

How to Make a Certificate on Word

Certificates are simple documents, but they can be useful for a variety of occasions. From the classroom to the boardroom, a certificate is meant to recognize hard work and dedication. It is commonly used for awards, graduation, or moving up ceremonies. Certificates can mark the completion of a course, a seminar, or a workshop. It is not just a source of pride and accomplishment, it does hold some practical use. It comes in handy when you are asked for documentation or proof of your achievement. The tutorial below is a simple guide to creating and customizing your own certificate with the use of Microsoft Word ready-to-use templates. This guide is applicable to most Word versions, including MS Word 2010 and Word 2016 for Mac.

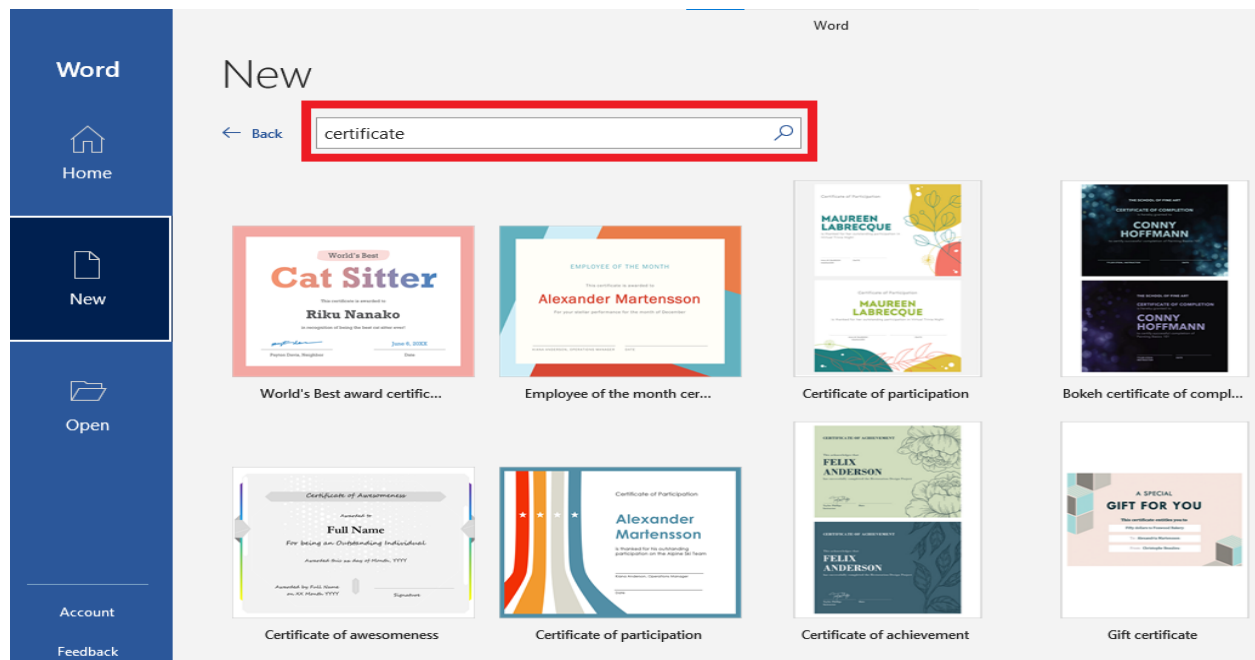
SUMMARY:

- For Windows: Click on **File**, then select **New**. Type in 'certificate' in the search bar and browse through the sample certificates. Pick a template and click **Create**.
- For Mac: Go to **New Document**, type 'certificate,' then pick your desired template and hit **Create**.

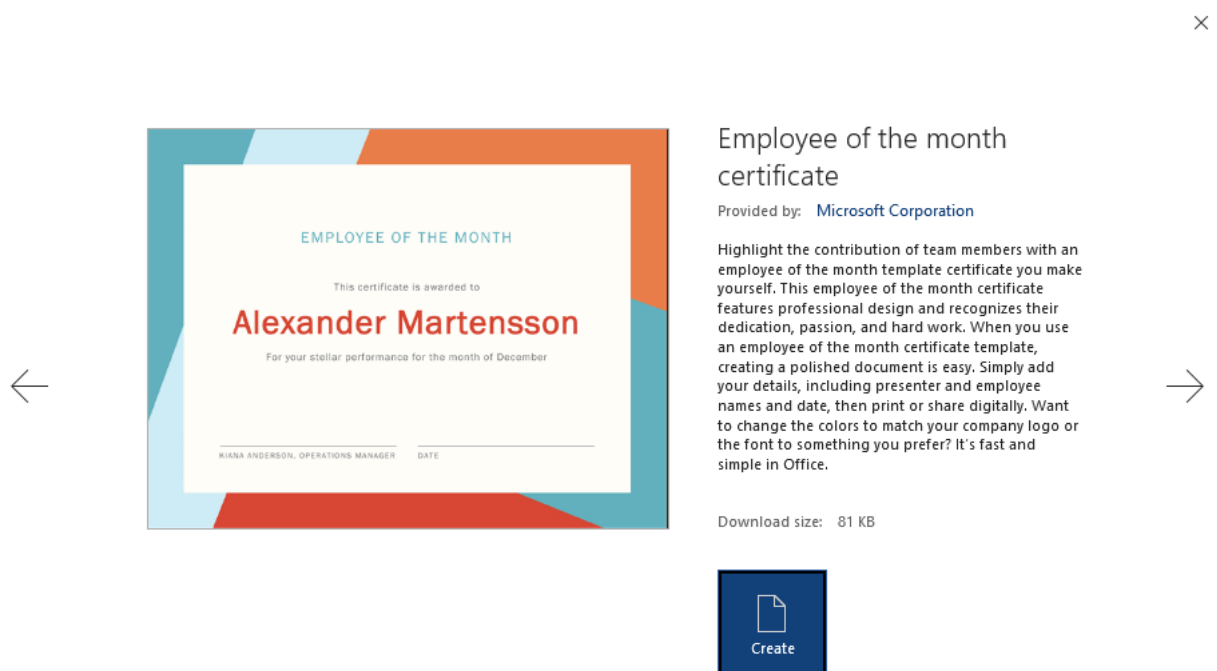
How to Make a Certificate Using Templates in Microsoft Word

With Microsoft Word's selection of templates, you can easily save time and energy when creating a certificate. From simple certificates of participation to honor roll recognition certificates, you are bound to find one that you can use. Use any editable template to your advantage and follow the easy steps below:

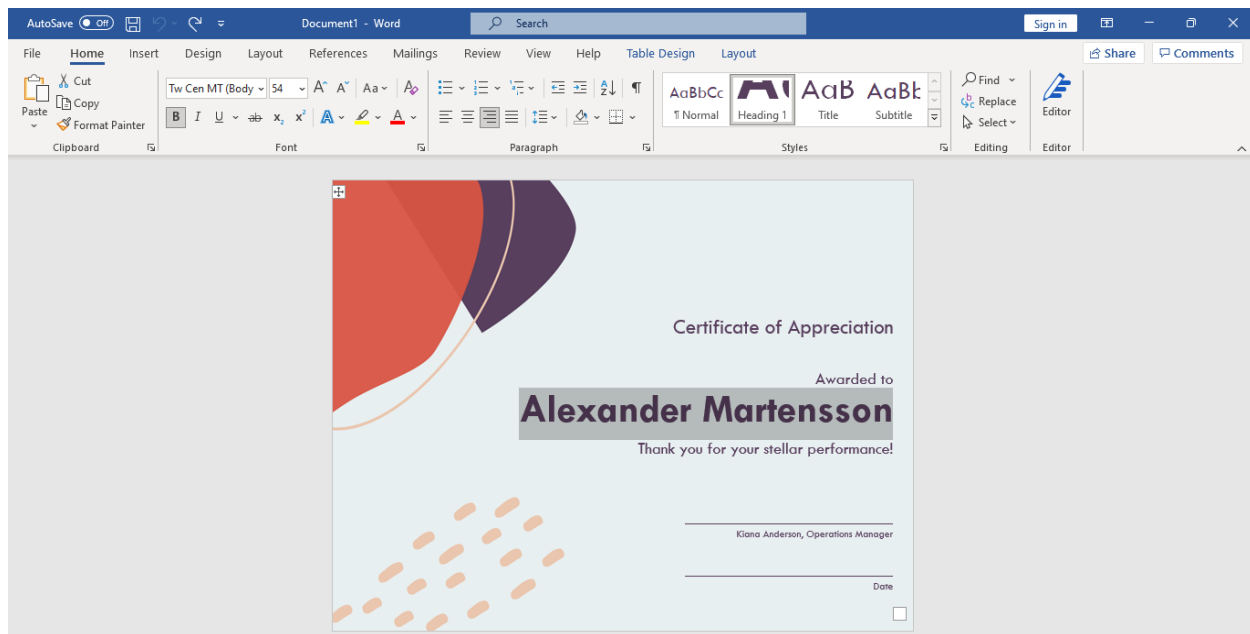
1. Open Microsoft Word and select **New**. In the search bar, type in 'certificate'. This will display all the available pre designed templates.



2. Choose a template that suits your needs and click the **Create** icon. The sample template below is an 'Employee of the Month' certificate with a playful, modern border.



3. Once you have chosen a template, edit it according to your needs. To edit the text, simply highlight the words and change it. Adjust the font style, size, and text color according to your preference.



4. An official certificate needs to be validated or recognized by an authority. So do not forget to leave adequate space or provide a couple of lines for the signatories to affix their signature and date.

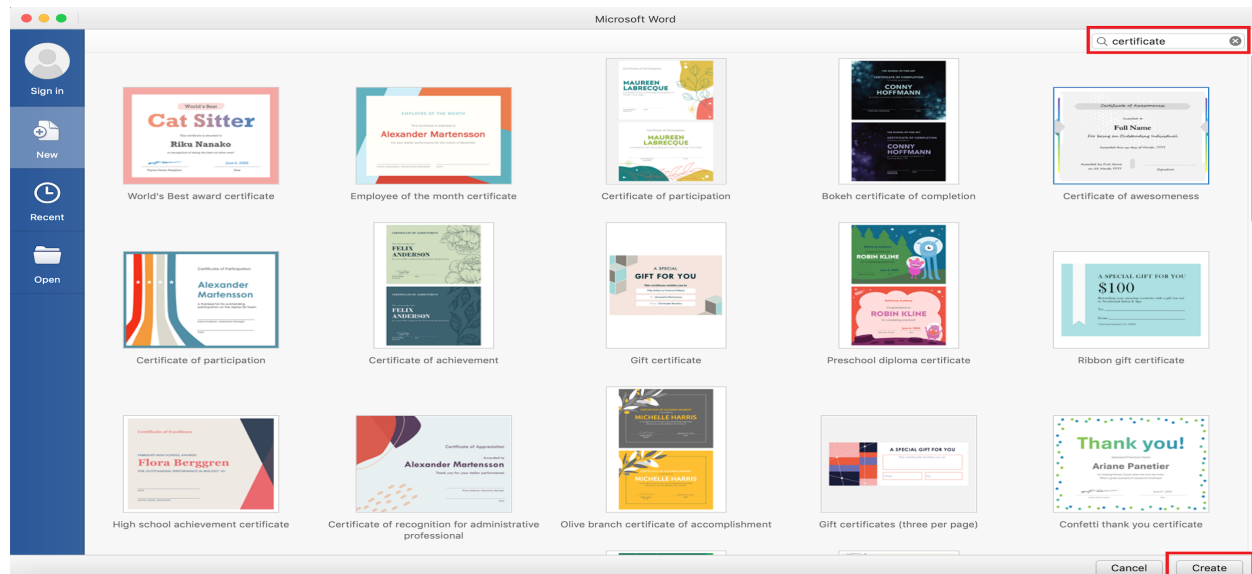
5. Once you have finished editing, save your file. You can print out the certificate or send an e-certificate to the recipient or participant.

Note: If the existing templates do not seem to match your needs or expectations, explore more options on [Template.net](https://www.template.net) and find dozens more [certificate templates](https://www.template.net) available in Word format.

How to Create a Certificate for Mac Using Microsoft Word

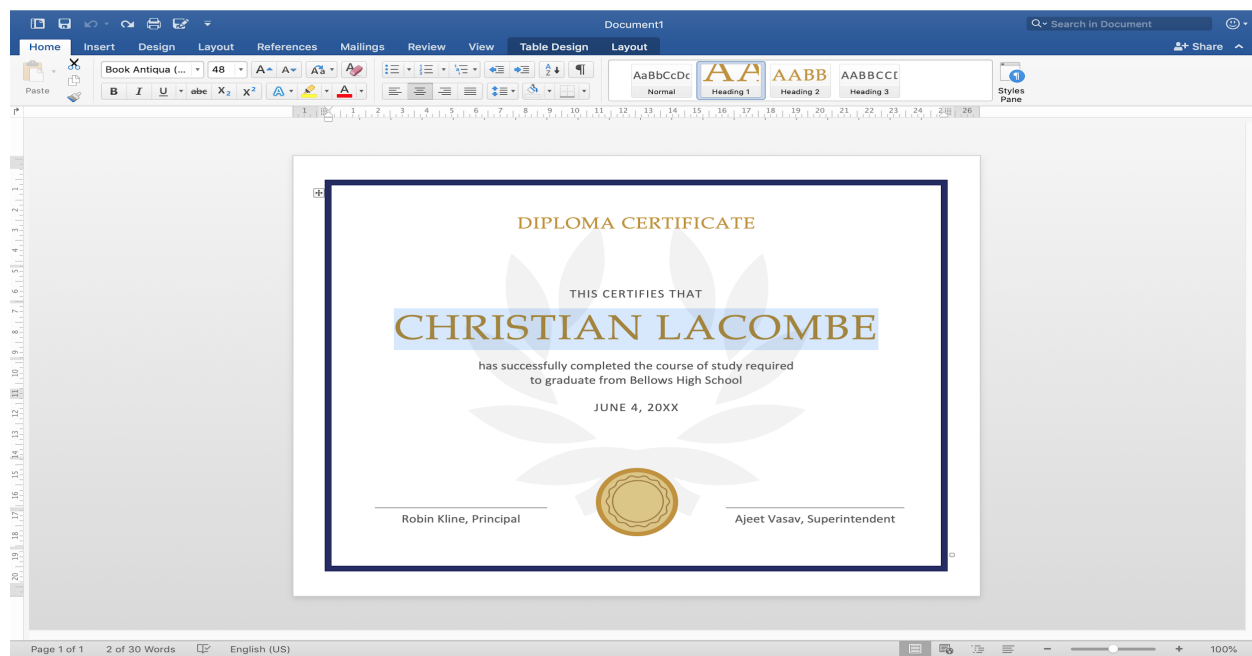
For Mac users, there are ready-to-use templates that you can use to customize your own certificate as well. You can choose from several editable and printable designs. You'll find that customizing your own certificate is simple and easy if you follow the basic instructions below.

1. Open the Microsoft Word application and click the **New** icon. In the search bar on the upper right, type in 'certificate'. Browse the available templates, choose one and click **Create**.



Note: You can also use **Shift+Command+P** as an alternative.

2. To change the name on the certificate, simply highlight the words and edit it. You can modify the font style, color and size of the text, whatever works for you.



3. The format of the template is already set, so there is no need to adjust the margins and spacing, unless you want to make minor changes.

4. You can opt to remove the generic seal (see image in Step 2), and insert your own official seal or logo.

5. When you are satisfied with your design, save the file to your computer or external drive. Print it out or share it as an e-certificate. If you choose to do the latter, make sure to convert the Word file to PDF or an image file before sharing it to the recipient.