LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
Fourth Quarter, Week 11

Name of Learner: _____   Date: _____

Grade Level /Section: _____

Positioning your Pictures Right 1

BACKGROUND INFORMATION FOR LEARNERS

Layouting in MS Publisher is not always composed of one picture alone. We often put more objects to enhance our design. The question is, "What if your designs overlap with one another?"

In this learning activity sheet, you will learn how to arrange your picture and how to complement your text using the commands in the *Arrangement* group.

The *Arrangement* group is under the *Format* tab, which is seen when you double left-click your selected image in the publication. It has different commands:

- *Arrange thumbnails*
- *Wrap text*
- *Bring Forward*
- *Send Backward*
- *Rotate*

In this learning activity, we are going to focus on *Bring Forward, Send Backward* and *Rotate* commands.
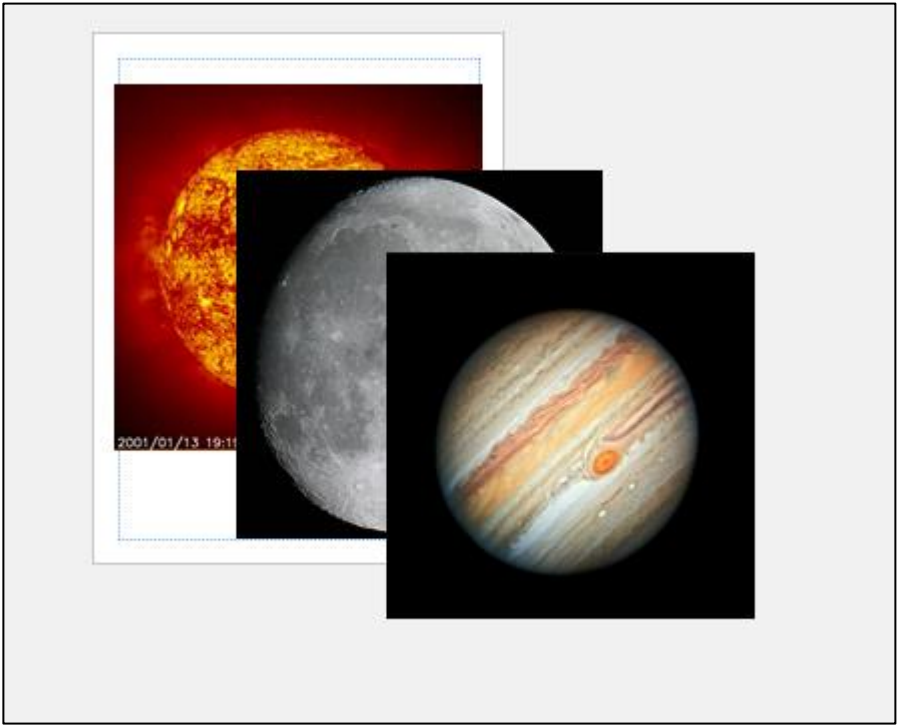
LEARNING COMPETENCY

In this learning activity sheet, you will learn how to wrap text and arrange your images by rotating and flipping them.

ACTIVITIES

ACTIVITY 1

Directions/Instructions: Let us discover the functions of the commands under the *Arrange* group by following the instructions given in each number.

1. Insert the online picture of the Sun, Moon, and Jupiter (should be inserted based on the order of this sentence).

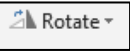2. The arrangement of the pictures should be like the sample below:

3. Double left-click the image of Jupiter. Then, the *Format* tab will appear.

4. On the *Format* tab, click *Send Backward*.

   What happened to the image of Jupiter?

   _____

   _____

   _____

5. Double left-click the image of the Sun. Then, the *Format* tab will appear.

6. On the *Format* tab, click the drop-down (▼) symbol beside *Send Forward*.
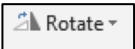
7. Click *Bring to Front.*

   What happened to the image of the Sun?

   _____

   _____

   _____

8. Double left-click the image of Jupiter. Then, the *Format* tab will appear.

9. On the *Format* tab, click *Send Forward*.

   What happened to the image of Jupiter?

   _____

   _____

   _____

10. Create a new blank page.

11. Insert an online picture of a cartoon image of a boy/ girl.

12. Double left-click the image of a cartoon image of a boy/ girl. Then, a *Format* tab will appear.

13. On the *Format* tab, click *Rotate* ┌─────────┐ Rotate ▾ └─────────┘.

14. Click *Rotate Right* 90º.

What happened to the picture? Where is the head of the cartoon image of a boy/ girl placed?

_____

_____

_____
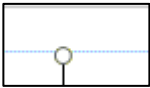
15. Double left-click the image of a cartoon image of a boy/ girl. Then, a *Format* tab will appear.

16. On the *Format* tab, click *Rotate* [Rotate].

17. Click *Flip Horizontal*.

What happened to the picture? Where is the head of the cartoon image of a boy/ girl placed?

_____

_____

_____

18. Select the image of the cartoon image of a boy/ girl. Then, focus on the head of the cartoon image of a boy/ girl. You will see a dot just like the image below:

19. Hold the dot using your left-click button in your mouse.

20. Try to move your mouse as you hold the dot.

What happened to the image?

_____

_____

_____

REFLECTION

Share your experience as you accomplish the activity. Also, share what you have learned

_____

_____

_____

_____

REFERENCES FOR LEARNERS

For more learnings, you may visit the link below:

- **Working with Shapes and Objects**

   Link: https://bit.ly/32ewigO

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Note: Practice Personal Hygiene Protocols at all times.