LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
Fourth Quarter, Week 3

Name of Learner: _____   Date:_____

Grade Level /Section: _____

Basics of Publisher

BACKGROUND INFORMATION FOR LEARNERS

In the past lessons, we have studied the significance of MS Publisher, its use, and its interface. Now, we are going to proceed with using MS Publisher!

There are three basic ways to run your MS Publisher:

1. By clicking a *.pub* file

BY OPENING AN MS PUBLISHER FILE – usually, documents which are produced by MS Publisher has an extension file of *.pub*. You can open your MS Publisher files in ANY of the following ways:

a. You may open it by double-clicking the left button of your mouse;

b. By selecting the file and pressing the *Enter* button in the keyboard; or

c. By selecting the file, clicking the right button of your mouse and clicking *Open* in the dialog box.

2. BY RUNNING THE PROGRAM ITSELF – you can directly run your MS Publisher by following any of the steps below:

a. Find the logo of MS Publisher on your desktop. The icons of MS Publisher are the following:

b. Next, you may do any of the following:

- ✔ On your icon, double-click the left button of your mouse;
- ✔ Select the icon and press the *Enter* button in the keyboard; or
- ✔ Select the icon, put the mouse arrow on the icon, then click the right button of your mouse, and click *Open* in the dialog box.

3. BY FINDING THE PROGRAM IN THE START MENU – in case you cannot find the MS Publisher program on your desktop, you can find it to your start menu. Press the ⊞ button or click the ⊞ logo on the bottom left of your computer screen. When you proceed to the Start Menu, find the MS Publisher logo and click it.

Learning Competency

After accomplishing this learning activity sheet, you would be able to run or start and close MS Publisher.

ACTIVITIES

ACTIVITY 1

Directions/Instructions: After reading the procedures in running MS Publisher, let us have an activity! You are going to describe what happened next after running the program. Be guided with the questions below.

1. After doing all the steps on our discussion, please describe where it led you.

_____
_____
_____.

2. Describe what you see after doing the procedures of running MS publisher. Describe it through a drawing.

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3.After illustrating, click the "x" button on the *windows display options* and describe what happened.

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_____
_____

ACTIVITY 2

Directions/ Instructions:Answer the following

1.How did you run your MS Publisher program?

_____
_____
_____

2.Among the given steps in running the MS Publisher,which one for you is the easiest? Why?

_____
_____
_____

3.Did our lesson in *Menus and Toolbars* help you in describing the platform?

_____
_____
_____

Rubric for Scoring (if necessary)

Rubric for the drawing activity in *Exercises/ Activities* number 2.

SCORE	3 VERY GOOD	2 AVERAGE	1 NEEDS IMPROVEMENT
CRITERIA			
ACCURACY	The key parts of the platform were correctly placed with no errors.	Most of the key parts of the platform were correctly placed. 1 – 2 errors were committed.	Key parts of the platform were correctly placed. However, 3 or more errors were committed.
DETAILEDNESS	The description of the platform was correctly described. The key parts were drawn based on what they are.	The description of the platform was correctly described. The key parts were drawn based on what they are. Only 1 – 2 key parts were somehow correctly drawn.	The description of the platform through drawing should be improved. The student committed 3 or more errors in describing.
		Total Score	

REFLECTION

1.Did you find the lesson easy or difficult?

2.Why do you think the lesson was easy or difficult?

3.What are the issues/ problems that you had encounteredwhen you were opening the program?

REFERENCES FOR LEARNERS

To learn more, you can visit the link below:
- Publisher 2016 – Tutorial for Beginners Part 1
    Link: https://bit.ly/2YlbTpg

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