



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 13

Name of Learner: _____ Date: _____

Grade Level /Section: _____

Printing Your Publication

BACKGROUND INFORMATION FOR LEARNERS

We are now in the final stage of MS publisher, printing and sending your publication!

Since MS Publisher is a productivity tool, usually, after we finish the softcopy of our publication, we publish or send.

To print our publication, we may press *Ctrl + P*, or you may go to *File* tab > *Print*. After doing this, you will proceed to the *Print Settings* and *Print Preview*, where you can see the projected output of your publication when printed.

PRINT SETTINGS

The screenshot shows the 'Print' dialog box in Microsoft Publisher. The 'Copies of print job' is set to 1. The 'Printer' is 'EPSON L360 Series' (Offline). The 'Settings' section is highlighted with a red circle and includes: 'Print All Pages' (selected), 'Pages: 1', 'One page per sheet', 'Letter 8 1/2 x 11 in' (21.59 x 27.94cm), 'Print One Sided' (selected), 'Composite RGB' (selected), and 'Save settings with publication' (checked). Red arrows point from text boxes to these settings.

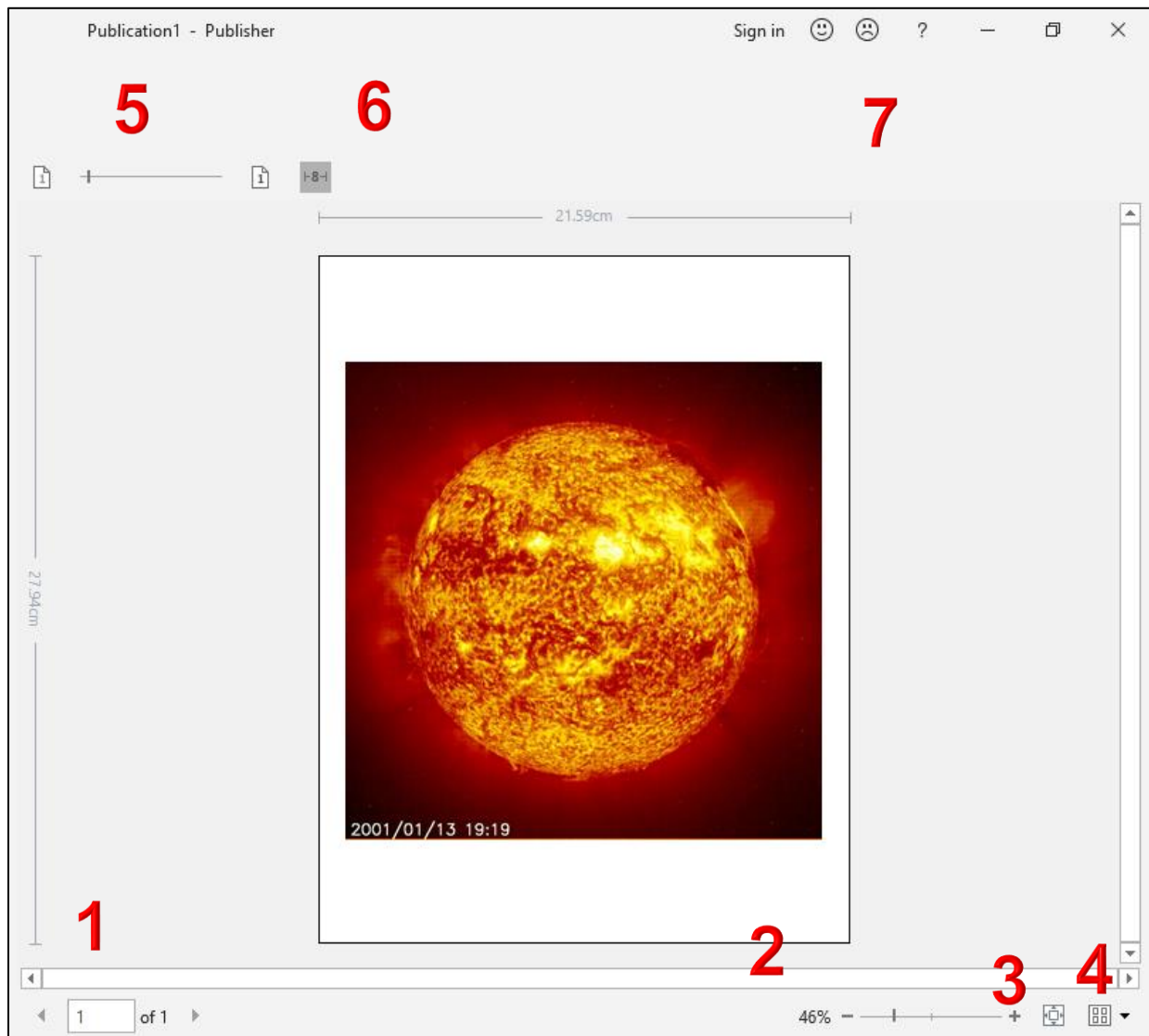
Number of copies

Print – used to print your work.

Printer – to select the printer where you will print your work. This is where you can also modify the setting of your printer.

Settings – this has the following controls:

- Pages** – enables you to print only the selected pages in your publication.
- Pages per Sheet** – enables you to control how many pages you want to print in a sheet.
- Paper size** – the size of the paper where you will print your publication.
- One sided/ two-sided print** – lets you control whether you will print one side or both sides of the paper.
- Color** – to choose whether you print your publication in colored or grayscale.
- Save settings** – to save your preferred print setting.



1. **Sheet Navigation** – enables you to view the sheets.
2. **Zoom slider** – for zooming in and out your print preview.
3. **Fit to Sheet** – used to view only one sheet.
4. **View Multiple Sheet** – to view multiple sheets.
5. **Show/ Hide page numbers** – to see what page number you are viewing at.
6. **Hide/ show rulers** – where you can turn on/ off the rulers in the print preview.
7. **Rulers** – to see the measurement of your print previewed publication.

Aside from printing the hardcopy of your document, you can *Share* your publication. To do this, do the instructions below:

1. Click the *File* tab.
2. Select *Share*.

In this menu, you can share your publication via e-mail and can be attached to different formats aside from .pub: .pdf and .xps.

LEARNING COMPETENCY

At the end of this learning activity sheet, you are going to learn how to use *Print Preview* for you to examine your publication before printing. Also, you will learn how to share your publication by sending it.

ACTIVITIES

ACTIVITY 1

Directions/Instructions: Since we are in the final stage of creating your publication, we will do our last activity! Follow the instructions given in each number.

- 1. Think of a celebration that you are waiting to celebrate each year.
- 2. Create a poster related to it in an 8.5 x 11 blank page.
- 3. You need to use the different features of MS Publisher to enhance the layout of your publication:
 - a. Word Art or Text Box
 - b. Pictures/ Online Pictures
 - c. Font Style, Font Size, and Font Color
 - d. Alignments
 - e. Others (you may use other commands to enhance your layout design).

Note: Please see the rubric for your output for you to be guided.

- 4. After doing your work, you can try printing your publication.
- 5. For your teacher to have a softcopy of your publication, you can ask his/ her e-mail and send it to her.

Rubric for Scoring (if necessary)

SCORE	3	2	1
CRITERIA			
1. Utilization of required tools	The student made use of all the required tools in accomplishing the layout of the publication.	The student did not use 1 of the required tools in accomplishing the layout.	The student did use 2 or more of the required tools in accomplishing the layout.
2. Innovative Strategies	The student made use of 2 or more other commands in making the layout of the publication for it to be visually appealing.	The student only used 1 other command in making the layout of the publication for it to be visually appealing.	The student did not use any other commands in making the layout of the publication for it to be visually appealing.
3. Overall design	The publication was very visually appealing.	The layout was average. The publication met the standard set by the	The layout should be improved. The utilization of other

		activity in making a .pub file.	commands should be balanced.
4. Printing Process	The student was able to demonstrate the printing process of MS Publisher.	The student was able to demonstrate the printing process of MS Publisher but encountered some difficulties.	The student was not able to demonstrate the printing process.
5. Sending Process	The student was able to demonstrate the sending process of MS Publisher.	The student was able to demonstrate the sending process of MS Publisher but encountered some difficulties.	The student was not able to demonstrate the sending process.
<i>Total</i>			

REFLECTION

1. What problems did you encounter as you accomplish the activity?

2. What learnings have you had after doing the activity?

REFERENCES FOR LEARNERS

To learn more, you can visit the link below:

- **Microsoft Publisher 2019 - Full Tutorial for Beginners in 12 MINS!**
Link: <https://bit.ly/32f2IaS>

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