



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 10

Name of Learner: _____

Date: _____

Grade Level /Section: _____

Formatting your Picture in Publisher

BACKGROUND INFORMATION FOR LEARNERS

In the previous learning activity sheet that we had, we have learned how to insert a picture and online picture or clipart in a publication.

Well, it does not stop there; we are going to learn how to enhance them by modifying their format.

In an existing picture/ image in the publication, select it by double left-clicking it. When you do that, an additional tab will appear, **Format**.

Under the *Format* tab, you will see seven (7) groups, namely:

- **Insert** – used when you want to add a new picture/ image
- **Adjust** – used when you want to enhance the color, the brightness, and the contrast of the picture/ image. Also, you can change or delete your selected picture in this group. If you want to reset your picture, you can go here.
- **Swap** – used when you want to interchange two pictures/ images in your publication.
- **Picture Styles** – used when you want to change the picture style, put a picture border, and apply picture effects to your image or image. Also, if you want to insert a caption to your picture, you may go here.
- **Arrange** – used when you want to arrange the position of your image in your publication.
- **Crop** – used when you want to remove unwanted areas in your image.
- **Size** – used when you want to modify the size of your image.

LEARNING COMPETENCY

This learning activity sheet will teach you how to create professional-looking publications and will help you demonstrate an understanding of sophisticated design considerations by formatting picture borders, and cropping pictures.

ACTIVITIES

ACTIVITY 1

Directions/Instructions: Follow the instructions given in each number. Write your observation after each direction.

- 1. Insert an *Online Picture* of the Sun and Moon.
- 2. The size of the *Online Picture* of the Sun is 19.43 cm x 19.43 cm.
- 3. The size of the *Online Picture* of the Moon is 14.53 cm x 14.53 cm.
- 4. The Moon should be placed in the scratch.
- 5. The Sun should be placed in your canvass.
- 6. The brightness of the Moon should be 30% and 50% of the contrast.
- 7. Select the two images.
- 8. Click the *Swap* command.

Write your observations below:

- 9. Select the *Online Picture* of the Sun.
- 10. Change the picture style of the Sun into “Bevel Oval, Black.”

Write your observations below:

- 11. Select the *Online Picture* of the Moon.
- 12. Change the picture style of the Moon into “Metal Oval.”

Write your observations below:

- 13. Crop the Sun until the background is removed.

Were you able to crop the picture based on its shape?

14. Crop the Moon until the background is removed.

Were you able to crop the picture based on its shape?

REFLECTION

1. Did you find the activity easy? Why or why not?

2. What are the problems that you have encountered? Were you able to give solutions to them?

REFERENCES FOR LEARNERS

For further learning, you may visit the link below:

- **Working with Pictures**
Link: <https://bit.ly/3aQJbl9>

Prepared by : **LEMUEL-KIM A. GARCIA**
Name of Writer

Noted: **LABERNE A. LADIGNON, JR**
Division ICT Coordinator/ OIC EPS