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| MICHIGAN MUSIC TEACHERS ASSOCIATIONAffiliated with Music Teachers National AssociationCertificate of Achievement **2024****DEREK POLISCHUCK** |
|  **Be it known that**, in the year | \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  has shown proficiency in Performance, Aural Awareness, Technique, Theory and Sight Reading and**1B** |
|  Transposition by completing the required tests in level | \_\_\_\_\_\_\_\_\_\_ | of musicianship as set forth |
|  in the Michigan Music Teachers Association Student Achievement Test Handbook. |
|  |
|  | A black text on a white background  Description automatically generated |  |
|  *President* |
| A close up of a signature  Description automatically generated |
| *Student Achievement Testing Coordinator* |
|  |
| *Teacher* |
|  |

These directions are for both Microsoft Word and Microsoft Publisher programs.

How to write the year, student name, and test level:

Click on the year and you will see a Text Box. Change the year number within the Text Box

making sure you don’t delete the box.

Do the same for the Student Name and the Test Level.

You can adjust the position of the text by clicking on it, pressing the type “Esc” key,

 and then using the arrows on the keyboard.

**DO NOT TYPE DIRECTLY ABOVE THE UNDERLINE**.

This will break the underline and it will discombobulate the table!

If you happen to accidentally delete the Text Box:

Go to INSERT

Click on Shapes

Click the box with an ‘A’ inside. Click on it and then open the box where you want to insert it.

Once you open it, go to the menu above and chose ‘No Shape Fill’ and then ‘No Shape Outline,’

The box will not have a border and it will be transparent.

Write the text you want.

You may expand, move, or shrink the text box by clicking on the edges or

by using the arrows on the keyboard.

**Sign your name and add the Seal!**