Chapter 3 Graphics Tools in Office

Lab. 40 Tourist View

SCORE

Directions:

- 1. Launch Publisher and open the **Calendar** publication file.
- 2. Create a 12 month-calendar for the Philippine Tourism featuring the tourist destinations around the country. Erase the existing pictures in the current calendar publication.
- Insert pictures from the work files and distribute it to each month. Give a short description of the picture you have inserted in each month. Search from the Internet or any reading resources for your descriptions of the pictures.
- 4. Use the WordArt feature and apply it to each title month. Furthermore, make the pictures wrap around the text.
- Save the activity document with a new filename as Tourist's Calendar Guide.

Sample Preview | Comparison |

Chapter 3 **Graphics Tools in Office**Directions:

- Launch Publisher and create a new newsletter that features at least 6 of the tourist destinations of the Philippines. To make your work faster, use a template or pre-designed publication.
- Apply WordArt, Wrap Text, Picture effects features to make your newsletter more appealing to the readers.
- 3. Search from the Internet or any source for the articles and descriptions in each tourist's site.
- Save the activity document with a new filename as It's More Fun Here!.

Lab. 41 It's More Fun Here

SCORE

Sample Preview:

