

# Unit 9

## Using Templates

### 9.1 **FBLA Certificate**

*Creating an Award Certificate*

- Using a Certificate Template

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### 9.2 **Yearbook Newsletter**

*Creating a Newsletter*

- Using a Newsletter Template



### **Unit 9 Assessments**

Performance and Written Assessments are located on the Instructor's Resource CD.

Unit 9: Using Templates

## FBLA Certificate

*Creating an Award Certificate*

### New Skills

- Using a Certificate Template

### Lesson Overview

Each year, at the end of the year awards assembly, the Future Business Leaders of America teacher presents a certificate to the student who has achieved the highest score in class that year. Because you were the recipient last year, the teacher asks if you will create the award for this year's winner.

*In this lesson, you will use a Word template to create an award certificate for this year's FBLA winner.*

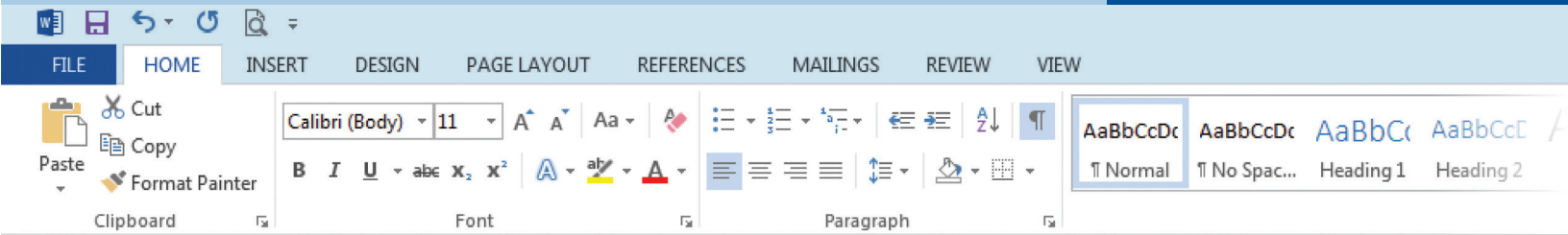
### Tools & Terms You'll Use

**Templates:**

Use this feature to find documents where the formatting is already complete and you can personalize the text fields.

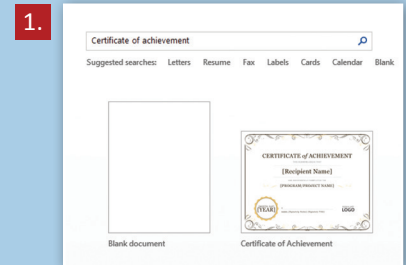


Suggested searches: Letters Resume Fax Labels Cards Calendar Blank



## Instructions

1. From the Word Start Screen, search for a [Certificate of Achievement] in the **templates** section.
2. Select the **Certificate of Achievement** and click on the **Create** icon (as shown below).



3. Save the file as **9.1 FBLA Certificate** in your **My Word Projects** folder.
4. Your document should look like **9.1 Source Doc. A**.
5. Make the following text and formatting changes:
  - a. Key the text [Aggie B. Hicks] in the Recipient Name section
  - b. Key the text [FUTURE BUSINESS LEADERS OF AMERICA CURRICULUM] in the PROGRAM/PROJECT NAME section
  - c. Key the text [March 26, 20XX] in the MONTH, DAY, YEAR section
  - d. Key the text [Mr. Paul Goulet] in the Signatory Name section
  - e. Key the text [FBLA Advisor] in the Signatory Title section
  - f. Insert a picture of your high school mascot in the replace with LOGO section
6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to **9.1 Source Doc. B**.
8. Print a copy if required.

9.1 Source Doc. A

# CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

\_\_\_\_\_  
[Recipient Name]

HAS SUCCESSFULLY COMPLETED THE

\_\_\_\_\_  
[PROGRAM/PROJECT NAME]



replace with  
**LOGO**

x \_\_\_\_\_  
SIGNED, [Signatory Name], [Signatory Title]

9.1 Source Doc. B

# CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

\_\_\_\_\_  
**Aggie B. Hicks**  
\_\_\_\_\_

HAS SUCCESSFULLY COMPLETED THE

\_\_\_\_\_  
**FUTURE BUSINESS LEADERS  
OF AMERICA CURRICULUM**  
\_\_\_\_\_



x

SIGNED, *Mr. Paul Goulet*, FBLA Advisor

## Unit 9: Using Templates

# Yearbook Newsletter

## Creating a Newsletter

### New Skills

- Using a Newsletter Template

## Lesson Overview

Yearbook sales are down this year! The yearbook class brainstorms ideas for how to increase sales, and you decide to create a yearbook newsletter to send to every student in the school. Creating the newsletter will be easy because you know that Word has templates for just this type of document. Your task is to create an eye-catching newsletter to promote this year's edition of the yearbook.

*In this lesson, you will find a Word template to use to create a yearbook newsletter to send to the entire student body.*

## Tools & Terms You'll Use

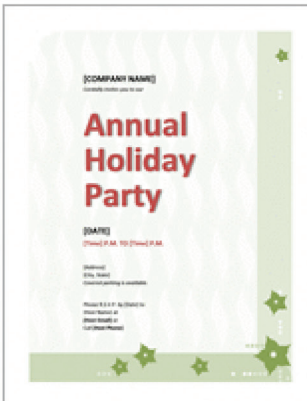
### Templates:

Use this feature to find documents where the formatting is already complete and you can personalize the text fields.

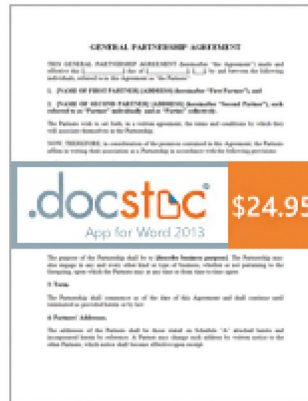
Search for online templates



Suggested searches: Letters Resume Fax Labels Cards Calendar Blank



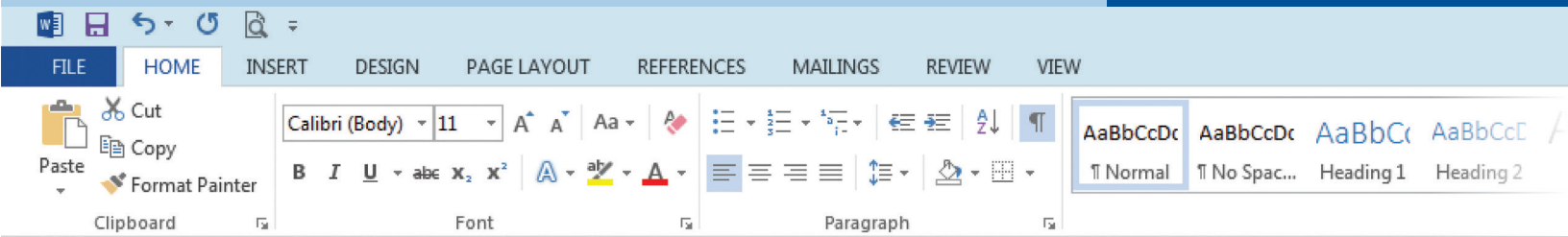
Holiday party invitation



Partnership agreement



Newsletter



## Instructions

1. Carefully review *9.2 Source Doc.* in its entirety prior to beginning this lesson.
2. From the Word Start Screen, search for a [Newsletter] in the **templates** section.
- 3.** Select the **YOUR COMPANY NEWSLETTER** template.
4. Save the file as *9.2 Yearbook Newsletter* in your **My Word Projects** folder.
5. Using *9.2 Source Doc. Page 1 and Page 2*, key the text as shown.
6. Center align the image captions (*Buy Yours Now!* and *Order by January 31*) and increase the font size to 16.
7. Proofread your document for accuracy and format, then resave the file.
8. Print preview. Your document should look similar to *9.2 Source Doc. Page 1 and Page 2*.
9. Print a copy if required.

**3.**



# JHS YEARBOOK... YOU CAN READ US LIKE A BOOK

Volume 1 / Issue 1

## JHS YEARBOOKS ON SALE NOW

Don't miss the opportunity to buy your yearbook now. You are only a senior in high school once and there are many special once-in-a-lifetime events that are captured in your high school yearbook.

See any member of the yearbook staff for an order form or visit the yearbook link on the school Web site. Order early and get \$10 off!



*Buy Yours Now!*

## ORDERING IS A CLICK AWAY

It couldn't be any easier to order! You can get a yearbook order form in the main office or from any yearbook staff member. Seniors, an order form will be included in your senior information packet.

The easiest way to order your yearbook is online. Just click on the yearbook link located on the school Web site home page and follow the steps. Online orders must be paid with credit card only. Paper orders must be paid by check. NO cash will be accepted for yearbook orders.

### Frequently Asked Questions:

**Q: Can I personalize my yearbook?**

A: Absolutely! Just follow the instructions on the paper or online order form. The total cost is easy to calculate.

**Q: When is the last day to order my yearbook?**

A: January 31, 20XX. NO exceptions. But if you order early by December 31, 20XX, you will get \$10 off.

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*“What lies behind us, and what lies before us are small matters compared to what lies within us.” – Ralph Waldo Emerson*

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## GET THE PICTURE

**SENIORS:** You must select your senior yearbook picture by November 5, or we will select one for you.

**UNDERCLASSMEN:** If you missed picture day, re-takes are October 26.

**CALLING ALL CANDIDS:** The yearbook staff is busy attending events and snapping pictures to document the school year. If you have pictures you think would be great for the yearbook, submit them in jpeg format to [alopez@students.jhs.ri.us](mailto:alopez@students.jhs.ri.us) for review. Include the date the picture was taken and the school event or theme that the picture represents.





*Order by January 31*

### Contact Us

**Jackson High School**  
125 Main Street  
Providence, RI 02903  
401-555-1212  
yearbook@jhs.ri.us  
www.jhs.ri.us

### YEARBOOK PRICING

Hard cover yearbook: \$75.00 (\$65.00 if received by 12/31)

Soft cover yearbook: \$60.00

Personalization: \$5.00 for name (additional options available)

Additional autograph pages: \$5.00

Clear plastic cover: \$7.00

### NOT JUST FOR SENIORS

The yearbook is more than just senior photos. It is the story of the school year, featuring the graduating class. The underclassmen are part of the story as well. How nice to have the book for each of your four years in high school.

Follow the story through the sections of the yearbook:

Seniors, Superlatives, Underclassmen, Faculty and Staff, Student Life, Clubs and Organizations, Awards, Candida, Sports, Baby Pictures, Inspirational Quotes, and so much more!

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### JACKSON HIGH SCHOOL

125 Main Street  
Providence, RI 02903

### Allie Barton

100 First Avenue  
North Kingstown, RI 02852





LEARN  
-BY-  
DOING

Microsoft

# Word 2013

Hands-on Lessons and Assessments

This textbook uses school and workplace themed lessons to introduce students to the powerful tools and features of **Microsoft Word 2013**. Each new set of Word 2013 skills are clearly explained using a step-by-step, illustrated format that makes learning come to life for the student.

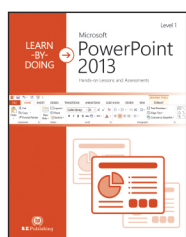
**Learn-by-Doing: Microsoft Word 2013 (Level 1)** is designed to be used by students enrolled in a computer applications course that includes word processing in its curriculum. The lessons in this book build upon one another. Skills and features are presented in an order ranging from basic to intermediate.

## Features

- Aligned to Common Core Standards
- Designed and formatted for today's interactive, visual learner
- Teaches students basic to intermediate Microsoft Word 2013 skills
- Lesson content is customized with school and workplace themes
- Includes 35+ easy-to-follow lessons
- Includes a comprehensive Curriculum Guide for mapping skills
- Written and Performance Unit Assessments included on the Instructor's Resource CD

## Learn-by-Doing: Microsoft Office 2013 Series

Other titles included in the series:



PowerPoint 2013



Excel 2013



Access 2013

As the name implies, the **Learn-by-Doing Series** gets students learning Microsoft Office 2013 by using its applications to do what is needed to communicate and share information in the real-world of work and life.

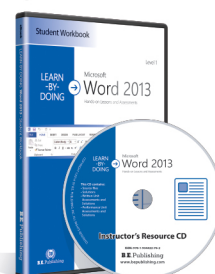
Each title in the series is segmented into graphical, hands-on lessons that instantly engage today's interactive, visual learner.

## Available Resources

**Student Textbook eBook Edition (PDF format)**

**Instructor's Resource CD (Required)**

- Lesson Source and Solution Files
- Unit Performance Assessments and Solution Files
- Unit Written Assessments and Solutions

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www.bepublishing.com

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