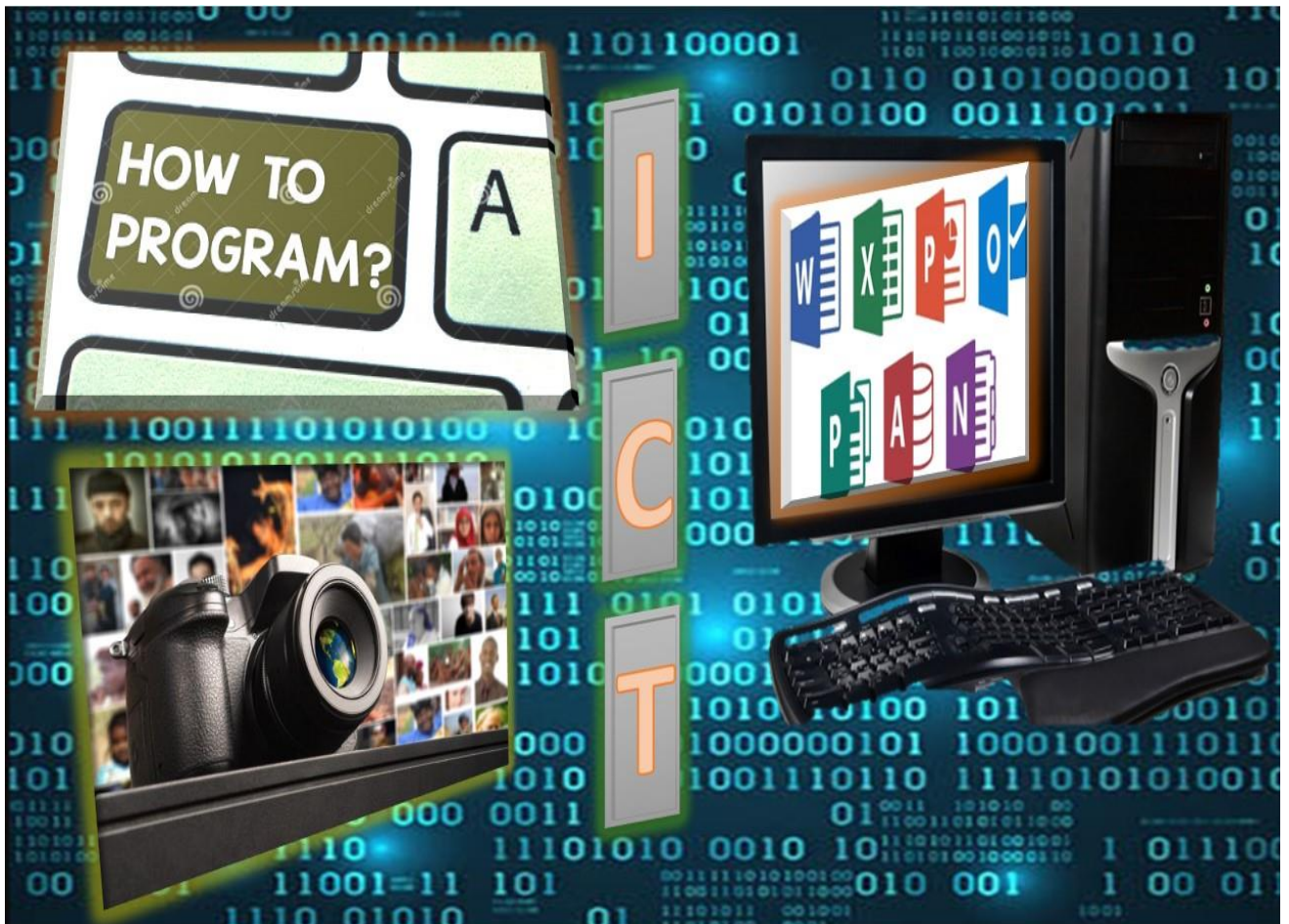


ICT 8 Activity Sheet

Quarter 3 | Weeks 3- 4

Working with Text



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WRITERS

GOVERNMENT PROPERTY
NOT FOR SALE

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.

Name of Learner: _____ Grade and Section: _____
School: _____ Date: _____

ICT-8 ACTIVITY SHEET

Working with text

Learning Competency:

Demonstrate in working with text.

Support Competencies:

1. Demonstrate in
 - o adding Text boxes
 - o modifying text boxes
 - o wrapping text

Background information for the learners

To create and design effective publications, you need to be able to present text in a readable and visually interesting way. For this reason, Publisher offers a number of tools that let you customize and control the layout and appearance of the text in your publication.

In this lesson, you'll learn how to add and arrange text boxes, as well as how to modify them and the text they contain.

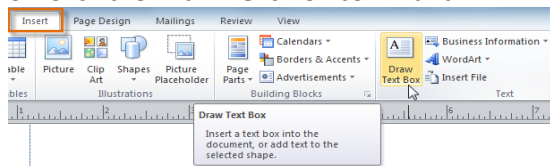
Activity 1. Working with Text box


A. Text Box

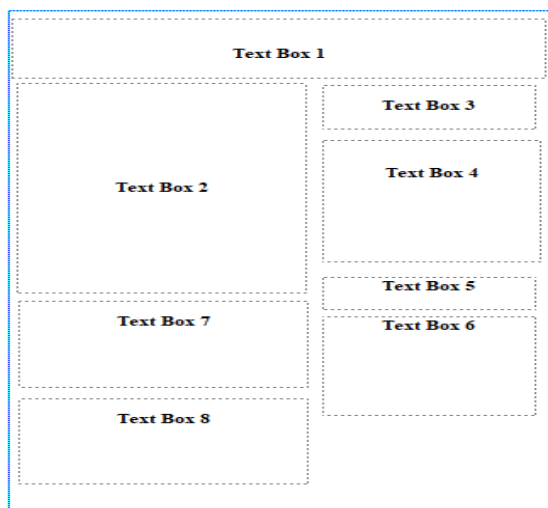
In Publisher, text is contained in **text boxes**, which are blocks of text that you can place on the page. When you create or select a text box, the **Text Box Tools** tab will appear on the Ribbon. On this tab are commands that let you adjust and format your text box and the text it contains

To insert Text Box

1. Open a new Blank publication with a page size of A4(Portrait)
2. On the Ribbon, select the **Insert** tab, then locate the **Text** group.
3. Click the **Draw Text Box** command.



4. The cursor will turn into crosshairs . Click on your publication and **drag** your mouse to create the following text boxes. (as shown below)



Type the texts for the following text boxes:

Text Box 1 :

Community Notice

Text Box 2:

Lost Dog

Grey and white Chihuahua. A little skittish but very sweet-lots of inner beauty.

Last seen 05/01/2021 on Avocado Street.

P1000 award for return!

09100085081

Text Box 3:

FOR SALE

Text Box 4:

SLIGHTLY USE ITEMS:

Lawnmower

Price: P3,000

Contact:

Maria Makiling

332-22-20

Lagermania Gas Range

Price: 5,000

Contact:

Delfin Del Rosario

09100023003

Text Box 5:

TUTORS WANTED!

Text Box 7:

CURFEW SCHEDULE

9:00PM – 5:00AM

A fine of P1000 will be imposed for any violations.

Strictly observe the curfew.

WEAR MASK AT ALL TIMES!

Text Box 8:

MASS SCHEDULE

Daily

6:00 AM

Sunday

6:00 AM

8:00 AM

4:00 PM

Text Box 6:

Looking for experienced tutors willing to work with our 7th and 8th grade son and daughter on math, science, and Spanish. Must be available at least two evenings a week.

Call 919-883-0039 for more information.

5. Save publication as **Q3_W3-4_*****(where *** is your family name).

Activity 2. Modifying text boxes and Wrapping text

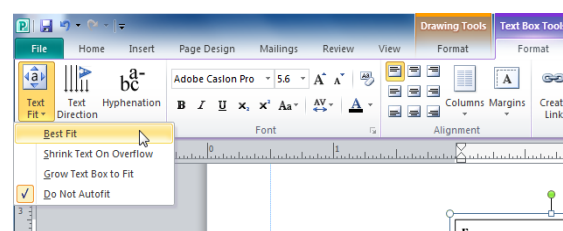
A. Modifying text boxes

The **Text Fit** options allow you to format text boxes that **automatically adjust** font or text box size to get a good fit. There are four text fit options you can apply to any text box:

- **Best Fit**, which makes the text larger or smaller to fit the text box
- **Shrink Text on Overflow**, which automatically shrinks the font size when the text box has no room for additional text
- **Grow Text Box to Fit**, which automatically enlarges the text box based on text size and length
- **Do not Autofit**, which makes no automatic changes to the text or text box size; this is the default option

To apply Text Fit

1. Select the text box 1, then click the **Text Fit** drop-down command in the **Text** group of the **Text Box Tools** tab. Select Best Fit option.



2. Change the text fit of text box 3 and text box 5 to Best Fit Option.

B. Wrapping Text

If you place a text box near an **image** or another **object**, you may notice that the text is overlapping with the object or doesn't appear exactly where you want. To fix this problem, you'll need to change the object's **text wrapping settings**.

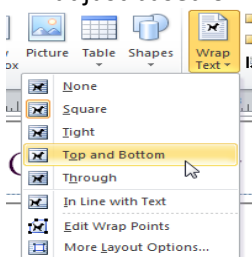
Wrap text change the way text wraps around the objects.

To wrap text around the object

1. Select the object, then click the **Format** tab that appears on the Ribbon.



2. Locate the **Arrange** group, then click the **Wrap Text** drop-down command.
3. Select the **Top and Bottom** wrap option. The text will adjust based on the option you have selected.



Note: If you can't get your text to wrap the way you wish, click the **Wrap Text** command and select **More Layout Options** from the menu. You can make more precise changes in the Advanced Layout dialog box that appears.

Save the publication with a new file name **Q3_PT3-4_***** (where *** is your family name).

Your final output should look something like this:



Activity 3.

Answer the following questions.

1. What is the use of text box in Publisher?

2. What is the purpose of text fit?

3. What is the use of wrap text?

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/>

