LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
Fourth Quarter, Week 1

Name of Learner: _____   Date: _____

Grade Level /Section: _____

Publisher: What is it?

BACKGROUND INFORMATION FOR LEARNERS

Microsoft Publisher is one of the desktop publishing software available that focuses on page layout and design[1].

The difference between Word Processing and Desktop Publication is that Word Processing programs focus on paperwork usually found in offices and schools. In contrast, Desktop Publication software focuses on making marketing materials and advertisement paraphernalia to persuade people and inform them. That is why documents that focus on designs should be produced on desktop publishing software instead of word processing programs.

There are known popular programs in desktop publishing such as *Microsoft Office Publisher, Corel Draw,* and *Adobe InDesign*. Among these*, MS Publisher* is the most commonly used by publishers because of its basic and user-friendly features.

LEARNING COMPETENCY

Determine the use MS Publisher to realize its significance.

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[1] https://en.wikipedia.org/wiki/Microsoft_Publisher

ACTIVITIES

ACTIVITY 1

Directions: Identify among the following which documents suit MS Publisher to be used in production. Put a check (/) if you think MS Publisher is advised to be used and a cross (X) if not. Write your answers to the space provided before each number.

___ 1. Birthday invitations

___ 2. Wedding programs

___ 3. Your assignment in English to write a poem

___ 4. Song composition

___ 5. Visual aid for report

___ 6. Movie production

___ 7. Flyers for your product

___ 8. Warning signs

___ 9. Grades

___ 10. Inventory

ACTIVITY 2

1. How do you determine whether a document is for desktop publishing or not?
2. Why are some of the choices above are not suitable for desktop publishing?

REFLECTION

1. What have you learned from the lesson?
2. What is the importance of having a desktop publishing software?
3. Which is better, manual designing or using desktop publishing software? Explain your answer.

REFERENCES FOR LEARNERS

For further understanding, visit the websites below:

- **Microsoft Publisher**
  Link: https://bit.ly/3l2mUp7

- **Beginner's Guide for MS Publisher**
  Link: https://bit.ly/3giYZy4

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