LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
Fourth Quarter, Week 9

Name of Learner: _____   Date: _____

Grade Level /Section: _____

Formatting Pictures: Inserting Pictures and Clipart or Online Pictures

BACKGROUND INFORMATION FOR LEARNERS

The highlighted feature of desktop publishing is enhancing our publications. Aside from utilizing the layout of tables and the use of Word Arts and Text Boxes, inserting pictures is a must. This is to make your publication look fabulous and very attractive.

Inserting an image or picture can be done in two ways:

Way 1 – This is done when your desired picture or image is located on your computer.

1. Go to the *Insert* tab.
2. Click *Pictures* command found in the *Illustrations* group.
3. After clicking, a dialog box will appear where you can select the picture (stored in your computer) that you want to insert.
4. After selecting, click *Insert*.

Way 2 – This is done when you want to use pictures online.

1. Go to the *Insert* tab.
2. Click *Online Pictures* command found in the *Illustrations* group.
3. After a click, a dialog box will appear. It will show the sources available: (1) Bing Image Search; and (2) OneDrive – Personal.
   Note: One drive account can be selected if you have an existing account in OneDrive and has files store in it.
4. Type the image that you want to insert in the *Bing Search* bar. A set of pictures related to your word will appear.
5. Select the picture/s that you want to insert.
6. When you have selected your desired pictures, click *Insert*.

LEARNING COMPETENCY

This learning activity sheet will make you create professional-looking publications and will make you demonstrate an understanding of sophisticated design considerations by formatting pictures.

ACTIVITIES

ACTIVITY 1

Directions/Instructions: We are going to make a publication that would describe you! Follow the instructions below to accomplish the activity.

1. Think each one (1) of the following that would best describe you:
   a. One (1) thing that would best describe you.
   b. One (1) animal that would best describe you.
   c. One (1) kind weather that would best describe your feelings.
2. Find one (1) picture of each one of your answers in number 1. Insert them into your publication.
3. Using a text, explain why they are your answers.
4. You can use the commands that we have already studied to enhance your publication.

Guide Questions

1. What are your answers in item number 1 in exercises?

   _____

   _____

   _____

2. Did you find the pictures that you were looking for? Where?

   _____

   _____

   _____

3. What other commands did you use to enhance your publication?

   _____

   _____

   _____

Rubric for Scoring (if necessary)

SCORE	3	2	1
CRITERIA			
Number of Pictures/ Images	All the required pictures are present in the document.	Only two (2) pictures are present in the document.	Only (1) picture is present in the document.
Variety of Commands Utilized	The publication uses 4 or more commands to enhance the layout of the publication.	The publication uses 3 or more commands to enhance the layout of the publication.	The publication uses 2 or fewer commands to enhance the layout of the publication.
Overall Layout	The layout has an appealing feature. The image and its description complement each other. The publication used other commands to enhance its design.	The layout has an appealing feature. The image and its description complement each other.	The layout utilized only the insert picture and insert text commands of the publication.
		Total Score	

REFLECTION

1. How was your experience with the activity? Please share it with us.

   _____

   _____

   _____

2. What problems did you encounter as you accomplish the activity? Were you able to give a solution to it?

   _____

   _____

   _____

REFERENCES FOR LEARNERS

For more learnings, you may visit the link below:

- **Working with Pictures**

  Link: https://bit.ly/3aQJbl9

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