8

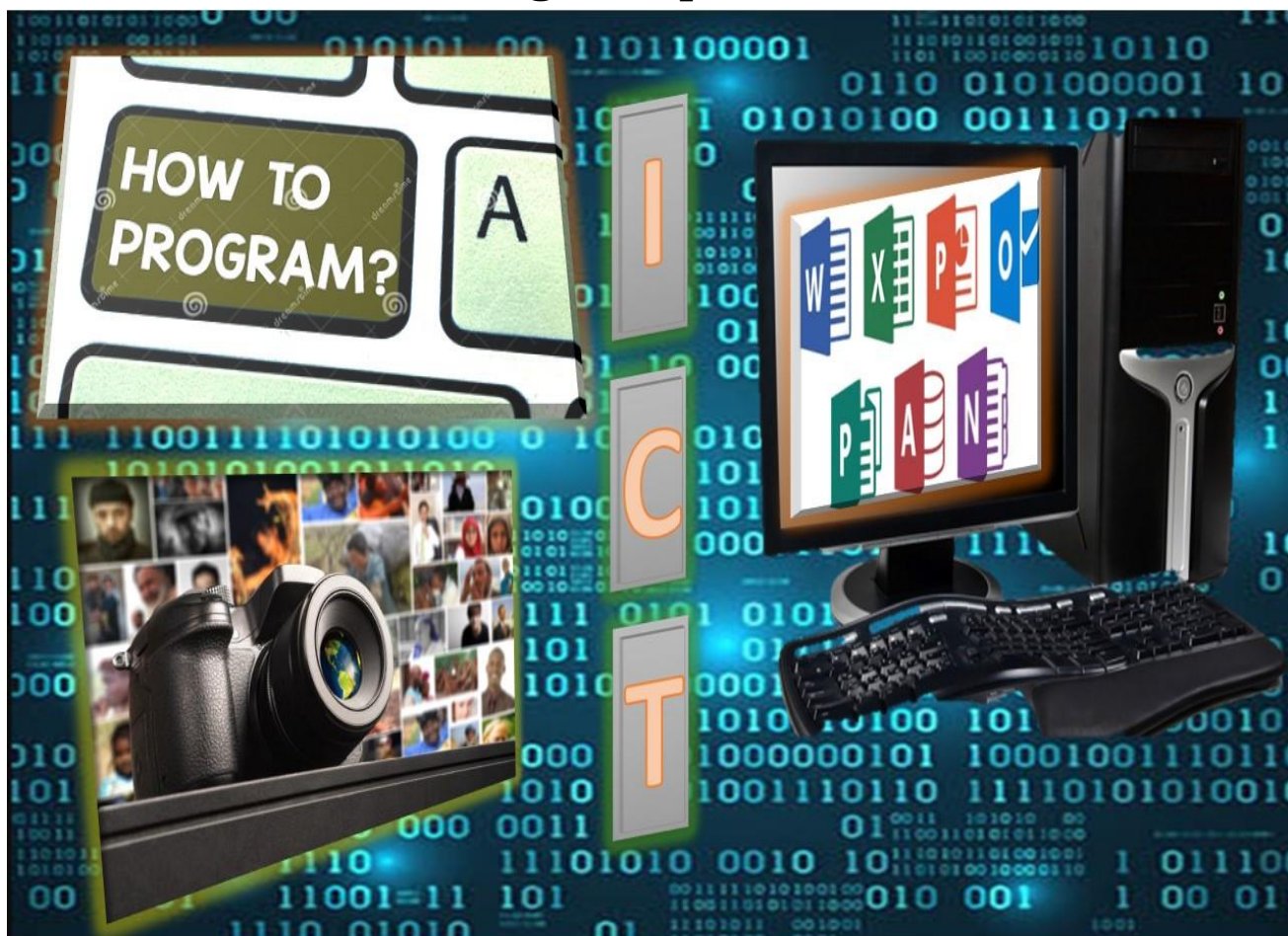# ICT 8 Activity Sheet Quarter 4 | Week 1-2

Working with pictures

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
Working with pictures

Learning Competency:

Applying pictures in a publication.

Support Competencies:

1. Demonstrate inserting and fitting pictures.
2. Apply brightness, contrast and recolor of pictures.
3. Apply caption in a picture.

Background information for the learners

Pictures are a great way to add visual interest to your publication. Depending on the type of publication you're creating, adding pictures can even be essential. For instance, you wouldn't create a brochure for a product without including at least one picture of it.
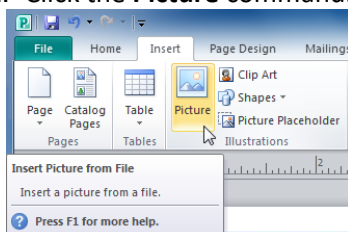
In this lesson, you'll learn how to **insert**, **fit**, and **format pictures**, including **clip art**.

Activity Proper.

Activity 1. Inserting and Fitting pictures in your publication

To insert a picture from a file

1. Select the **Insert** tab, then locate the **Illustrations** group.
2. Click the **Picture** command.

3. The **Insert Picture** dialog box will appear. Locate and select the picture you would like to insert, then click **Insert**
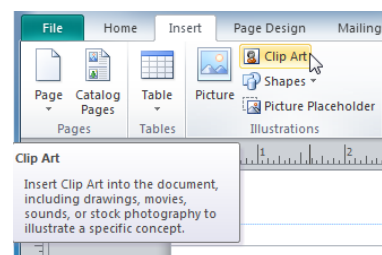

4. The picture will be added to your publication.

Note:

You can also insert picture in your publication using ClipArt. Locate the **Insert tab**, locate the Illustrate group, and click the **Clip Art command**.

The **Clip Art pane** will appear on the right. Use the search tools to search for a suitable image.
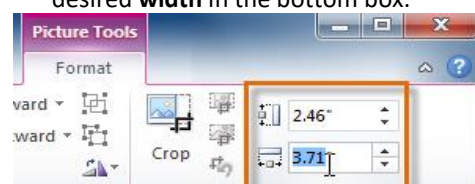

Fitting pictures in your publication

To get your picture to fit well on the page, you may have to adjust it by **resizing**, **cropping**, and **rearranging** it.

To resize a picture:

1. Select the picture.
2. **Click** one of the corner sizing handles and **drag** your mouse until the picture is the desired size.
3. Release your mouse. The picture will be resized.
4. If you know exactly how many inches tall and wide you want your picture to be, you can resize it to those specifications. Click the **Picture Tools Format** tab, then locate the **Size** group. Enter the desired **height** of your picture in the top box and the desired **width** in the bottom box.

Note:

You can also Crop to fit pictures in your publication.

Select the picture, then click the **Picture Tools Format** tab. Locate the **Crop** group, and Click the **Crop** command.

Arranging Pictures

To get your pictures to fit properly with text and other objects, you may have to **align** them and adjust their **text wrap settings**. The procedures for doing these things are identical to the procedures for working with **shapes** and other **objects**.
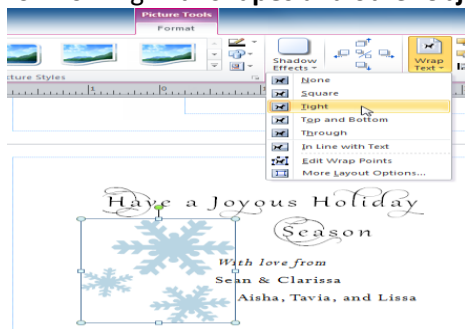
Answer the questions below:

1. What is the use of adding pictures in a publication?
   _____
   _____
   _____

2. How do you fit and arrange the pictures in your publication?
   _____
   _____
   _____

Activity 2. Modifying pictures

Modifying pictures
**Brightness and Contrast**

One of the most basic edits you can make to a picture is modifying its **brightness** and **contrast**. Although these tools are separated into two commands in Publisher, they are most effective when used together.

To adjust brightness and contrast:

1. Select the picture you wish to adjust, then select the **Picture Tools Format** tab and locate the **Adjust** group.
2. Click the **Brightness** drop-down command.
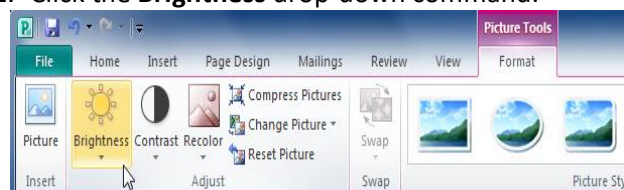
3. From the drop-down menu that appears, select the desired brightness. **Positive numbers (+)** will make the picture **brighter**, while **negative numbers (-)** will make the picture **darker**.
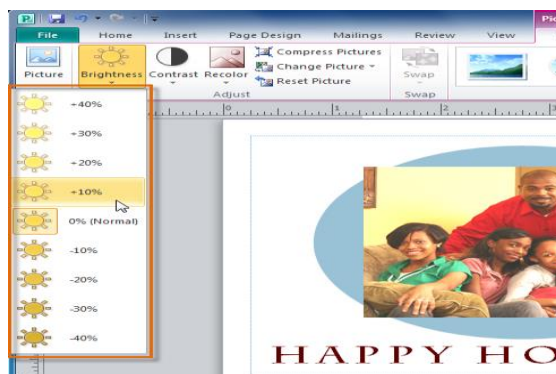
4. Click the **Contrast** drop-down command.
5. Select the desired **contrast** level. **Positive numbers (+)** will create a **greater contrast** between the light and dark areas of the picture, while **negative numbers (-)** will **reduce the contrast**.

To recolor the picture:

1. Select the picture you wish to recolor, then select the **Picture Tools Format** tab and locate the **Adjust** group.
2. Click the **Recolor** drop-down command.
3. From the drop-down menu that appears, select a **recoloring option** or select **More Variations** to see additional color choices.
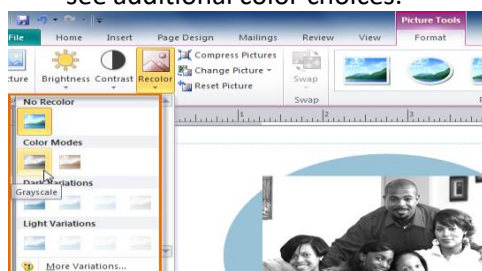
4. The picture will be recolored.

To apply a picture style:

1. Select the picture, then click the **Picture Tools Format** tab and locate the **Picture Styles** group.
2. Click the **More Picture Styles** drop-down arrow.
3. A drop-down list of styles will appear. Move your cursor over the styles to see a live **preview** of each style in your publication, then select the desired style.
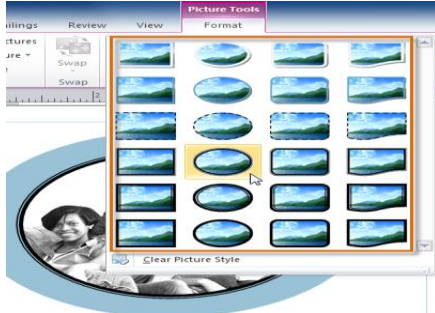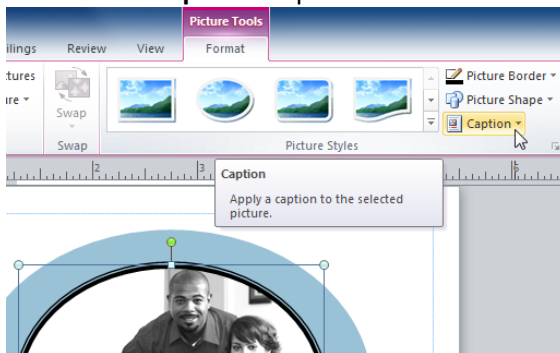

4. The style will be applied to the picture.

To add a caption:

1. Select the picture, then click the **Picture Tools Format** tab and locate the **Picture Styles** group.
2. Click the **Caption** drop-down command.

3. A drop-down list of **caption styles** will appear. Move your cursor over the caption styles to see a live **preview** of the captions with your picture, then select the desired caption style.
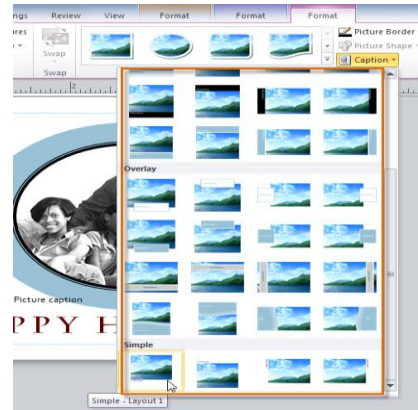
4. Click the caption **text box** and type your caption text.

Answer the questions below:

What is importance of adding caption in your pictures?
_____
_____
_____

Is it really necessary to modify pictures when creating a publication? Why or why not?
_____
_____
_____

Activity 3.
Multiple Choice. Select the letter of the correct answer.
1. Which of the following task that would allow fiiting pictures in your publication?
   a. Cropping   c. Resizing
   b. Rearanging   d. All of the above
2. What is the name of the tab that will allow you to access the caption style?
   a. Page design   c. Format
   b. View   d. Home
3. What are most basic edits you can make in modifying a picture?
   a. Brightness & contrast   c. cropping
   b. Recolor   d. all of the above

4. Which of the following tab that will allow to include pictures in your publication?
    a. Insert   c. Page Design
    b. *View*   *d. Home*

5. In adjusting the contrast level, the negative numbers (-) will make the picture brighter.
   a. True   b. False

6. MS Publisher is a Desktop publishing application.
  a. True   b. False

7. You can also insert picture in your publication using ClipArt.
    a. True   b. False

8. The positive numbers (+) will make the picture darker as you adjust its contrast level.
    a. True   b. False

9. Publisher and Word have similar navigation ribbons?
    a. True   b. False

10. One way to adjust the arrangement of your picture   is with the use text wrap settings.
    a. True   b. False

Reflection.
Complete the statements below.

I understand_____
_____

I don't understand _____
_____

I need more information about _____
_____

 Links and/or OtherReferences

https://edu.gcfglobal.org/en/publisher2010/
https://quizizz.com/admin/quiz/57e1e17123876faffcc9f68d/microsoft-publisher

PERFORMANCE TASK
Q4- WEEK 1-2

1.   Open the practice publication.
2.   In page 2-3(uppert part), insert your family picture.
3.   **Crop** the picture, then **resize** it so it fits well on the page.
4.   **Align** the picture to the center of the page.
5.   **Recolor** the picture.
6.   Apply a **picture style**.
7.   Add a **caption**.
8.   **Compress** the picture.
9.   In page 2-3(lower part), **change the names to your parent's name and siblings.**
10.   Save the publication as Q4_W1-2_PT_***(where *** is your family name)