LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
Fourth Quarter, Week 5

Name of Learner: _____   Date:_____

Grade Level /Section: _____

Managing Pub Pages: Insert, Move and Delete Pages

BACKGROUND INFORMATION FOR LEARNERS

We have discussed how to run an MS Publisher program, how to open an existing MS Publisher file and how to save your work. Now, we are going to proceed on operating our MS Publisher organization tools or the ones that help up us organizeand arrange our publication.

In this LAS, we are going to assume that we have already chosen our blank page. So, we will answer the question, "what's next?".

Publisher Organization Tools are as follows:

1. Baselines – are horizontal lines that are used to line up text. They can be seen by following the steps below:

   Click View Tab ▶ Check "Baselines" on the Show group

2. Boundaries – are the dark blue borders that help us align the objects in our publication or view our texts. They can be viewed by doing the steps below:

   Click View Tab ▶ Check "Boundaries" on the Show group

3. Rulers – are found on the left and top of the publication. These help us lineuptexts,imagesand other objects in our publication. Rulers also help us navigate the location of an object in our publication. To view our Rulers, do the steps below:

   Click View Tab ▶ Check Rulers on the Show group

4. Guides – are lines that help align objects in the publication. Guides in MS Publisher have two guides:

a.Margin Guides –these are lines that mark the edges,or margins of the printable area.

      b. Customizable Guides – these are green lines added by dragging them from the rules by holding the left-click mouse button.

5. Scratch Area – is the grey area outside your canvass where you can place the objects, yet they won't be printed.

6. Page Navigation – is the pane that shows the pagesof your publication.

In this Learning Activity Sheet, we are going to focus on   *Page Navigation*. *Page Navigation*s found on the left side of your platform and lookslike the image below:
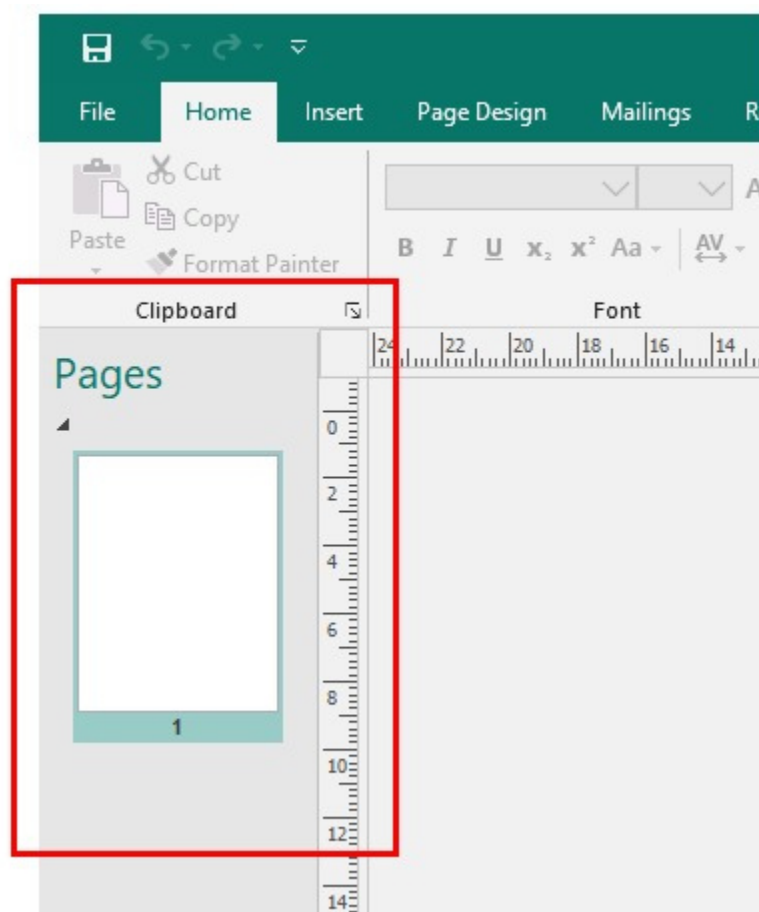
In the *Page Navigation*, you can*Insert, Move*and *Delete* pages. You can do this by going to the Page Navigation and following the steps below:

1. Inserting a New Page

    Point the mouse pointer on the Page Navigation ▶ Right-click▶ Click Insert Blank Page

    Note: After doing the step above, a dialog box will appear and will ask you how many pages do you want to add and where do you want to place yourpages.

    In case you want to duplicate a page, do the stepsbelow:

    Point the mousepointeronthepagethatyouwanttobeduplicatedinthePageNavigation ▶ Left Click ▶ Right-click ▶ Click Insert Duplicate Page

2.Moving a Page

Point the mouse pointer on the page that you want to move in the Page Navigation ▶ Hold the Left Click button in your mouse ▶ Drag the page where you want to place it ▶ release your hold of the Left Click button in your mouse

3.Deleting a Page

Point the mouse pointer on the page that you want to be deleted in the Page Navigation ▶ Left Click ▶ Right-click ▶ Delete

Learning Competency

This learning activity sheet will enable you to insert,move and delete pages in MS Publisher.

ACTIVITIES

ACTIVITY 1

Directions/Instructions: Let us create pages in ourPage Navigator! Follow the steps found in each number and answer the question/s after doing eachactivity.

Part I

1. Point your mouse arrow on the page navigator.
. Click the right-click button of your mouse.
2. Select*Insert Pages*in the dialog box. Then, a newdialog box will appear.
. Set thenumber of pagesinto 2.
3. Click *OK*.
· Question:
4. After doing steps 1 – 5, how many pages do you havein the*page navigation*?
. _____
5. _____
.

Part II

6.Point your mouse arrow on page 1.

7.Select it by clicking the left button of your mouse.

8.After selecting, hit the right button of your mouse. 9.

Select*Delete*

Question:

After doing steps 6 – 9, how many pages do you havein the page navigator?

_____

_____

Part III

10. Point your mouse arrow to page 1.

11. Select it by clicking the left button of your mouse.

12. Put a box shape in the middle of the page. You can do this by following the instructions below:

● Go to the *Insert* tab

● Select *Shapes*

● Select "" shape. ▭

● The size of the shape should be 2" by 4."

13. Again, point your mouse arrow to page 1.

14. Select it by clicking the left button of your mouse.

15. Then, press the right-click button of your mouse.

16. Select *Duplicate Page*.

Question:

How many pages which have a square on the middle do you see in the page navigation?

_____
_____

In what pages do you see the ones which have a square on the middle of the pages?

_____
_____

Part IV

The last part will be focused on moving pages. To move pages in the page navigation, do the following:

17. Select the page that you want to move by pointing your mouse arrow to the page that you desire.

18. Hold the left click button of your mouse.

19. As you hold the left-click button of your mouse, you can move your page to any location that you want in the page navigation.

20. Now, move page 1 in between pages 3 and 4.

Question:

Describe the pages that you see in the page navigation in terms of their order. How were they organized?

_____
_____

REFLECTION

1. What have you learned after accomplishing the tasks above?

_____
_
_____
_ _____

2. Can you perform them all?

_____
_____
_____

3.Was it easy for you? Why? Why not?

_____
_____
_____

REFERENCES FOR LEARNERS

For additional learning, visit the link below:

- Office Support – Add or Delete Pages
  Link: https://bit.ly/2YjU0Y3

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