



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OFFICE OF NUEVA ECija

LEARNING ACTIVITY SHEET  
SPECIAL PROGRAM IN ICT 7  
OFFICE PRODUCTIVITY 7  
Fourth Quarter, Week 7

Name of Learner: \_\_\_\_\_ Date: \_\_\_\_\_

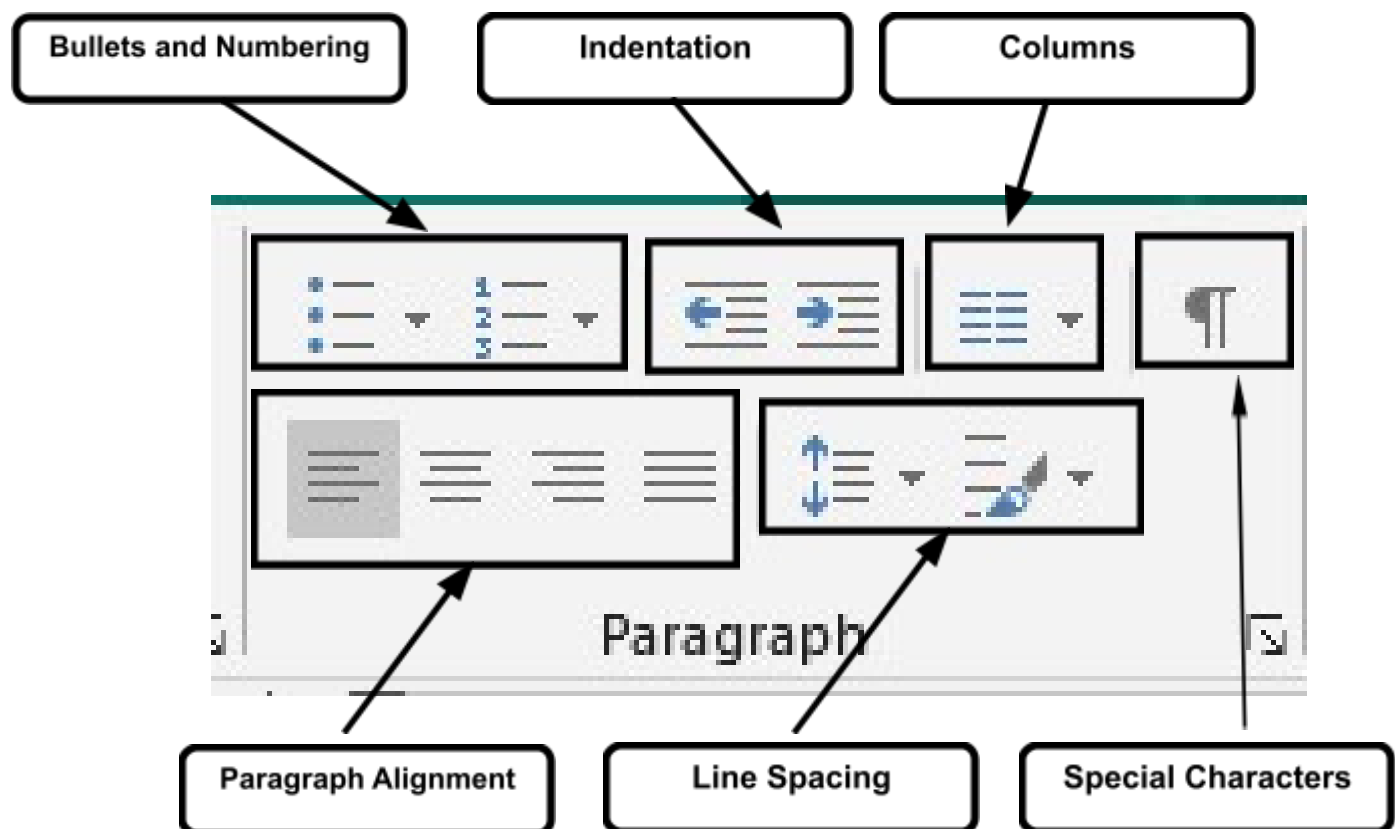
Grade Level /Section: \_\_\_\_\_

## Formatting a Publication

### BACKGROUND INFORMATION FOR LEARNERS

In the previous learning activity sheet, we have tackled the basics of inputting a text and how to layout them. Now, in this learning activity sheet, we are going to have an in-depth study of formatting.

In the previous lesson that you had, you have learned the function of *Font Size*, *Font Style*, *Font Color* and *Change Case*. Now, let us take a look at the group which concerns the alignment of text. It can be seen in the *Paragraph* group.



The *Paragraph* group can be seen in the *Home* tab next to the *Font* group. It has different commands, and they are the following:

- Bullets and Numbering
- Indentation
- Columns
- Paragraph Alignment
- Line Spacing
- Special Characters

LEARNING COMPETENCY

This learning activity sheet will enable you to use the menu bar and to be familiarized with its functions. This will be achieved by forming a text using the commands under the *Paragraph* group.

ACTIVITIES

ACTIVITY 1

Directions/Instructions: In each number, you will be asked to do different tasks which will lead you to more learnings about the discussion above. Follow each instruction stated in each number. God bless you!

1. Below are the commands which can be found in the *Paragraph* group. Find their functions by using different available resources such as books, the internet or even persons who are knowledgeable in computers:

a. Bullets and Numbering

Answer:

b. Indentation

Answer:

c. Columns

s

Answer:

d.Paragraph Alignment

Answer:

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e. Line

Spacing

Answer:

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f. Special

Characters

Answer:

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2. Insert a Text Box and type the sentence below 15 times:

*The quick brown fox jumps over the lazy dog.*

After typing the sentence above 15 times, do the following:

a.Click the four alignments one by one (Left, Center,Right, and Justified)

Write your observations on the blank below:

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b. Select all the text. Then click *Decrease Indent*.

Write your observations on the blank below:

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c. Select all the text. Then click *Increase Indent*.  
Write your observations on the blank below:

d. Separate the sentences by *Enter*. After separating them, click the *Bullet* pressing command.  
Write your observations on the blank below:

e. Click again *Bullet* command (notice whether the text came back to normal).  
Then, *Numbering* command.  
Write your observations on the blank below:

f. Select all the text. Then, click *Line Spacing* and select 2.0.  
Write your observations on the blank below:

Guide Questions

1.Which among the following commands under the *Paragraph* group did you find familiar?

2.While doing the second task, which among the commands you find it new?

Rubric for Scoring

RUBRICS FOR TASK NO. 2

SCORE	32		1
CRITERIA			

<i>Correctness</i>	The observation given was exactly to what the function of the command should it do when clicked.	Most of the observations were exactly described based on their functions. However, the student has committed 1 – 2 errors/ no answer/s.	Most of the observations were exactly described based on their functions. However, the student has committed 3 or more errors/ no answer/s.
<i>Comprehensiveness</i>	The descriptions of the commands were clearly discussed thus the reader might understand what the commands do when clicked/ pressed.	1 – 2 commands were not clearly discussed.	3 or more commands were not clearly discussed.
<i>Total</i>			

REFLECTION

1. Among the commands under the *Paragraph* group, which do you think is the most commonly used?

2. Did you learn something from exploring the commands under the *Paragraph* group? Please share it.

REFERENCES FOR LEARNERS

To learn more, you may visit the link below:

- Understanding the Format Paragraph box in Publisher  
Link: <https://bit.ly/3aVIabL>

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