In this lesson you will be creating and submitting 2 documents. One certificate and one flyer

**Computer Tech – Document Creation**

Follow the instructions below

Certificate

1. Open word
2. Select file, then new, then certificate, then academic awards certificate, then super student
3. Create a certificate for you or one of your friends using this template
4. C:\Users\wayne.jones\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\R5X8T8LD\MC900232175[1].wmfChange things – add new borders, new fonts, new clip art, be creative
5. Do not just turn in the document that you open filling in the blanks
6. Save it as first initial, last name, certificate

Flyer

1. Open word
2. Select new, then flyer, event flyer, then any of the choices from that menu
3. Using the template you choose create a flyer for your room
4. Think of it as a poster for your door
5. It could have rules for your room, who is allowed in, open hours, etc
6. Be creative and change things, new fonts new designs, new colors, new clip art
7. C:\Users\wayne.jones\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\RA4U4NQU\MC900022593[1].wmfSave it as first initial, last name, flyer