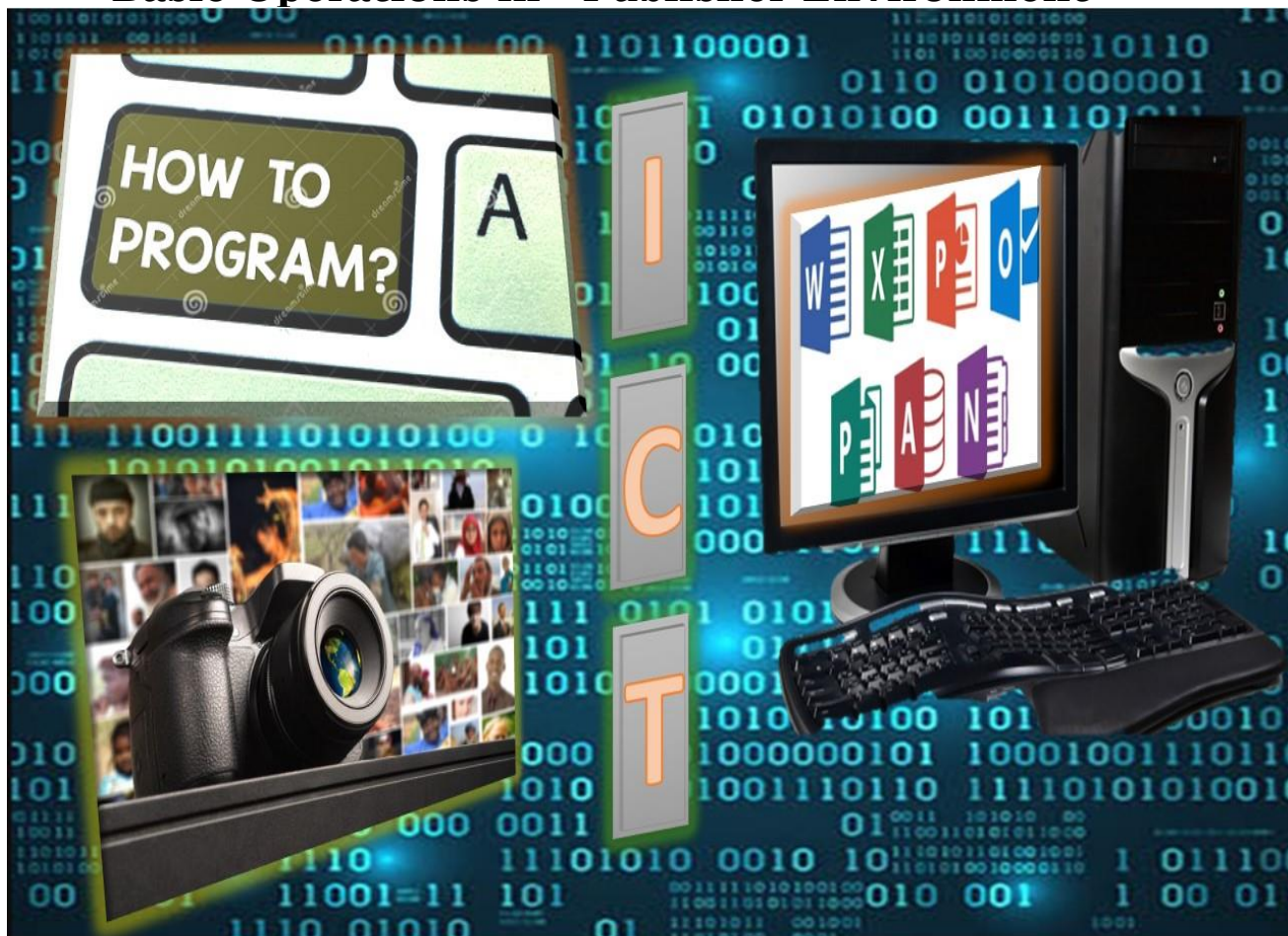**8**

DepED
DEPARTMENT OF EDUCATION

ICT 8 Activity Sheet
Quarter 3 | Week 1

Basic Operations in   Publisher Environment

MARICAR R. PORNEL, Oton NHS
ZALDY M. TONDO, Division Science Coordinator
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.

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.

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.

ICT-8 ACTIVITY SHEET
Basic Operations in Publisher Environment

Learning Competency:
Navigating Publisher Environment.

Support Competencies:
1. Identify the different parts of the Publisher Window.
2. Identify the different viewing tools.
3. Demonstrate in opening and closing publication.

Background information for the learners
Microsoft Publisher is a program designed to help you create publications, or documents that you can print and distribute.

In this lesson, you will learn about the environment of Publisher and its viewing tools.

Activity 1. Parts of the Publisher window
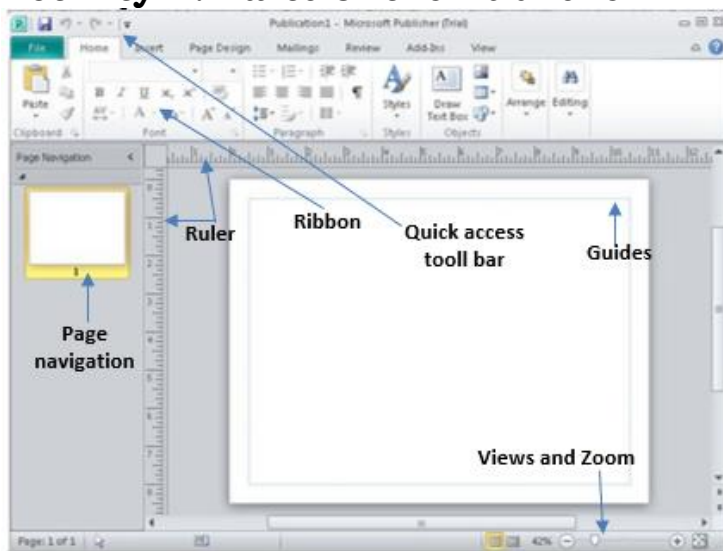
Quick Acess Toolbar
The Quick Access Toolbar lets you access common commands, no matter which tab you're using in the Ribbon. By default, it shows the Save, Undo, and Redo commands.

Ribbon
 The **Ribbon** contains all of the **commands** you will need in order to do common tasks. It has multiple **tabs**, each with several groups of commands. Additional "tools" tabs will appear when you are formatting certain items like images or text boxes.
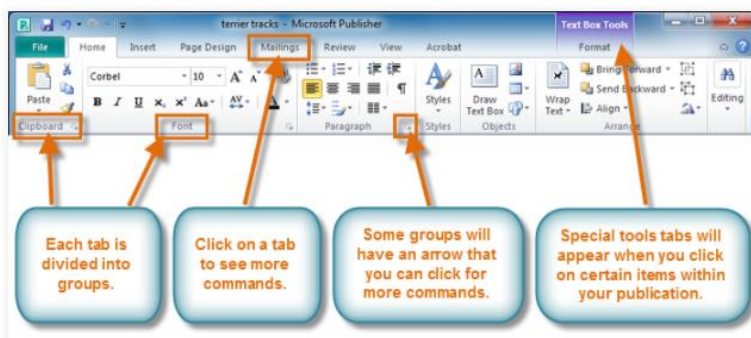
Page Navigation
The Page Navigation pane allows you to view and work with the pages in your publication. You can add, delete, rearrange, and duplicate pages in the Page Navigation pane. You can also organize your pages into Sections.

Rulers
Rulers are located at the top and to the left of your publication. They make it easier to adjust and move items like images and text blocks with precision. **Horizontal ruler** measures the width of your publication while the **vertical ruler** measures the height of your publication.

Guides
Guides are horizontal and vertical lines that appear on your publication as you're editing it. They help you align text, images, and other objects on the page.

Views and Zoom
You can view multi-page publications as either a single page or a two-page spread. To toggle back and forth between these views, simply click the icons on the Views toolbar. To view more or less detail in your publication, you can zoom in or out by clicking and dragging the slider.

Publication Viewing tools:

➢ Rulers- you can use the rulers to the left and top of your publication to help you line up text, images, and other objects and get a clearer idea of exactly where those objects will appear on the printed page. When you select an object in your publication, a white space will appear on the rulers to show the object's location.

➢ Baselines- are evenly spaced horizontal lines you can use to line up text**.**

➢ Boundaries- are dark blue dashed borders that appear around your **objects**. Viewing object boundaries can be useful when you're aligning objects or wrapping text.
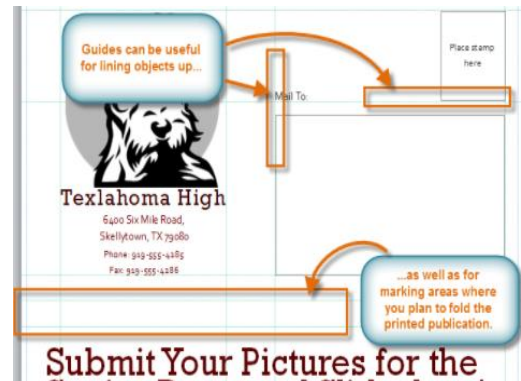
➢ Guides
 2 types of guides:
- Margin guides, which are blue lines that mark the edges, or margins, of the printable area on each page of your publication. Margin guides are automatically created when you set your page margins.
- Customizable guides, which are green lines you can add anywhere on your publication.

Identify the different parts of the Publisher windows labelled 1,2,3,4,5, 6 in figure 1.
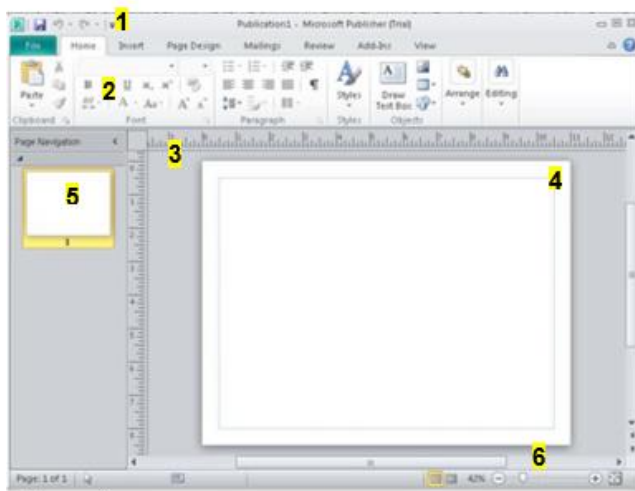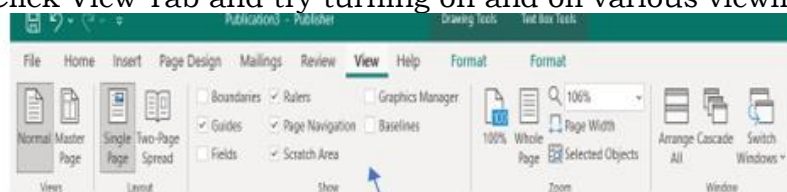

Figure 1

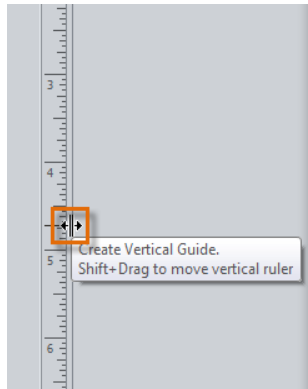## Activity 2. Navigating Publisher environment

1. Open Publisher on your computer.
2. Click New command. A new publication will be created.
3. Click through all of the tabs, and notice how the Ribbon options change.
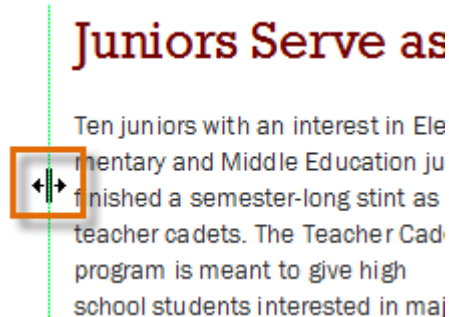4. Click View Tab and try turning on and off various viewing tools.

VIEWING TOOLS

5. To add green guide.

a. Click either the horizontal or vertical ruler.

b. Drag your mouse to your publication, and release to add the guide in the desired location.

Create Vertical Guide.
Shift+Drag to move vertical ruler

Juniors Serve as

Ten juniors with an interest in Ele mentary and Middle Education ju finished a semester-long stint as teacher cadets. The Teacher Cad program is meant to give high school students interested in maj

c. Your guide will be placed. You can move it at any time by clicking and dragging it.

6. To Close Publisher.
   Select any of the following:
   1. *Click on File Tab, then select Close*
   2. *Press Alt-F, then press C (Close) or X (Exit)*
   3. *Click on the X button in the upper right corner of the screen*
   4. *Press Alt-F4*

Activity 3.
True or False. Write **T** if the the statement is true, and **F** if the statement is false.
1. You can add, delete, rearrange, and duplicate pages in the Page Navigation pane.
2. Customizable guides are blue lines that mark the edges, or margins, of the printable area on each page of your publication.
3. Bold, Underline and Italic are some of the commands located in the ribbon.
4. Viewing object boundaries can be useful when you're aligning objects or wrapping text.
5. Save, Undo, and Redo commands are located in the ribbon.
6. One option to close the publisher application is the with use of Ctrl F4 command.
7. Blue lines can be added anywhere on your publication.
8. Rulers in a publication are positioned horizontally and vertically.
9. When you select an object in your publication, a blank space will appear on the rulers to show the object's location.
10. You can see multi-page publications as either a single page or a two-page spread using views and zoom.

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/