Creating Colourful Borders in MS Word

in either portrait or landscape view

Before we show "how to", here are few examples….

Christmas Menu

o Sparkling cherry cocktail

o Chicken & bacon terrine

o Seafood platter

o Roast turkey with sage-brown butter gravy
   and currant-pine nut stuffing

o Brussels sprouts with bacon, lemon and
   hazelnuts

o Smashed pavlova cherry trifle

o Fruit mince tarts

Bon Appétit

Merry Christmas to Family & Friends from our Lockdown

With our local area in quarantine due to a Covid 19 outbreak, we are restricted as to leaving our house and cannot have any visitors at all. This unfortunately means our Christmas Lunch this year will not be the usual family one, but a solitary one- just the two of us out on our balcony.

Nevertheless, our thoughts will be with you all as we enjoy a glass or two.

GARAGE SALE

Furniture,

Tools,

Art Works,

Bric-à-brac,

Plus......

Saturday 30th   7am onwards

11 Smith Street

Smithtown

You are invited to -

John Peachey's

100th Birthday Bash

When: Next Sunday

Where: His place

Time: all day (and night)

Oodles of free Booze,

Oodles of Birthday Cake,

Lobsters, Prawns, Oysters, T.Bones,

Rather than use a Microsoft Certificate template, you could make up your own

Outstanding Student Award

Awarded to: _____

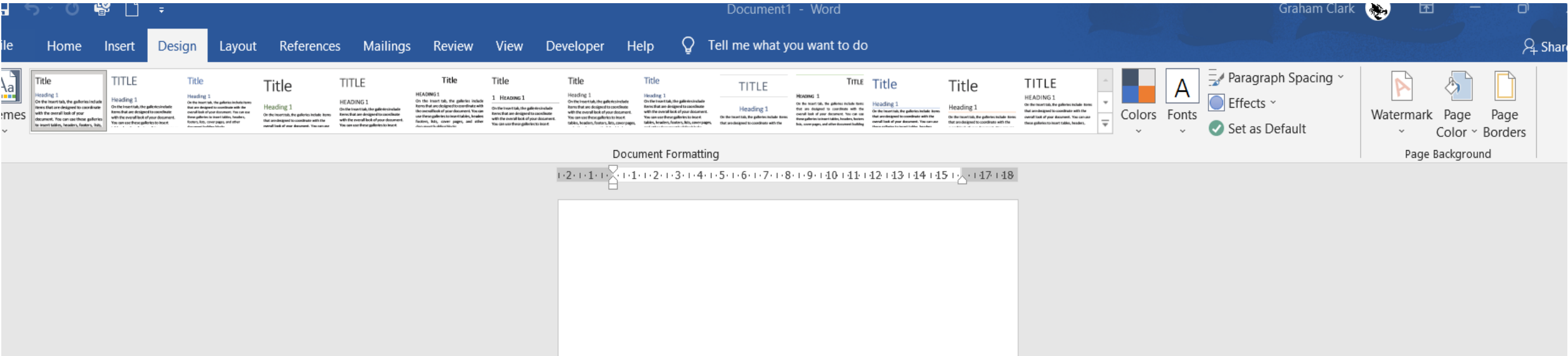For putting up with a cranky, doddery old fart of a Trainer

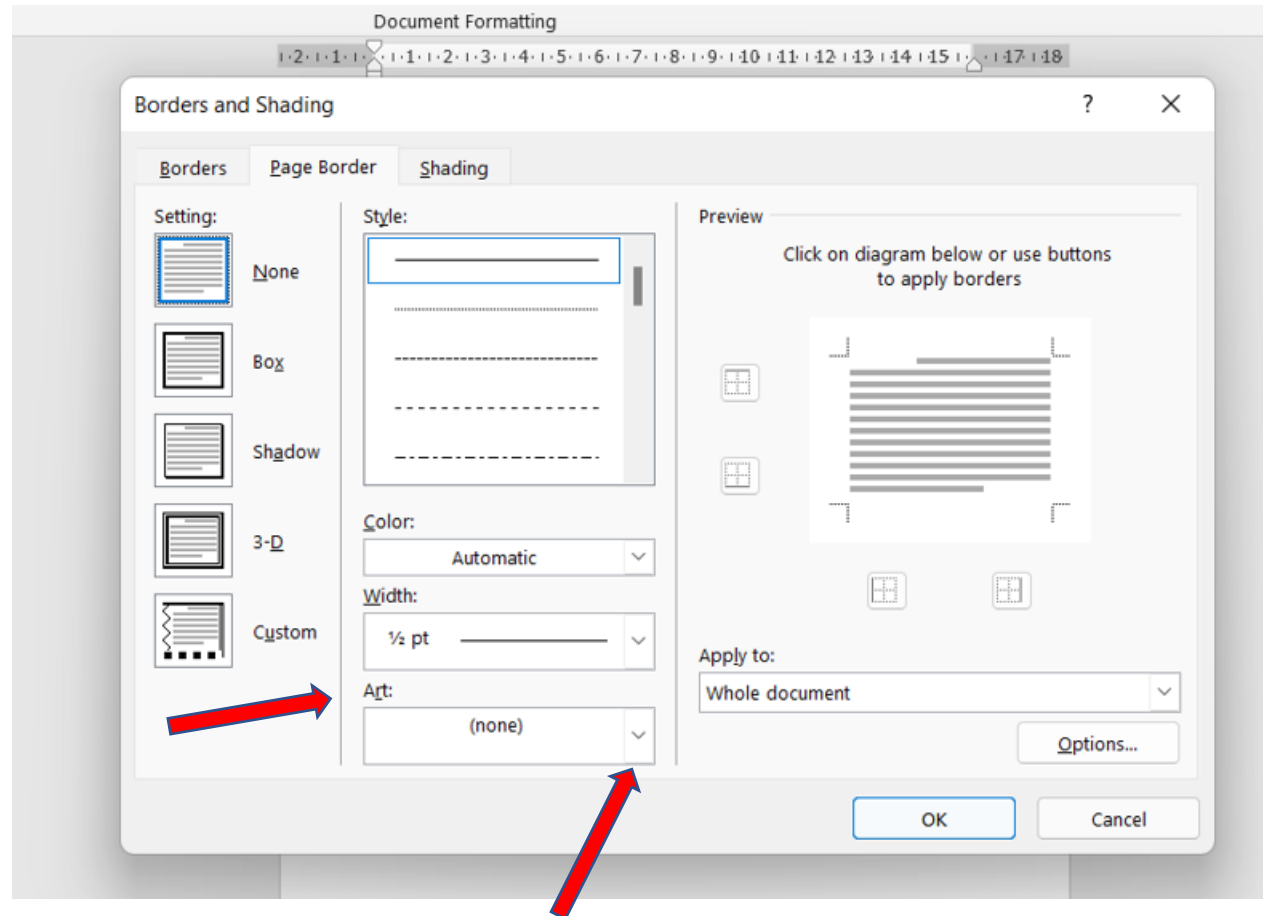Date: 01 / 01 / 2050

Signed: _U.B.Silly_

Open Word.
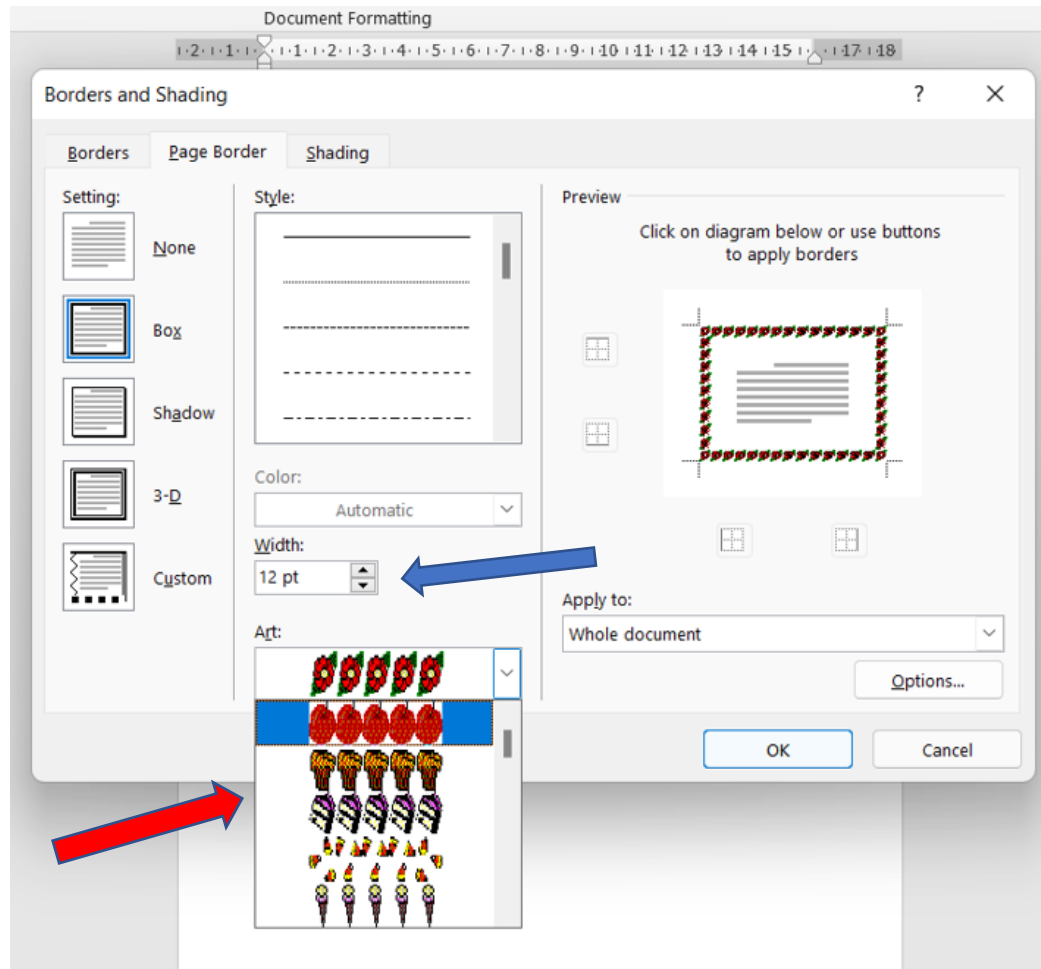
Go to DESIGN

Then to PAGE BORDERS (far right)

This is what you will then see ..
Go to Art and click on the little arrow symbol

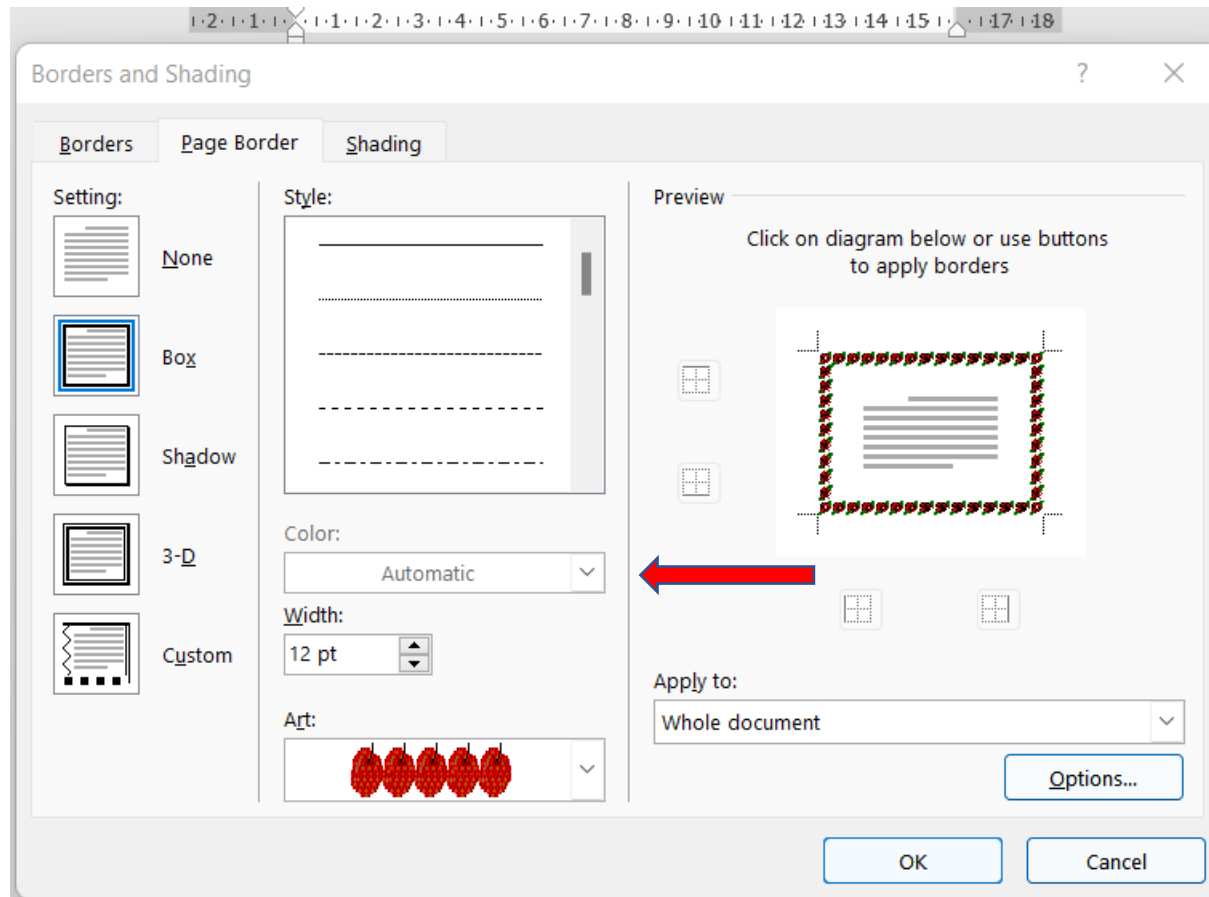# Where it said NONE, you now have dozens of border art to select from.

Select WIDTH to max 31

Width is like font size, and if you have too small a width the border art is often far too small, too narrow to be effective so I usually opt for the largest size of 31.
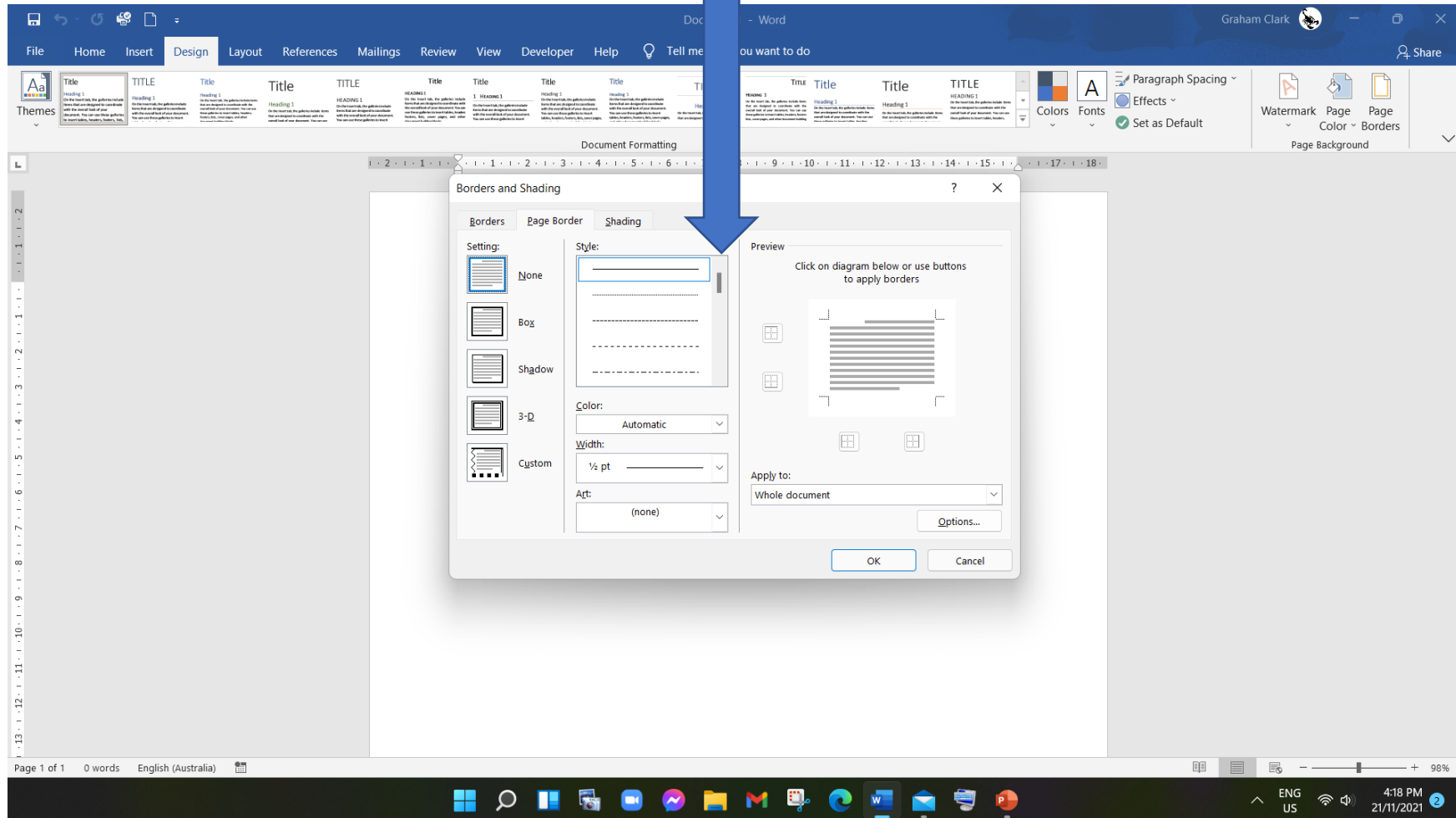
Note: when you scroll down the artwork, you will come to a lot of black & white border art.
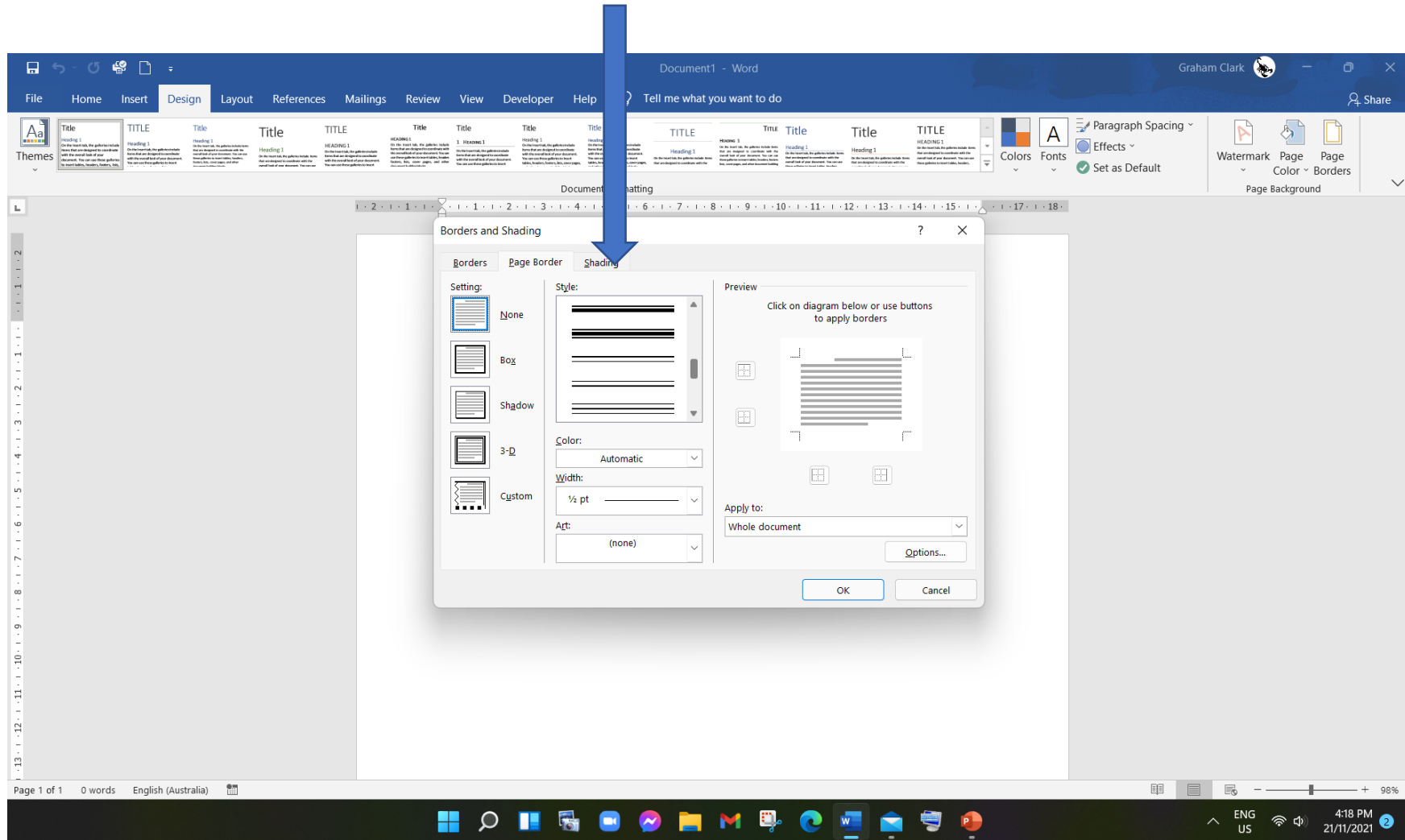If you choose one of those, you can also change from B & W to a colour. *(Coloured border art can not be changed)*
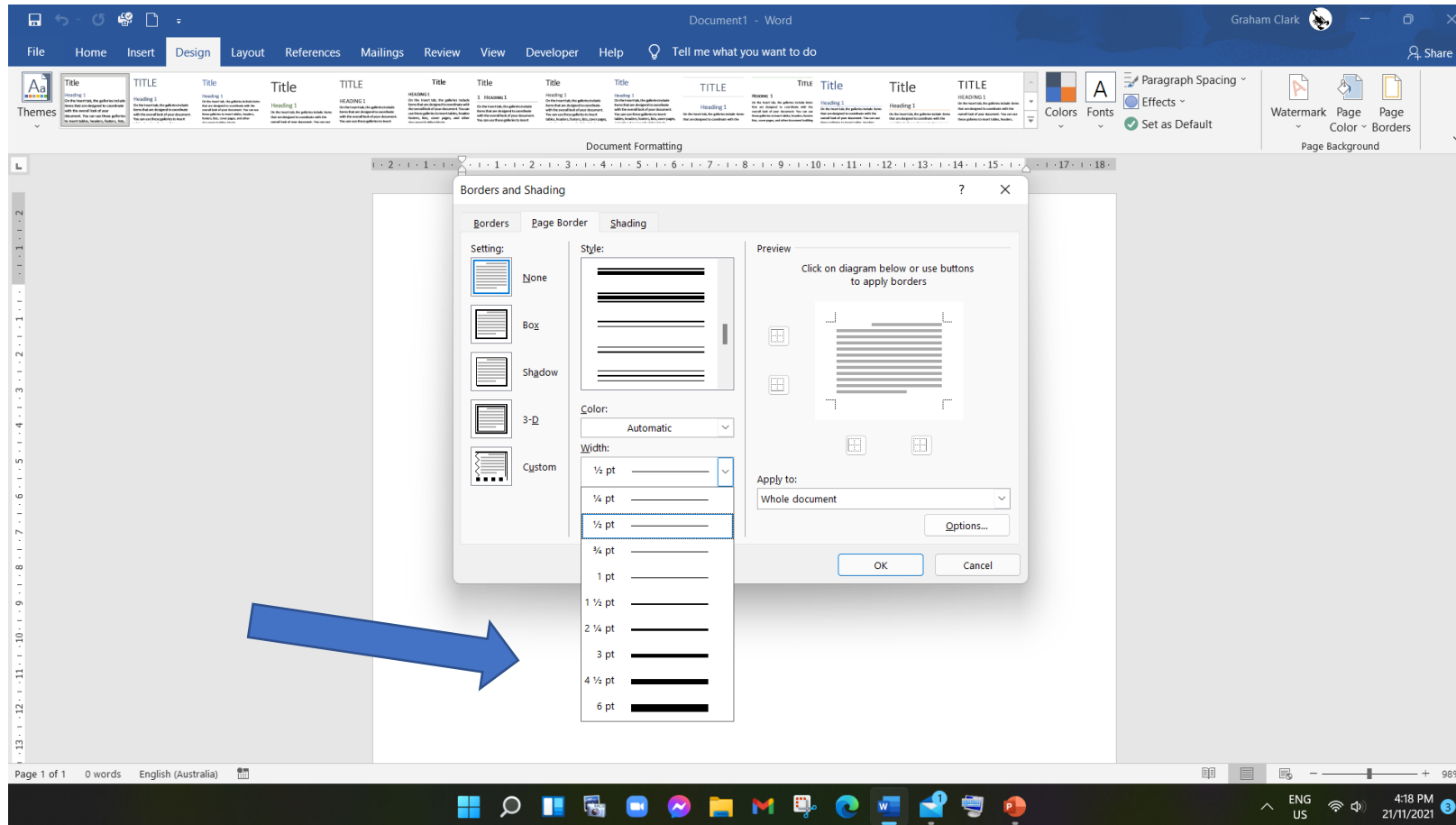
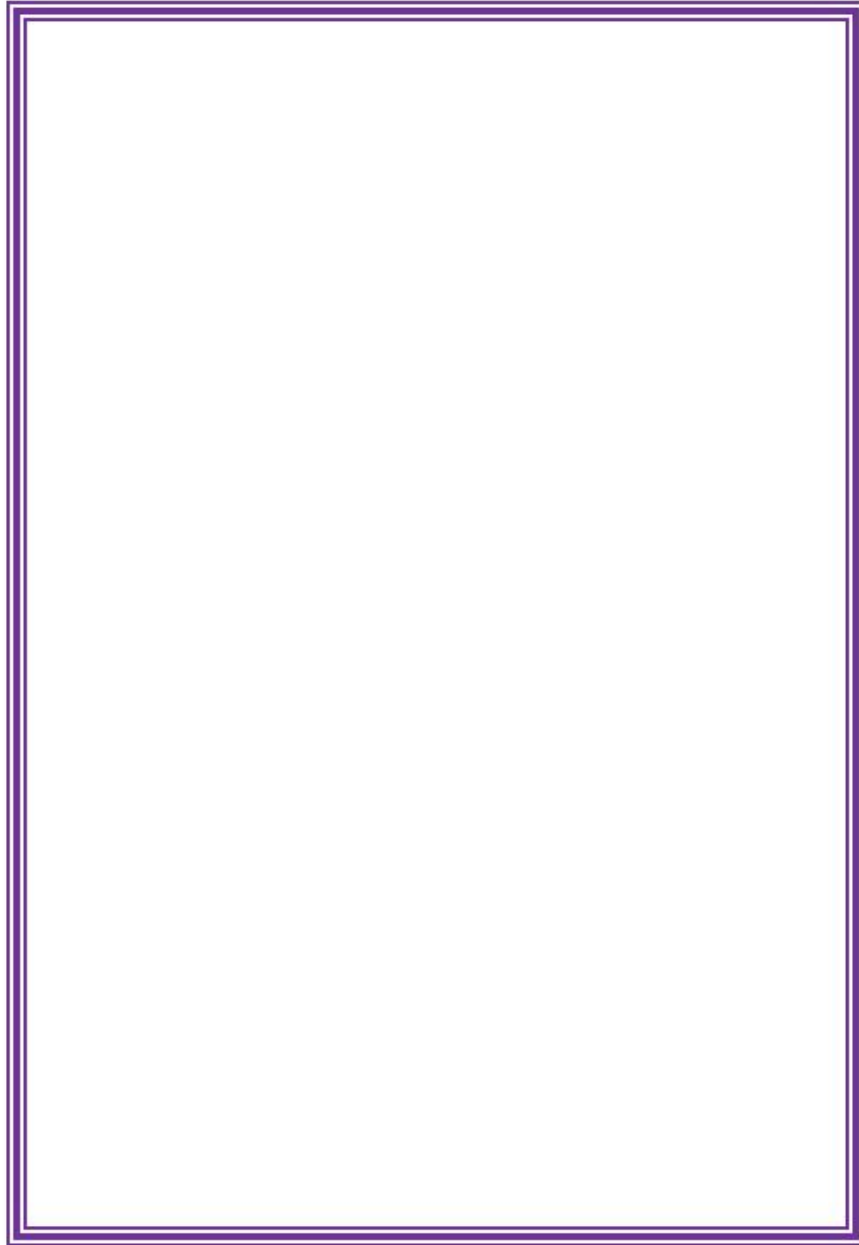# If you want only a simple elegant border, go to the top section

Scroll & select the design you like ... single/double line

Choose the width, then decide on a colour (box above

Simple, yet elegant

We will now switch to Word for an actual demonstration   -   "How to"