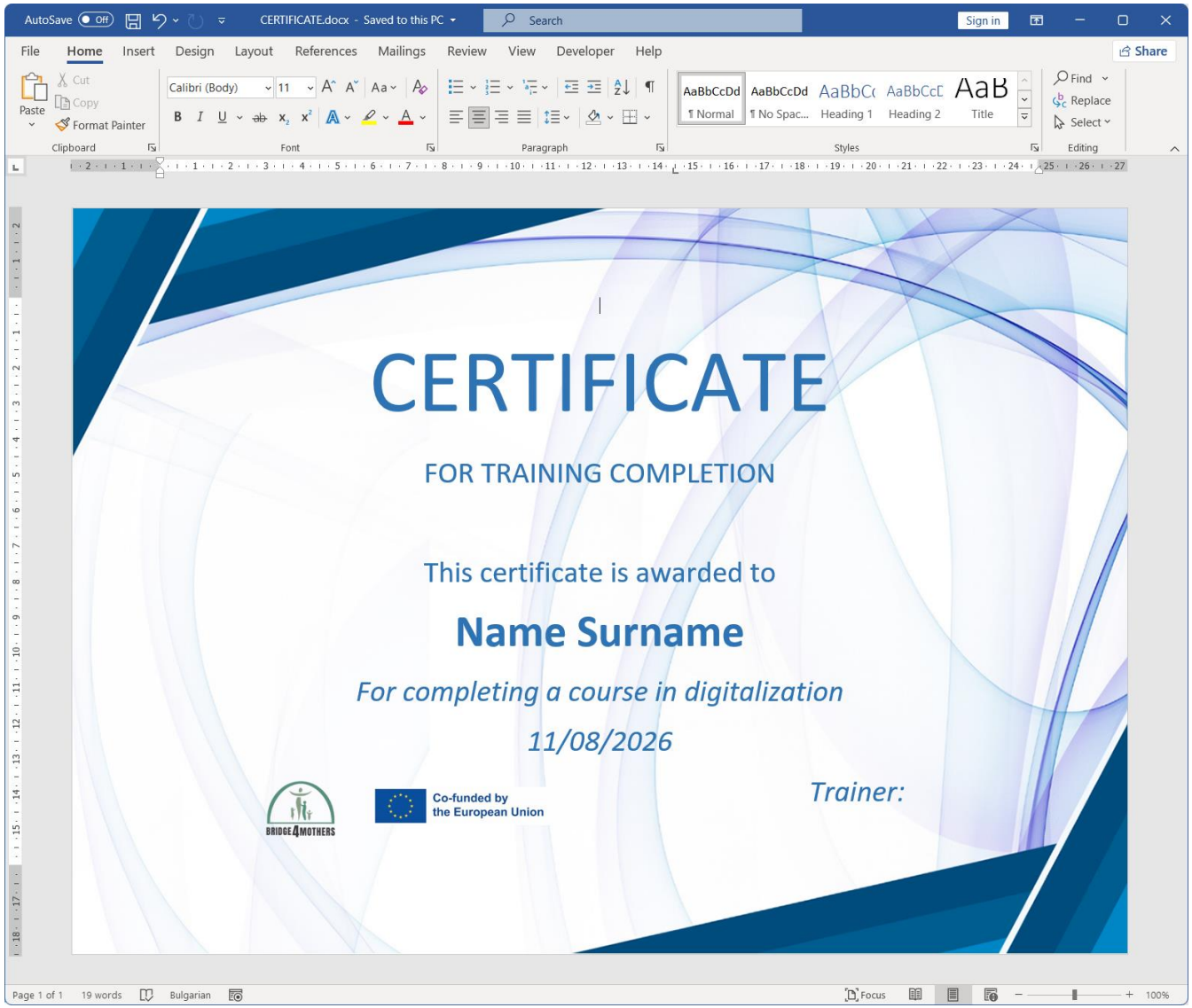
Creating a training certificate on Ms Word

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CREATING A TRAINING CERTIFICATE ON MICROSOFT WORD

In this tutorial, I will show how to create a professional-looking training completion certificate using Microsoft Word. The certificate can be used to recognise a participant who has successfully completed a course, training programme, or other educational activity.

The final design uses a landscape page, a decorative background, a large certificate title, participant information, the course description, date, logos, and a trainer section.

1. OPEN MICROSOFT WORD AND CREATE A NEW DOCUMENT

I started by opening **Microsoft Word** and creating a new blank document.

Since a certificate is usually wider than a standard portrait document, I changed the page orientation to **Landscape**.

To do this:

1. Open the **Layout** tab.
2. Select **Orientation**.
3. Choose **Landscape**.
4. Adjust the margins if necessary to provide enough space for the certificate design.

The landscape format gives the certificate a wider and more formal appearance.

2. ADD THE MAIN CERTIFICATE TITLE AND OTHER TEXT

Start by adding the main heading: **CERTIFICATE**

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I placed the title near the upper-middle part of the page and used a large font size in capital letters to make it the main visual element (**Calibri (Body) size 72**).

The title was formatted in blue to match the colours of the background. I also used a clean, simple font so that the certificate remained professional and easy to read.

Below the main title, I added:

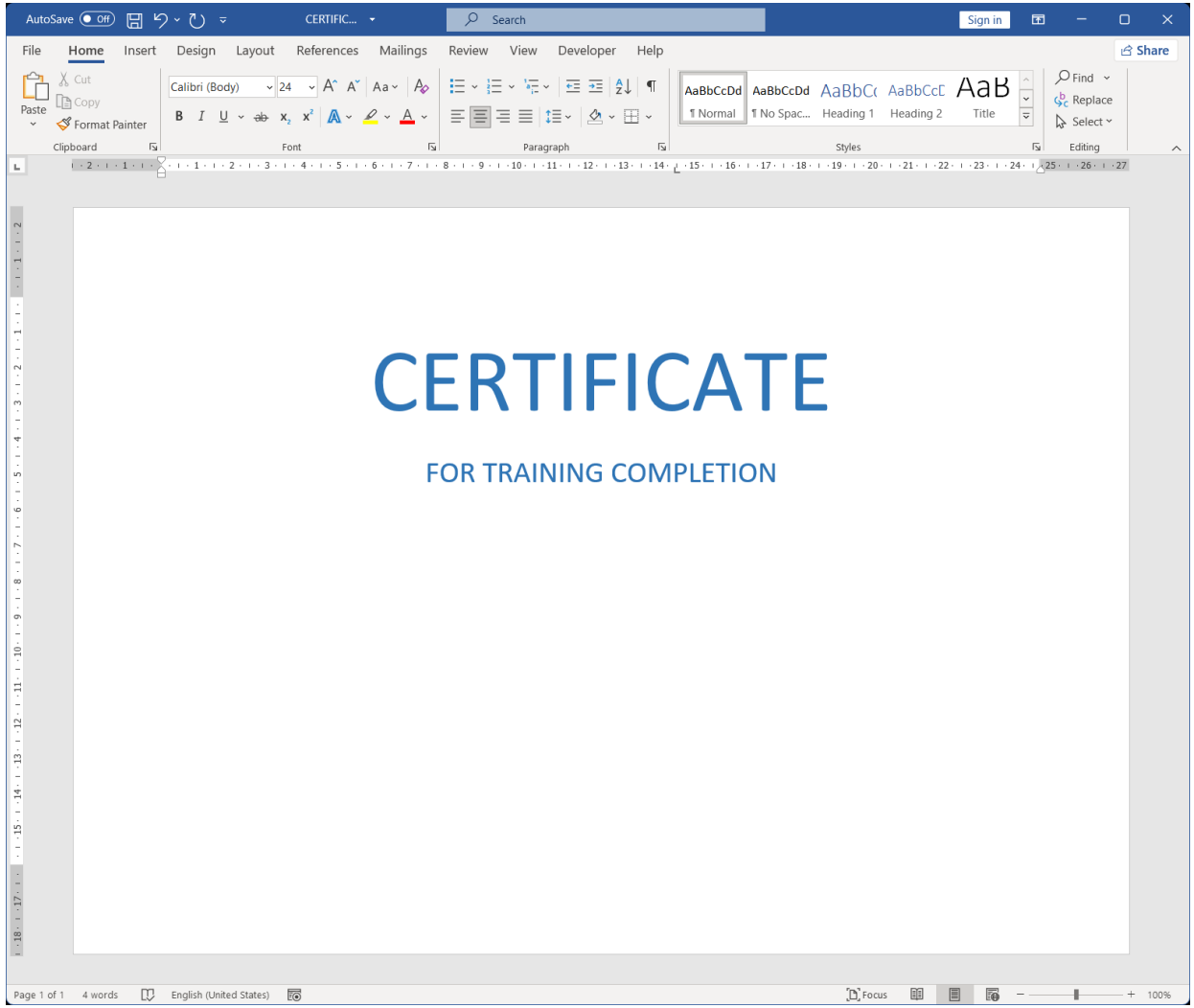
FOR TRAINING COMPLETION

This smaller heading (size 24) explains the purpose of the certificate. To center the text click the center button.

I then added the rest of the text. Name Surname is BOLD in size 36, so that it is standing out.

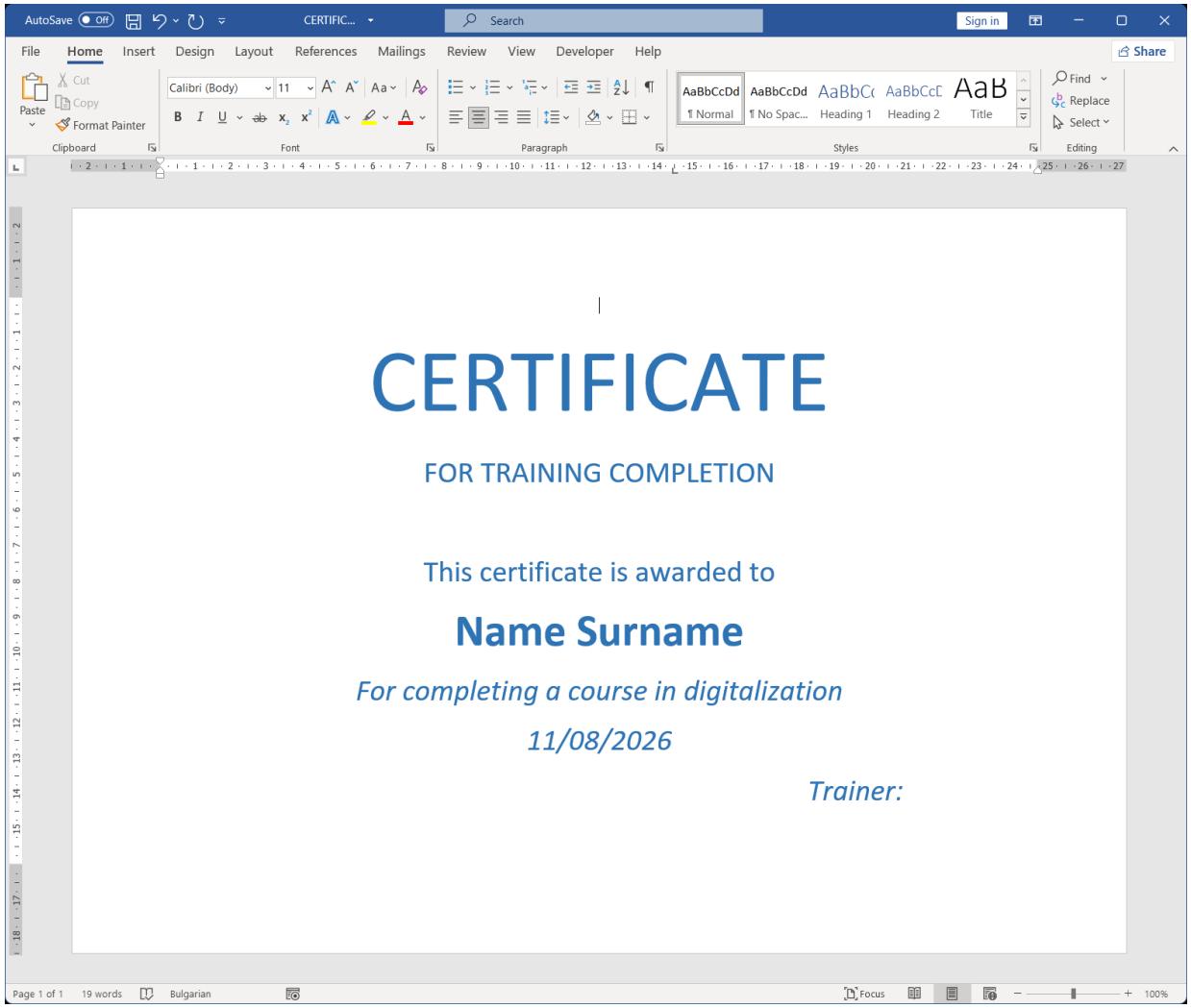
Trainer is aligned to the right with space after it for the signature.

The same blue colour was used throughout these elements to maintain a consistent design.



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CERTIFICATE

FOR TRAINING COMPLETION

This certificate is awarded to

Name Surname

For completing a course in digitalization

11/08/2026

Trainer:

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3. ADD LOGOS

I then inserted the relevant organisational logos at the bottom of the certificate.

In the example, I included the **Bridge4Mothers** logo and the **Co-funded by the European Union** logo.

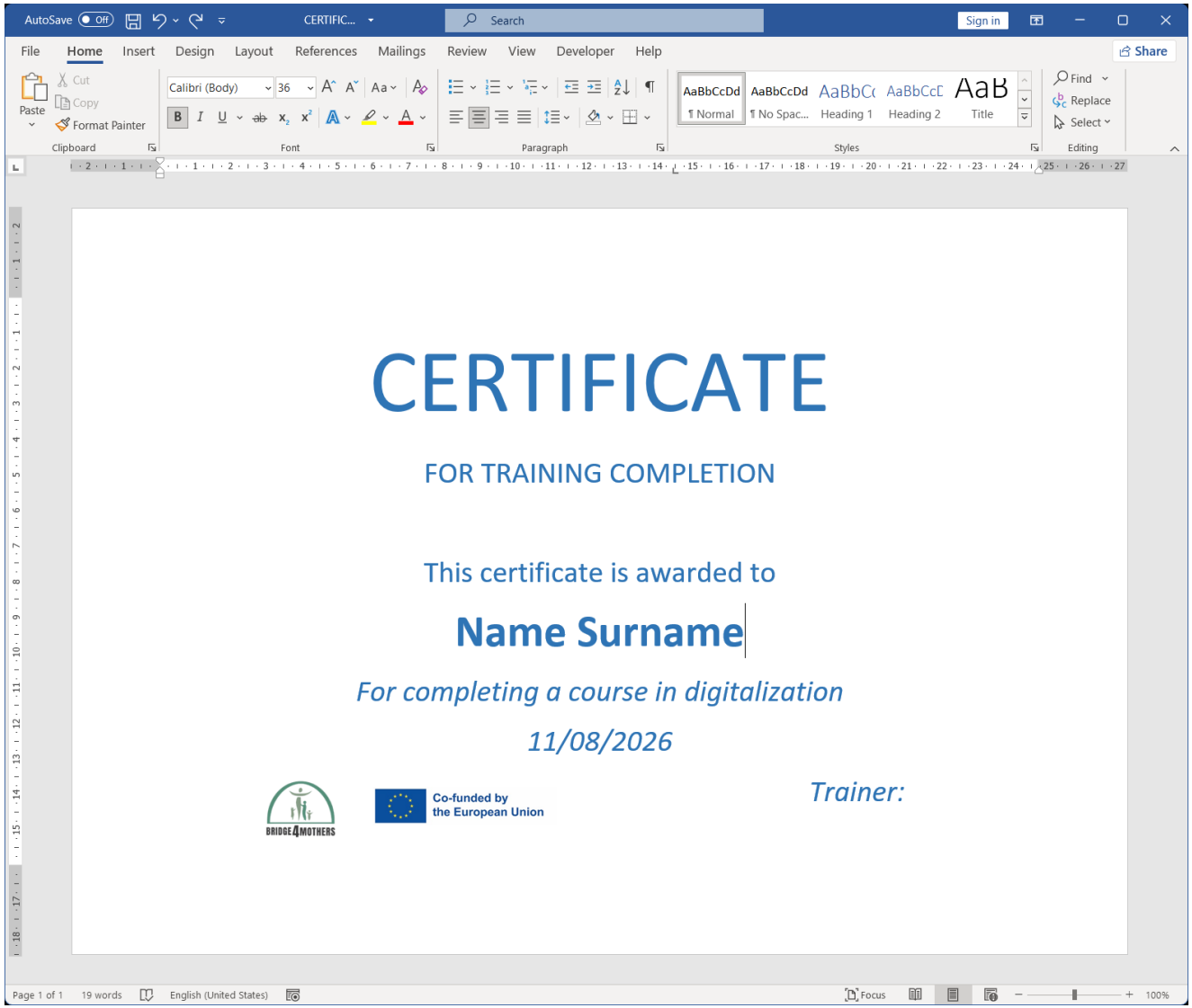
To add a logo:

1. Select **Insert → Pictures**.
2. Choose the logo file.
3. Resize it while keeping its proportions.
4. Position it in the appropriate area of the certificate by double-clicking on each image to open the **Picture Format** area and ***select Wrap text – Behind text***, so that you can move it freely on the page.

I placed the logos towards the bottom-left portion of the page. Keeping them together creates a clear area for organisational or funding information without distracting from the main certificate content.

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CERTIFICATE

FOR TRAINING COMPLETION

This certificate is awarded to

Name Surname

For completing a course in digitalization

11/08/2026

Trainer:

Cradle IMPACT GRID Bulgarian Digital Cluster NEXUS EDUCATION

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4. CHOOSE A CERTIFICATE BACKGROUND

The next step was to create the visual background for the certificate.

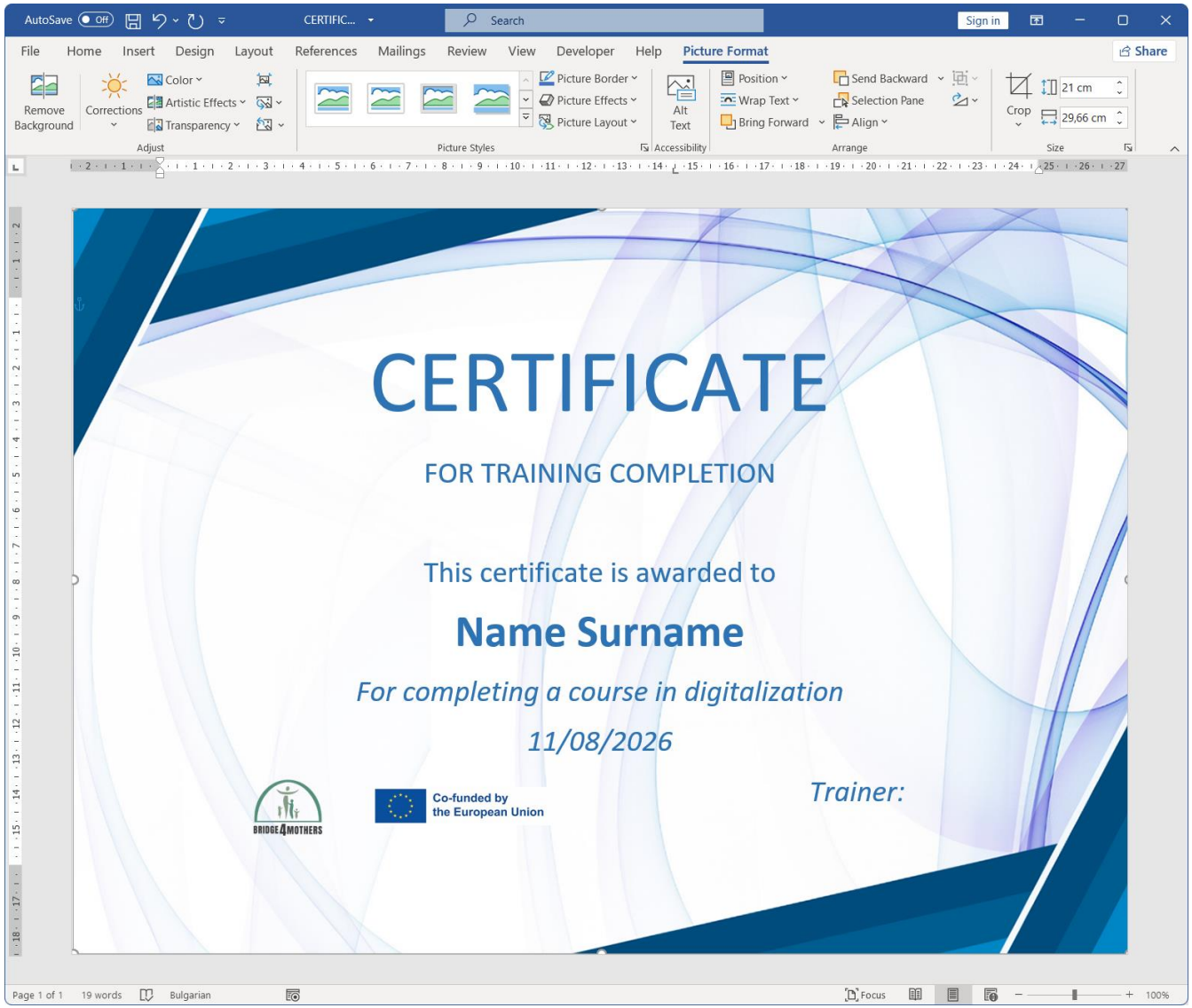
For this example, I used a decorative blue-and-white certificate background with abstract curved shapes. The design creates a professional appearance while leaving enough white space in the centre for the certificate information.

The background can be added as an image:

1. Go to **Insert → Pictures**.
2. Select the background image from the computer.
3. Insert it into the document.
4. Double-click on the image to open the **Picture Format** area and *select Wrap text – Behind text*
5. Resize it so that it covers the entire page.

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5. CHECK THE FINAL CERTIFICATE

Before completing the certificate, I reviewed the whole page to make sure that all elements were correctly positioned.

I checked the spelling, date, recipient's name, course description, logos, and trainer information. I also made sure that nothing was too close to the edge of the page and that the background covered the entire document.

The final result is a one-page landscape certificate with a professional design and a clear information hierarchy.

The completed certificate contains the following main elements:

Decorative background → Certificate title → Training completion heading → Recipient's name → Course description → Completion date → Organisational logos → Trainer information

This demonstrates how Microsoft Word can be used not only for traditional documents but also for creating visually designed materials such as certificates. By combining a suitable background image, text boxes, images, formatting, and alignment tools, it is possible to create a professional certificate without using specialised graphic-design software.

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