



## Job #12 Certificate



**Directions:** Mr. Boss has recently decided to do a employee of the month award. Good news- you are the first winner! However, Mr. Boss wants you to design the certificate that he will use from now on. You will need to use *Word* once again for this. Just like you did for the calendar- open up a template for a certificate when you go to create a new document. There are many types of certificates. You can start anywhere and then make it your own to fit the requirements below.

**Make sure you have the following requirements on your certificate:**

- 1) What the certificate is for: Employee of the month
- 2) The month that it is awarded: The last full month (i.e. if it is October, the award would be for September)
- 3) Your Name as the award winner
- 4) A picture (other than what is already on there) that represents the award (a ribbon, trophy, etc.)