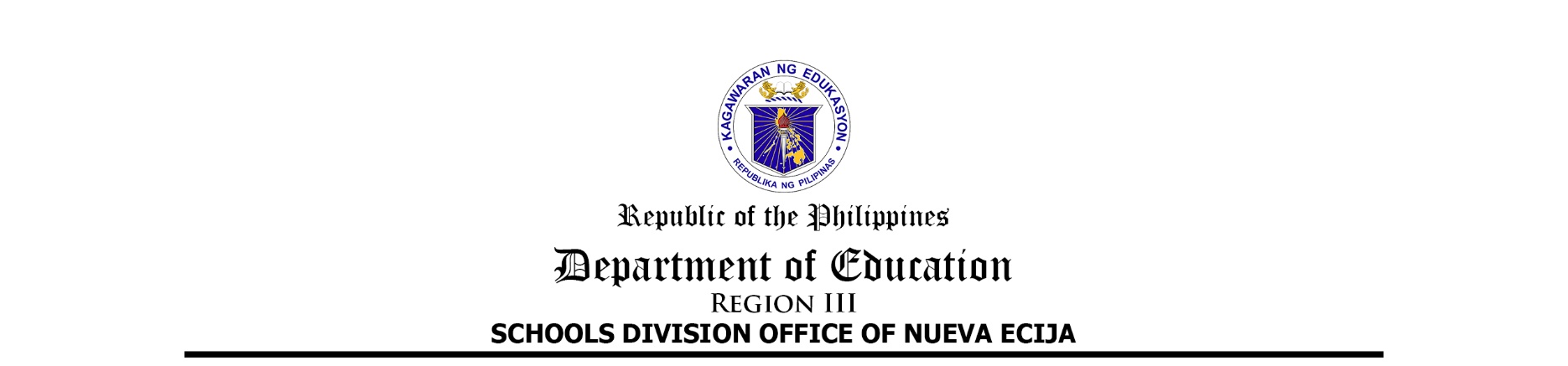
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**LEARNING ACTIVITY SHEET**

**SPECIAL PROGRAM IN ICT 7**

**OFFICE PRODUCTIVITY 7**

*Fourth Quarter, Week 1*

**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]](#footnote-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.

**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>

**LEARNING ACTIVITY SHEET**

**SPECIAL PROGRAM IN ICT 7**

**OFFICE PRODUCTIVITY 7**

*Fourth Quarter, Week 1*

Name of Learner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level /Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEARNING COMPETENCY**

Determine the use MS Publisher to realize its significance.

**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 \_\_\_ 6. Movie production

\_\_\_ 2. Wedding programs \_\_\_ 7. Flyers for your product

\_\_\_ 3. Your assignment in English to write a poem \_\_\_ 8. Warning signs

\_\_\_ 4. Song composition \_\_\_ 9. Grades

\_\_\_ 5. Visual aid for report \_\_\_ 10. Inventory

**ACTIVITY 2**

1. How do you determine whether a document is for desktop publishing or not?

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1. Why are some of the choices above are not suitable for desktop publishing?

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**REFLECTION**

1. What have you learned from the lesson?

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1. What is the importance of having a desktop publishing software?

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1. Which is better, manual designing or using desktop publishing software? Explain your answer.

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1. <https://en.wikipedia.org/wiki/Microsoft_Publisher> [↑](#footnote-ref-1)