



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

LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
Fourth Quarter, Week 12

Name of Learner: _____ Date: _____

Grade Level /Section: _____

Positioning your Pictures Right 2

BACKGROUND INFORMATION FOR LEARNERS

Do you read the newspaper often? How about magazines? Books?

Have you noticed how the images in those publications are placed? Yes, they are usually incorporated with texts. How do they do that?

In this learning activity sheet, you are going to learn to complement your image in your texts. In MS Publisher, for you to wrap your text to your image, the image should be inside the text box.

In the drop-down menu of the *Wrap Text*, you will find the following commands¹:

1. **Square** – click this if you want to wrap your text around the border of your image.
2. **Tight** – click this if you want to wrap your texts around the shape of an irregularly shaped picture/ image.
3. **Top and bottom** – click this if you want to place your image on its line.
4. **Through** – you can click this and to be followed by clicking the *Edit Wrap Points* to arrange the wrap points close to your image. This can make your text fill in more of the unfilled space around the image.
5. **More Layout Options** – this is used to fine-tune your text wrapping.

LEARNING COMPETENCY

This learning activity sheet will make you learn how to wrapping texts in images.

ACTIVITIES

ACTIVITY 1

Directions/Instructions: To explore the functions of *Wrap Text* command, we are going to use it in our activity! Follow the instructions given in each number.

¹ <https://support.microsoft.com/en-us/office/wrap-text-around-a-picture-in-publisher-f160534c-8dd9-4cbb-8c00-44fc37a1e7e9>

1. Open your MS Publisher and create a new publication.
2. Draw a *Text Box*.
3. Inside the *Text Box* type the description of the Sun as described by Wikipedia:
“*The Sun is the star at the center of the Solar System. It is a nearly perfect sphere of hot plasma, with an internal convective motion that generates a magnetic field via a dynamo process. It is by far the most important source of energy for life on Earth.*” **Source:** Wikipedia²
4. Inside the *Text Box*, insert an *Online Picture* of the Sun.
5. Double left-click the image of the Sun. Then, a *Format* tab will appear.
6. Click the drop-down menu of *Wrap Text*.

What is the default kind of text wrapping highlighted?

7. Change the *Picture Style* of the image of the Sun into *Soft Edge Oval*
Is the text close to the image anymore?

8. Click the drop-down menu of *Wrap Text* and select *Tight*.
What happened to the text?

9. Click the drop-down menu of *Wrap Text* and select *Top and Bottom*.
What happened to the text?

10. Try to move the image downward.
What happened to the text?

11. Click the drop-down menu of *Wrap Text* and select *None*.
What happened to the text?

12. Click the drop-down menu of *Wrap Text* and select *Through*.

² <https://en.wikipedia.org/wiki/Sun>

13. Then click *Edit Wrap Points*. Then small black squares will appear around the image.

14. Try to move the black squares.

What happens to the text as you move the black squares around the image?

REFLECTION

1. As you explore the commands in *Wrap Text*, what have you learned?

2. Did you find the activity fun? Why or why not?

REFERENCES FOR LEARNERS

To learn more, you may visit the links below:

- **Pictures and Text Wrapping**
Link: <https://bit.ly/3iZbeBO>
- **Wrap Text Around a Picture in Publisher**
Link: <https://bit.ly/2QdK51y>

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