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To Create A Template Certificate

1. Double click on the Microsoft Works icon to open the program.
2. Click on the task wizard tab. Click YES to running the task wizard.
3. Click on the heading called Correspondence, then on Certificate.
4. Click on Jazzy.
5. Click on Create it.

When the Certificate appears:

1. On the certificate in the fushia coloured box at the top, type "The Flower Fair" in yellow.
2. Then change the year to 2000.
3. Change "Environmental and Humanitarian Award" to "Flower Fair Award for"
4. Delete "notable achievement &"
5. Change "For the advancement of universal peace and economic prosperity" to "1st Place"
(change the font to 24 font here).
6. In recipient type your name.
7. Under category type in "Hybrid Roses".
8. Add today's date.
9. Sign it "Mr. Fred Smith".
10. Change the fushia boxes to dark blue.
11. Change the light cyan diamonds to dark cyan.
12. Change the yellow circles to red.

****Note****

To make the necessary changes to the certificate, all text or objects must be highlighted first.

To Highlight text

1. Have the cursor flashing in front of where you wish to begin highlighting.
2. Hold down on the left mouse button and drag it across the text or object.
3. Release the mouse (text or object should be surrounded in black).



1995

GLOBAL INTERNATIONAL
ENVIRONMENTAL AND
HUMANITARIAN AWARD
OF NOTABLE ACHIEVEMENT &

EXCELLENCE

FOR THE ADVANCEMENT
OF UNIVERSAL PEACE
& ECONOMIC PROSPERITY

Recipient

Category

Date *Signature*

To Create Template Gift Certificates

1. Double click on the Microsoft Works icon to open the program.
2. Click on the task wizard tab. Click YES to running the task wizard.
3. Click on the heading called Correspondence, then on Certificate.
4. Click on Gift Certificate.
5. Click on Create it.

When the Certificate appears:

In the first gift certificate:

1. Click behind "Presented To" and make it out to Mr. John Smith for 25 dollars.
2. Change all the text and picture to magenta.

In the second gift certificate:

1. Make it out to Mrs. Susie Jones for 40 dollars.
2. Change all the text and picture to red.

In the third certificate:

1. Make it out to J.J. Brown
2. Make it for 100 dollars.
3. Highlight and change just the triangle to dark cyan.

****Note****

Don't forget to change all the dollar values in the corners of the gift certificates - highlight them and then add the changes.

To Change the Colour of Text

1. Highlight Text to be changed.
2. Click on Format on the Menu Bar.
3. Click on Font and Style.
4. Click on a colour.
5. Click OK when done.

\$25



Gift Certificate

Presented to: _____

*This certificate entitles the bearer to **\$25.00** off any purchase*

\$25

\$50



Gift Certificate

Presented to: _____

*This certificate entitles the bearer to **\$50.00** off any purchase*

\$50

\$75



Gift Certificate

Presented to: _____

*This certificate entitles the bearer to **\$75.00** off any purchase*

\$75

To Create A Template Calendar

1. Double click on the Microsoft Works icon to open the program.
2. Click on the task wizard tab. Click YES to running the task wizard.
3. Click on the heading called Household Management, then on Calendar.
4. Click on One Month.
5. Click on Create it.

When the Calendar appears:

You should see a picture of a calendar with a date on it. There will be a space at the top with a box to change the date. After each entry, press enter to tell the computer to accept these changes.

1. Change the date to January 2000 then enter.
2. Click on January 1 and add the words "New Year's Day.
3. On January 3 - hair appointment 2 PM.
4. January 12 - Doctor's appointment 10:30. 5.
January 19 - Take dog to vet's - 1 PM.
5. January 23 - Mom's Birthday.
6. January 29 - Bake Sale 6-8 PM.

Exercise 2

1. Try to make your own Calendar, using the steps above.
2. Make it a month of your choosing.
3. Add the dates that are important to you, (try to add at least three items).

August 1996

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Quiz #2

1. **In Microsoft Works, pre-designed forms, such as letters, resumes, labels are called?**
 - a. Pre-designed forms
 - b. Templates
 - c. Form letters

2. **What does the Icon with the piece of paper with the magnifying glass do?**
 - a. print
 - b. print preview
 - c. zoom in (enlarge print)

3. **In Microsoft Works, what does the yellow piece of paper Icon stand for?**
 - a. Start
 - b. Add a sheet of paper
 - c. Task launcher

4. **Which option would you use if you wanted to change the font size, text, colour etc.?**
 - a. Format
 - b. Edit
 - c. Window

5. **If spellcheck is needed, under which heading would it be listed on the Menu bar?**
 - a. Format
 - b. Tools
 - c. File

6. **What feature is common to all software programs being developed today?**
 - a. Help tutorials
 - b. Thesaurus
 - c. Address book

7. Where would you locate the printer features?

- a. Start, Settings, Printer
- b. Start, Accessories, Printer
- c. Microsoft Works, Task Launcher, Printer

8. Microsoft Works offers how many templates?

- a. 25
- b. 100
- c. nearly 200

9. Under which heading would you find the Page Setup?

- a. Format
- b. Tools
- c. File

10. Which one of these are not part of the Microsoft Works Program Window?

- a. Tool Bar
- b. Menu Bar
- c. Icon Task Bar

Name

Date

Quiz #2 Answers

1. B - Templates are pre-designed forms, ready to use.
2. B - it lets you look at the whole document before printing it out.
3. C - The yellow paper indicates the Task Launcher, which opens templates.
4. A - Click on Format then Font and Style to get different font options.
5. B - Click on Tools and then Spell Check, to check spelling.
6. A - All software programs being developed today have a help tutorial in them.
7. A - Click on Start, Settings and then Printer to locate printer features.
8. C - Microsoft Works offers nearly 200 different templates.
9. C - Click on File and then Page Setup to change page parameters.
10. C - Icon Task Bar is not part of the Microsoft Works Program window.

Outcomes Lesson #6

1. Learners can create certificates in a template environment.
2. Learners are able to create a calendar.
3. Learners are able to answer a short multiple choice terminology quiz.
4. Speak and listen effectively.
5. Write clearly to express ideas.
6. Read with understanding for various purposes.