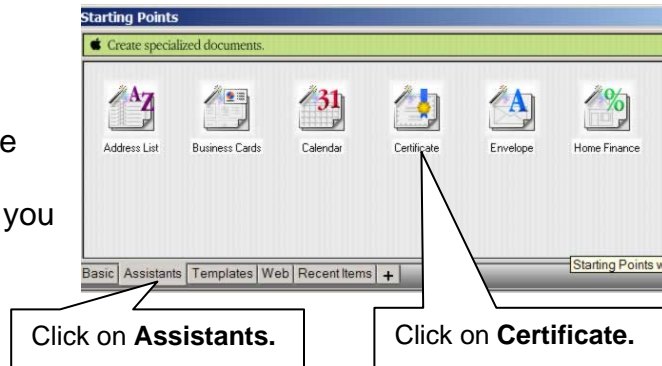


Certificate of Appreciation (4W5)

Task: Create a Certificate of Appreciation to present to a special person (e.g. mom, dad, grandma, grandpa, best friend, aunt, uncle, teacher, cousin).

Step 1: Run **Appleworks**.

Step 2: In the **Starting Points** window, select **Assistants** from the tabs at the bottom. If the **Starting Points** window is not visible when you start the program, select **File >> Show Start Points**.



Step 3: Click on **Certificate**.

Step 4: Follow the instructions that appear on the screen. Click **Next**.

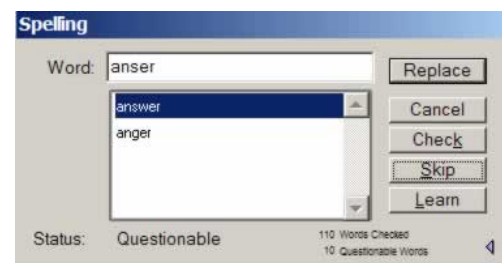
Step 5: Select the type of certificate by clicking on the button in front of "**Appreciation**". Click **Next**.



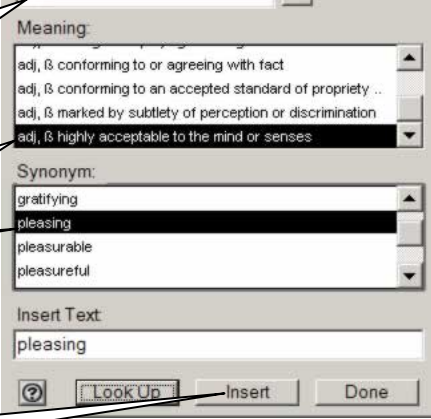
Step 6: Continue to follow the instructions on the screen. If you need to change one of your choices, click the **Back** button. To start over, click **Begin**. When you are finished, click **Create**.

Step 7: Once the certificate has been created, you can personalize your certificate by writing a short paragraph about the person using descriptive language. (e.g. "I am especially grateful for your scrumptious apple pies, and the loving hugs you give me each time I visit you.") To add this text to the certificate, click the Text button in the toolbar at the left, then click in the certificate and begin to type.

Step 8: Check your spelling using the Spell Check function. From the file menu, select **Edit >> Writing Tools >> Check Document Spelling**.



Step 9: You may wish to use the thesaurus to find more descriptive words. Highlight the word you wish to replace. (this is optional) From the file menu, select **Edit >> Writing Tools >> Thesaurus**. The thesaurus dialogue box will open.



The screenshot shows the 'Thesaurus' dialog box. It has a 'Word:' field containing 'nice'. Below it is a 'Meaning:' section with a list of four definitions. The first definition is selected. Below that is a 'Synonym:' section with a list of four words: 'gratifying', 'pleasing', 'pleasurable', and 'pleasureful'. The word 'pleasing' is selected. At the bottom, there is an 'Insert Text:' field containing 'pleasing', and three buttons: '?', 'Look Up', and 'Insert', followed by a 'Done' button.

In this example, the word “nice” was typed in the search box. Then the student clicked on the “Look Up” button at the bottom of the window.

Several different meanings of the word “nice” are listed here. Select one by clicking on it.

Several synonyms for the word “nice” are listed here. Select one by clicking on it.

Click on **Insert** to add the word to your document.

Step 10: Print your certificate to give to your special person.