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 2

Name of Learner: _____   Date:_____

Grade Level /Section: _____

MS Publisher: Menus and Toolbar

BACKGROUND INFORMATION FOR LEARNERS

When you open Microsoft Publisher 2016, you are going to see the Welcome Page where you can find different templates and the blank pages.
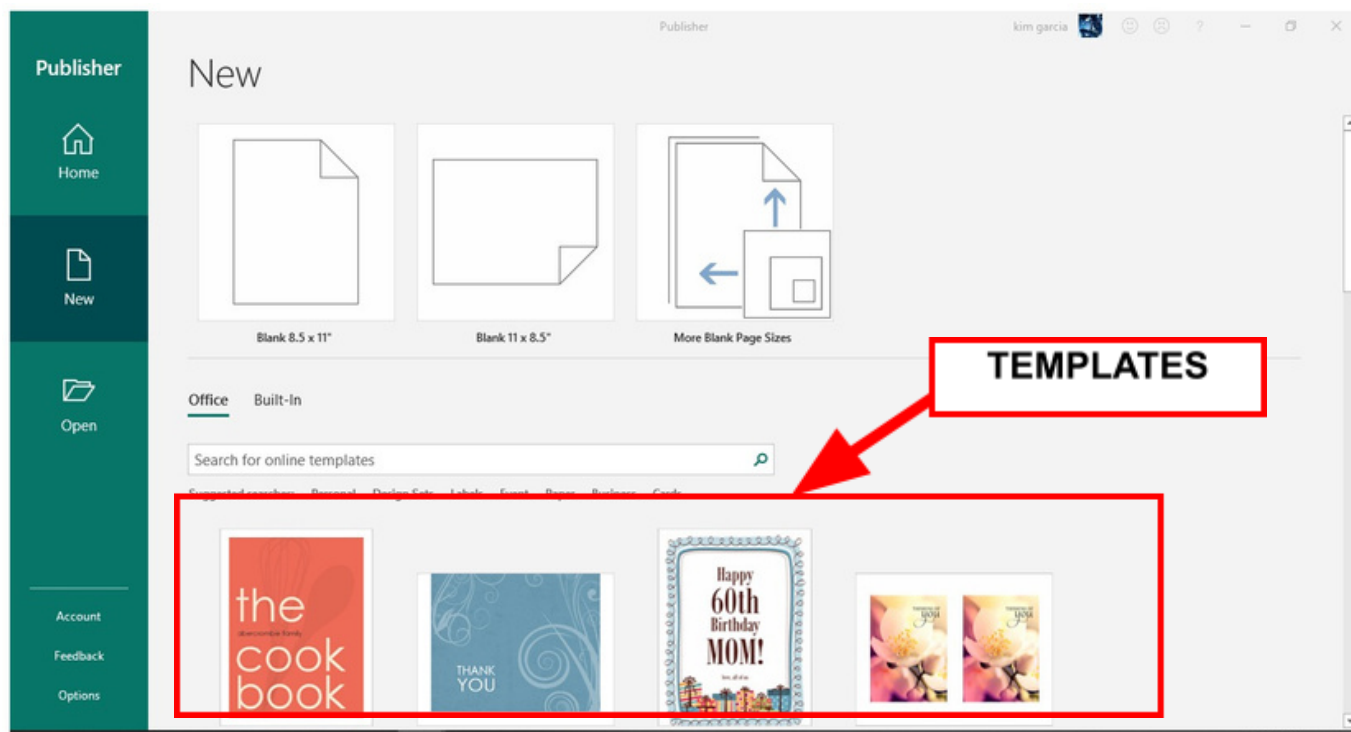

Image 1 – Welcome Page of MS Publisher 2016

Pages that do not have any layouts are called blank pages. In the Philippines, we usually use 8.5 x 11 inches (equivalent to a letter-size bond paper or known as "short" bond paper) and 8.5 x 11 inches (also known as "long" bond papers).

User Interface is the way how the menus are organized in MS Publisher 2016[1]. In the user interface, we have The Ribbon, Quick Access Toolbar, File Menu, and other vital parts.

The Ribbon – runs along the top (after the *Title Bar*), where you can find MS Publisher tools. It is organized into three parts:

● Tabs –represent a general activity area.

● Groups –show tools that are related to one another.

● Commands –are specific buttons to perform a task.

Quick Access Toolbar – are the group of commands that we use often. One of the frequently used commands found in Quick Access Toolbar is "Save."

File Menu – are the actions that concern about "what to do to the file?" It is the green button on the far left of the tabs.

Other Key Parts of Publisher

● Title Bar – it shows the name of your document. It is on the top-most bar of the program window. When you create a new file in publisher, its default name is "Publication1."

● Help Menu –this contains help articles that would assist you in using the program.

● Windows Display Options – this is on the top-most-left part of the program window. It is where *minimize, restore,* and *close* buttons are found.

LEARNING COMPETENCY WITH CODE

In this learning activity sheet, you will be able to determine the different MS Publisher menus and Toolbars

ACTIVITIES

ACTIVITY 1

Directions/Instructions: Label the following parts of the User Interface of MS Publisher 2016. Write your answers on the box provided. Happy answering!

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[1] kcls.org/techtutor/Microsoft Publisher Manual 2016
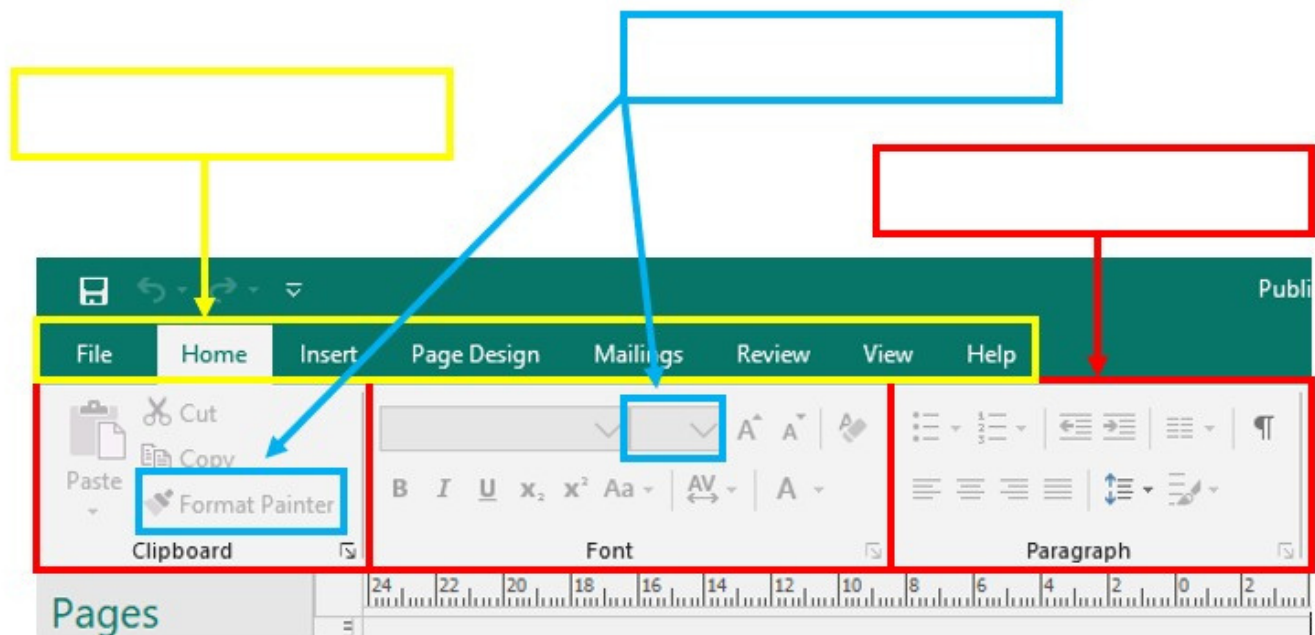
ACTIVITY 2

Directions/Instructions:Below is the user interfaceof MS Publisher. Using shapes, identify the iconof what is being asked in each number.

KEY PARTS OF MS PUBLISHER	SHAPE
Title Bar	
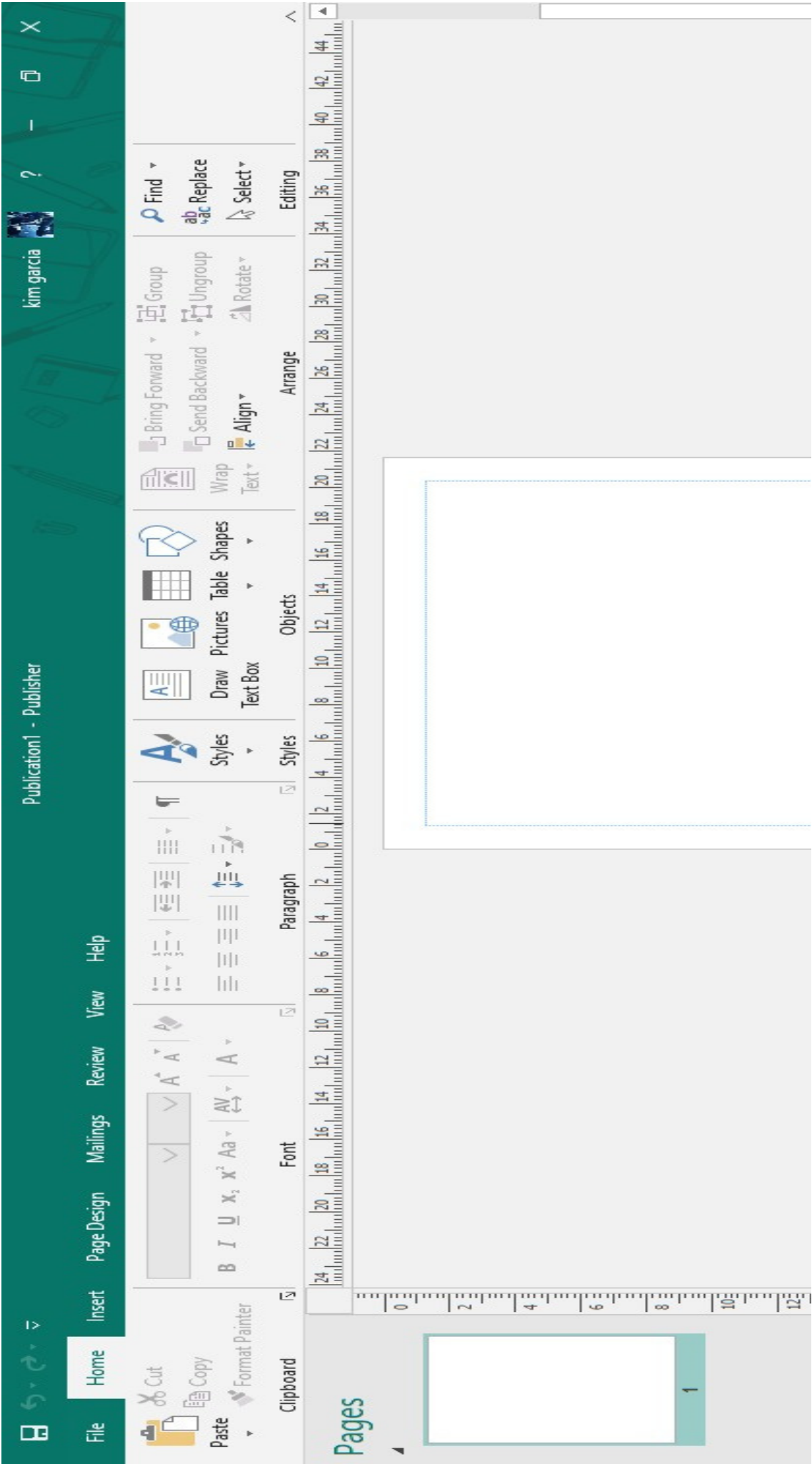
Help Menu	(oval shape)
Windows Display Option	(hexagon shape)
File Menu	(parallelogram shape)
Quick Access Toolbar	{ }

REFLECTION

1.What are the key parts of MS Publisher that you thinkare very helpful to you?

_____
_____

2.Aside from the "Save" button, which command do youthink is the most commonly used in MS Publisher? Explain your answer.

_____
_____

REFERENCES FOR LEARNERS

For further study, you may visit the following links:

- Publisher 2016 – Tutorial for Beginners Part 1
  Link: https://bit.ly/2YlbTpg
- Tech Tutor – One-on-One Help Computer Classes (MicrosoftPublisher 2016)
  Link: https://bit.ly/2EcPrb3

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