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Select a template, and then choose Create. The certificate opens as a new document. To add a custom border, select the Design tab, and in the Page Background group, select Page Borders. In the Borders and Shading dialog box, select the Page Border tab. In the Settings section, select Custom and select a border. Select OK to apply the template border you selected. Select a different theme to change the certificate colors. Go to the Design tab and select Colors in the Document Formatting group. To preview the document, rest on a theme, and then select the color theme you want to use. Save the changes. The certificate is fully replaceable. To say what you want, make the text, then change the font, color, and spacing of the text. In a Word document, double-click the sample text to select it. Select the Home tab. In the Font group, select a font and font size. If prompted, select Bold, Italic, or Underlined. Select the Font Color pop-up arrow and select a color to apply to the text. Type the custom text you want to use. Repeat the process with each part of the text in the certificate and save the file. You do not need to use a template to create a certificate. By default, Microsoft opens to a vertically routed page, but most certificates are made in landscape orientation, so you make this change to get started. To get a certificate from scratch: Open a new Word document. Select the Layout tab. In the Page Setup group, select Orientation, and then choose Landscape. Select the Design tab. Select Page Borders. On the Page Border tab, select a style or picture, assign size and color, and then select the Box icon. Select OK to see the result. To set margins, select Options, and then enter new values. Add text boxes to the document and see the appearance of font styles, sizes, and colors like customize it. Save the changes to the custom template. Learn how to use certificate templates and produce professional-looking reward certificates in almost no time. Microsoft Microsoft comes with a selection of certificate templates to make the process easier. The instructions in this article apply to Word for Microsoft 365, Word 2019, Word 2016, and Word 2013. The easiest way to create a certificate in Word is to use a Word template. There are templates for many situations, and the text can be changed for your custom reward or activity. Here's how to create a certificate in Word. Open Word and choose New. In the search text box, type Certificate to filter for certificate templates. Select a template, and then choose Create. The certificate opens as a new document. To add a custom border, select the Design tab, and in the Page Background group, select Page Borders. In the Borders and Shading dialog box, select the Page Border tab. In the Settings section, select Custom and select a border. Select OK to apply the template border you selected. Select a different theme to change the certificate colors. 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