

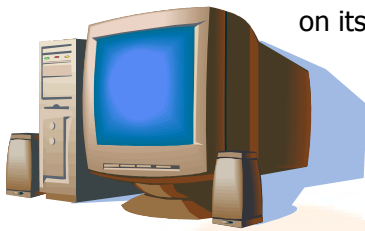
Proven ICT Skills Award

Module 1 – Word

Your first task is to **design a certificate** with the following ingredients:

- Bullet points – more than one type on the page
- ✚ **Different fonts** in different colours
- ✓ Include a picture of your choice from clip art

Ⓜ The text must flow around the picture (rather than the picture simply be on its own)



☀ Include some Word Art

☞ The page must be in landscape format

Some nice extras (but not essential)

- A page border
- A table with different contents
- A hyperlink to your favourite website

When you have finished this task, save your certificate and email it to us (you can get help for that bit) at Skills@ProvenICT.com