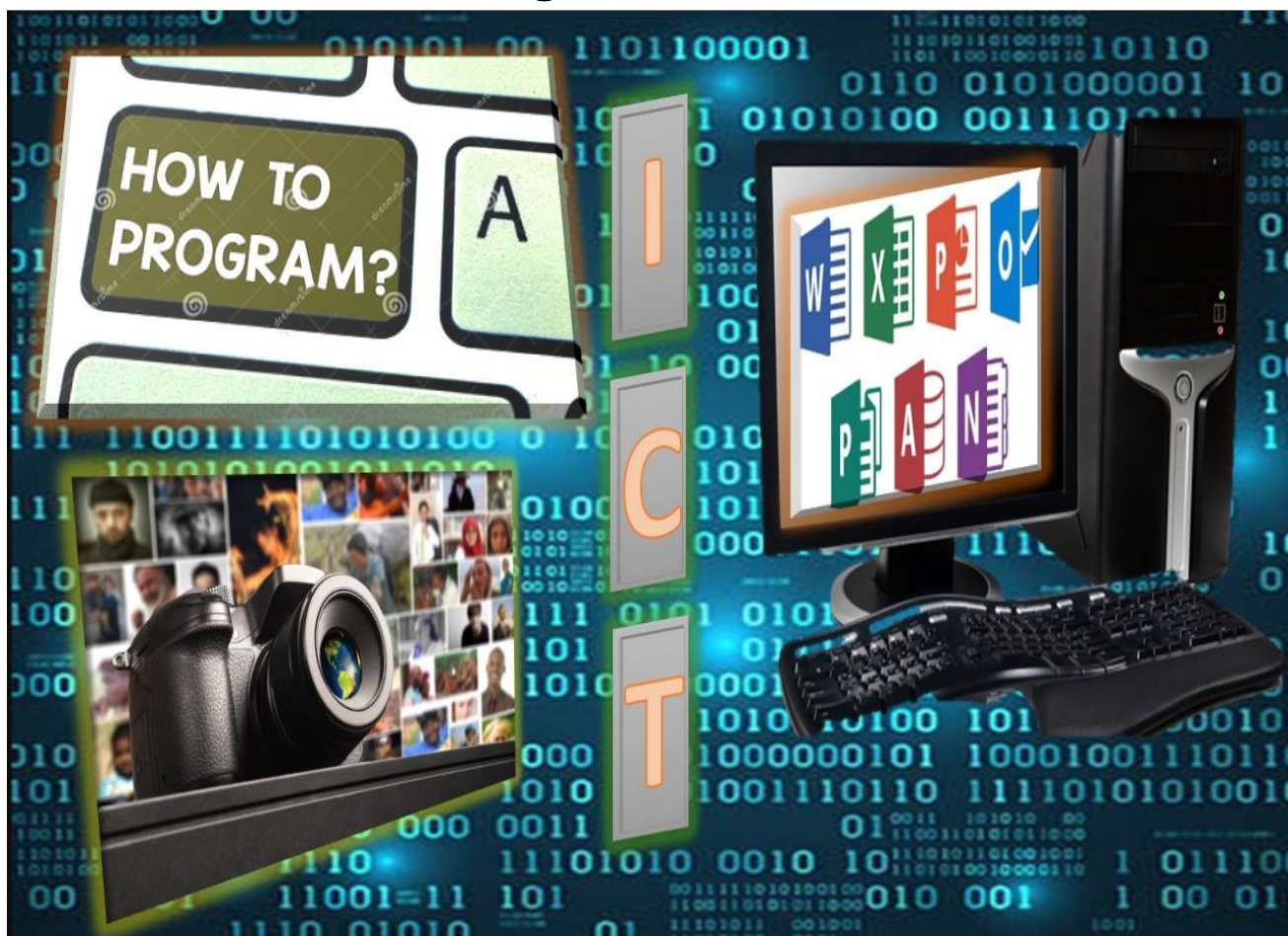


# ICT 8 Activity Sheet

## Quarter 3 | Week 2

### Creating a Publication



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**WRITERS**

# ***Introductory Message***

Welcome to ICT 8!

The **Learning Activity Sheet** is self-directed instructional materials aimed to guide the learners in accomplishing activities at their own pace and time using the contextualized resources in the community. This will also assist the learners in acquiring the lifelong learning skills, knowledge and attitudes for productivity and employment.

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## **For learning facilitator:**

The **ICT 8 Activity Sheet** will help you facilitate the leaching-learning activities specified in each Most Essential Learning Competency (MELC) with minimal or no face-to-face encounter between you and learner. This will be made available to the learners with the references/links to ease the independent learning.

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## **For the learner:**

The **ICT 8 Activity Sheet** is developed to help you continue learning even if you are not in school. This learning material provides you with meaningful and engaging activities for independent learning. Being an active learner, carefully read and understand the instructions then perform the activities and answer the assessments. This will be returned to your facilitator on the agreed schedule.

Name of Learner: \_\_\_\_\_ Grade and Section: \_\_\_\_\_  
School: \_\_\_\_\_ Date: \_\_\_\_\_

## ICT- 8 ACTIVITY SHEET

### Creating a Publication

### Learning Competency:

Demonstrate in creating a new publication.

Support Competencies:

1. Customizing publication layout.
2. Changing or adding template.
3. Adding, rearranging, and deleting pages in a publication.

## Background information for the learners

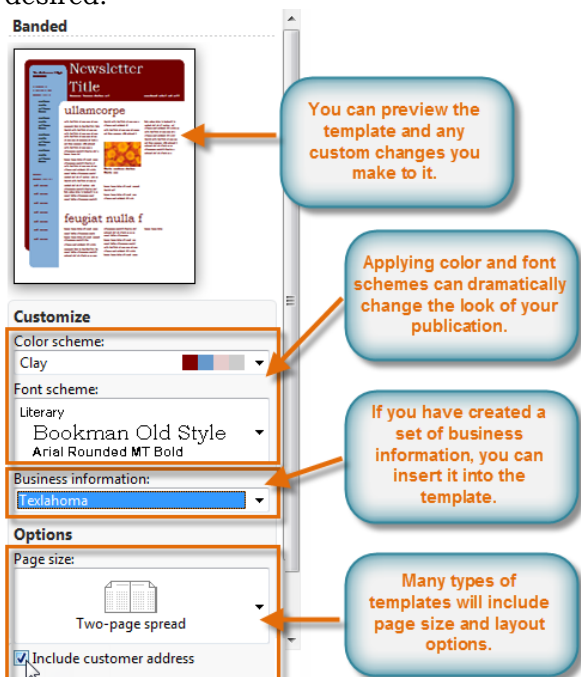
Publisher offers dozens of templates for almost any type of publication you would want to create, including brochures, newsletters, and greeting cards. Understanding Publisher's templates and layout tools will help you create publications that look the way you want.

In this lesson, you'll learn how to create a new publication using either a template or a blank page. You'll also learn how to customize your publication by modifying page layout, applying a new template, and adding, deleting, and rearranging pages.

### Activity 1. Create a publication

#### To create a new publication from a template

1. Click the **File** tab to go to **Backstage view**, then select **New**. The **Available Templates** pane will appear.
2. Select the **type** of publication you wish to create. In this example, we will select Newsletters.
3. From the newsletter template category, select **Banded** template
4. A preview of the selected template will appear in the **Preview pane** on the right. Review the template, and modify template **options** as desired.

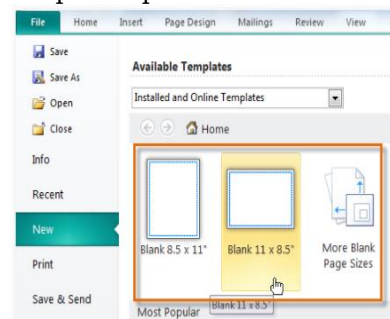


5. When you are satisfied with the template, click **Create**.
6. The new publication will be created.



#### To create a blank publication

1. Click the **New** tab in Backstage view, then select a **blank page size** in the Available Templates pane.

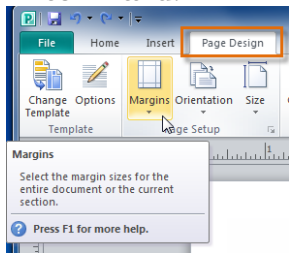


#### Customizing publication layout

Whether you chose to create a publication from a template or from a blank page, you may decide to change the publication **layout**. Three components you can change are **margins**, **size**, and **orientation**.

### To modify page margins

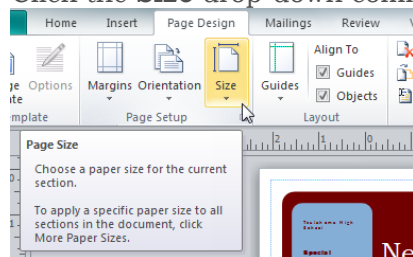
1. On the Ribbon, select the **Page Design** tab,
2. then locate the **Page Setup** group.
3. Click the **Margins** drop-down command.



4. A drop-down list will appear. Select the desired margins.
5. The new margins will be applied.

### To change page size

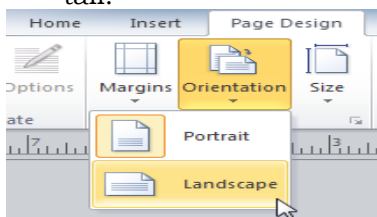
1. On the Ribbon, select the **Page Design** tab, then locate the **Page Setup** group.
2. Click the **Size** drop-down command.



3. Select the desired page size from the drop-down list that appear.
4. Your publication's page size will be changed.

### To change page sizepage orientation

1. On the Ribbon, select the **Page Design** tab, locate the **Page Setup** group, then click the **Orientation** drop-down command.
2. Select **Portrait** orientation to make your publication taller than wide or **Landscape** to make it wider than tall.



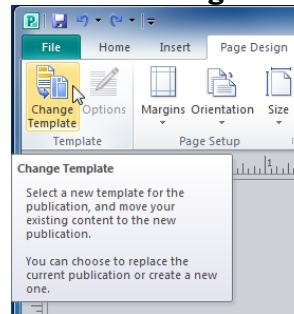
3. Your publication's page orientation will be changed.

### Changing or adding template

If you create a publication from a template and later decide the chosen template doesn't quite suit your needs, you can always **change** it.

### To apply a new template to an existing publication

1. On the Ribbon, select the **Page Design** tab, then locate the **Template** group.
2. Click the **Change Template** command.

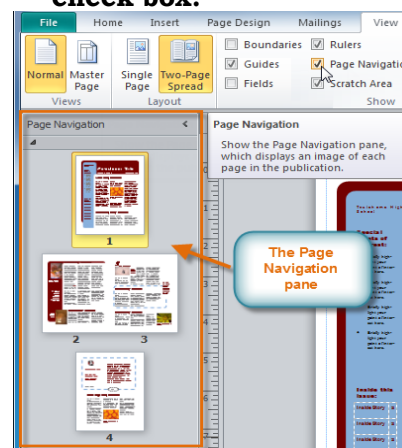


3. The **Change Template** dialog box will appear. Select a template to preview it in the **Preview** pane.
4. Modify template options as desired.
5. When you are satisfied with the new template, click **OK**.
6. A dialog box will appear asking you how you wish to use the template. You can either:
  - Apply the template to the **current** publication
  - Create a **new** publication that includes the text and images you have added
7. Click **OK**.
8. The new template will be applied to your publication

### Adding, rearranging, and deleting pages

If you're creating a **newsletter** or another type of publication with **multiple pages**, you might find the **Page Navigation** pane useful. The Page Navigation pane gives you a way to view and scroll through the pages in your publication. It also includes features that let you **add**, **move**, and **delete** pages.

To open the **Page Navigation** pane, click the **View** tab on the Ribbon, then locate the **Show** group. Select the **Page Navigation** **check box**.



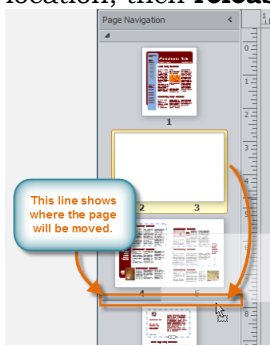


1. In the Page Navigation pane, right-click any page, then select **Insert Page**.

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- [illegible]

1. In the Page Navigation pane, locate the page you wish to move.
2. **Click** and **drag** the page to its new location, then **release** the mouse.



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1. In the Page Navigation pane, right-click the page you wish to delete, then select **Delete** in the list that appears.
2. If the page is part of a **two-page** spread, Publisher will ask if you wish to delete one or both pages. Make your selection, then click **OK**.
3. The page will be deleted.

Perform the following tasks below.

- ### Activity 3.

1. What is the name of the tab to be used to go to Backstage View?
  - a. Home
  - b. Page Design
  - c. File
  - d. Insert
2. How do you delete a page in publication?
  - a. Click the page and delete.
  - b. Go to File tab and click delete.
  - c. Click the navigation pane, right click the page you want to delete and select delete from the list.
  - d. None of the above.
3. How do change page size page orientation of a publication?
  - a. On the Ribbon, select the Page Design tab
  - b. Locate the Page Setup group
  - c. Click the Orientation drop-down command.
  - d. All of the above.
4. The \_\_\_\_ tab is used to change the page size of a publication.
  - a. Home
  - b. Page Design
  - c. File
  - d. Insert
5. What are the options you can set from the preview pane when you start to create a blank publication or using template?
  - a. Page size
  - b. Color scheme
  - c. Font scheme
  - d. All of the above

**True or False.** Write **T** if the statement is true and **F** if the statement is false.

6. The Page Navigation pane let's you add, move, and delete pages.
7. You cannot change or add new template once you started working with your publication.
8. A page in a publication is fix and can never be disarranged.
9. You can change the margins, size, and orientation when customizing your publication layout.
10. Page orientation in a publication can either be horizontal or vertical.

### **Reflection.**

**Complete the statements below.**

I understand \_\_\_\_\_

I don't understand \_\_\_\_\_

I need more information about \_\_\_\_\_



### ***Links and/or Other References***

<https://edu.gcfglobal.org/en/publisher2010/>







