title of the award certificate
 - One or two graphic images that symbolize the purpose of the award certificate
 - Blank lines for the signature and date placed near the bottom of the document (these lines are for the author of the award to sign and date the certificate)
3. Add additional text and/or graphic elements to help enhance the look and design of the document.
4. Format the size, style, and placement of the text and other elements on the document so that it projects a professional design.
5. Go to Step 5 in the "Instructions" provided above.



SUGGESTED PRINTING AND FINISHING INSTRUCTIONS:

1. Print the award certificate on colored cardstock paper.
2. To make it look official, sign and date the award certificate.

Project #9: Create and Design an Award Certificate *(continued)*



PAGE SETUP INSTRUCTIONS:

- # of pages:** 1
- Dimensions:** 11 x 8.5 inches
- Margins:** 1 inch on all sides
- Orientation:** Landscape

11"

Place the contents of your
award certificate here

8.5"