8
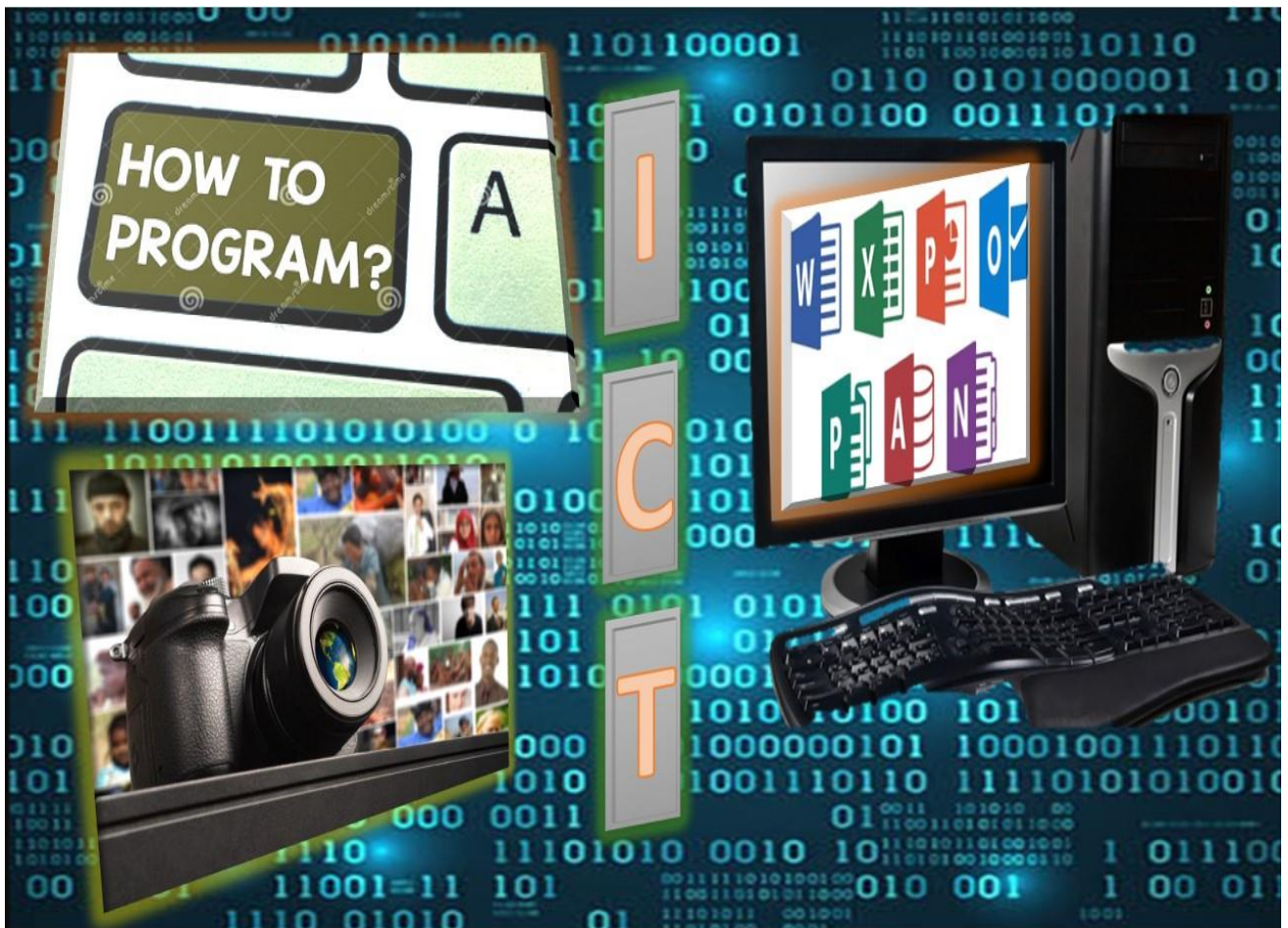
ICT 8 Activity Sheet Quarter 3 |Weeks 5-6

Working with Shapes and Objects

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 Shapes and Objects

Learning Competency:

Applying shapes and objects in publication

Support Competencies:

1. Applying shape fill and outline color.
2. Arranging shapes and objects.

Background information for the learners

In Publisher, the components of any publication are called **objects**. You've already worked with text boxes, which are one type of object. Publisher offers decorative objects as well, including **shapes** and **Building Blocks**.

In this lesson, you'll learn how to create and modify **shapes**. You'll also learn how to **align**, **group**, and **arrange** objects of all types.

Activity 1. Working with Shapes

Using shapes and objects is an easy way add graphic design elements to your publication. While you may not need shapes in every publication you create, they can add visual appeal.

To insert a shape:
1. Open a blank publication, select a business card type of publication and then select the blank size of 8.5 x 5.5 cm.
2. Select the **Insert** tab, then locate the **Illustrations** group.
3. Click the **Shapes** drop-down command.
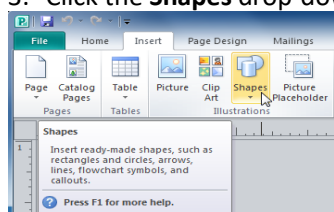
4. Select the **Sun** shape from the drop-down menu.
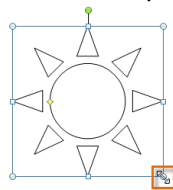5. Click and drag the mouse until the shape is the desired size.

6.   Release the mouse button. The shape will be added to your publication.

To resize a shape:
7. Select the shape.
8. Click and drag one of the **sizing handles** on the

- Drag the top or bottom sizing handles to modify shape **height**
- Drag the side handles to modify shape **width**
- Drag the **corner handles** to modify **height** and **width** at the same time

9. To rotate the shape, click and drag the **green handle**.

As you drag your mouse, you'll be able to preview the changing rotation of your shape.
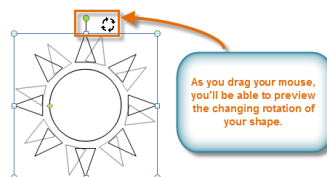
10. Some shapes also have one or more **yellow handles** that can be used to modify the shape. For example, with this sun shape you can adjust the diameter of the center circle and the length of the points.
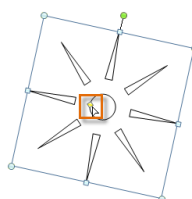

If you hold down the **shift** key while resizing a shape, the shape will keep its **proportions** instead of getting stretched out.

For instance, if you hold down the shift key while you resize a **square**, the final shape will remain a perfect square with four equal sides.

To modify shapes

To change to a different shape:

11. Select the shape, then click the **Format** tab and locate the **Shape Styles** group.
12. Click the **Change Shape** drop-down command.
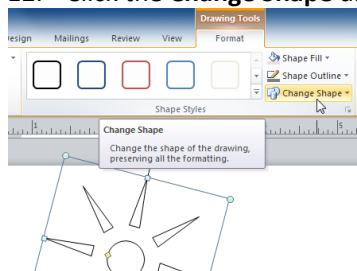
13. Select the **Oval** shape. The shape will now be changed.

To change the shape fill color / shape outline:

14. Select the shape, then click the **Format** tab and locate the **Shape Styles** group.
15. Click the **Shape Fill** drop-down command and select the **bright green** color.
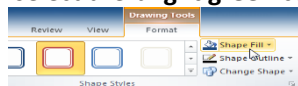
16. Click the **Shape Outline** drop-down command and select any **dark green** color.
17. The new fill color will be applied.

   Note: You can also choose **No Fill** to remove the fill / outline from your shape or **More Fill/ outline Colors** to select a custom color.

18. Add two more Oval shapes by using copy and paste commands.
19. Change the Fill color and remove the outline color as shown below:

20. Insert a **rectangle** shape, position it on the **left side** of the publication and add **shape fill** color to **black.**
21. Insert a text box and type the text **Snapshots**. Change the **font** to **Aharoni** and **font size** to **16.**
22. Drag the text box inside the rectangle shape and change the font color of the text to white. Your output should look something like this:

23. Save the publication as **Q3_W4-5_***(where *** is your family name).

Activity 2. Arranging objects

A.   Aligning

You can **click** and **drag objects** to align them manually, but this can be difficult and time consuming. Publisher includes several commands that allow you to align your objects quickly and precisely. Objects can be aligned to **each other** or to the **page**.

Note: Continue with the same publication in doing Activity 2.

To align two or more objects:

1. Click and drag your mouse to form a **selection box** around the objects you want to align. All of the objects will now have **sizing handles** to show that they are selected.
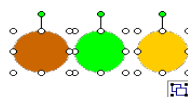
2. Click the **Format** tab, then locate the **Arrange** group.
3. Click the **Align** drop-down command.

4. Select one of the six **alignment options**, then select **align bottom**.
5. The objects will align to each other based on the option you have selected.

To align objects to the page:

1. Insert a new rectangle object.
2. Apply green fill color to the object and remove the shape outline color.
3. Click the **Format** tab, then locate the **Arrange** group.
4. Click the **Align** drop-down command.
5. From the drop-down list that appears, select **Relative to Margin Guides**.
6. Select **align middle** from the six **alignment options**.
7. The objects will align to the page based on the option you have selected.

B. Distributing objects evenly

If you have arranged objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this by **distributing the objects** horizontally or vertically.

To distribute objects:
1. Rearrange the oval objects as shown below

2. Select the oval objects, Click the **Format** tab, then locate the **Arrange** group.
3. Click the **Align** drop-down command.
4. From the drop-down menu that appears, select **Distribute Vertically**.
5. The objects will be distributed evenly.
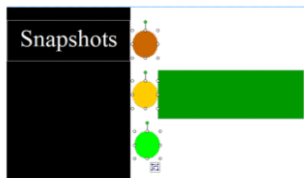
C. Grouping

At times, you may want to **group** multiple objects into **one object** so they will stay together if they're moved. This can be easier than selecting all of the objects each time you want to move them.

To group objects:
1. Select the three oval objects .
2. Click the **Format** tab, then locate the **Arrange** group.
3. Click the **Group** command.
4. The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group to show that they're one object.

Note: You can **ungroup** grouped objects at any time. Simply select the group, then click the **Ungroup** command.

D. Moving objects front and backward

In addition to aligning and grouping objects, Publisher gives you the ability to **arrange objects** in a **specific order**. Ordering is important when two or more objects **overlap**, as it will determine which objects are in the **front** or the **back**.

To bring an object to the front or back:
1. Select the the oval group object.
2. Click the **Format** tab, then locate the **Arrange** group.
3. Click the **Bring Forward** or **Send Backward** drop-down command
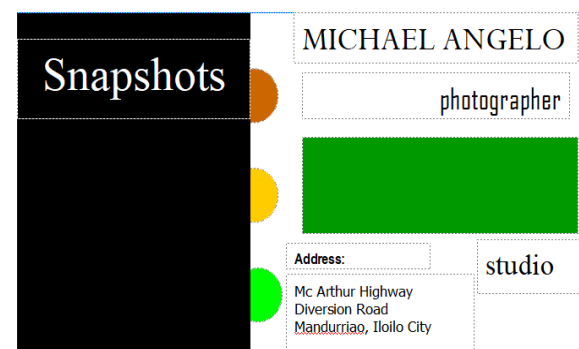4. From the drop-down menu, select **Send to Back**.
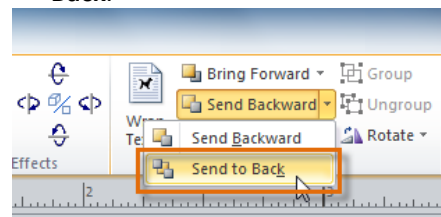
5. The objects will reorder themselves.
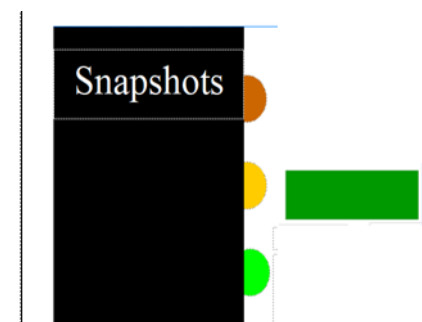
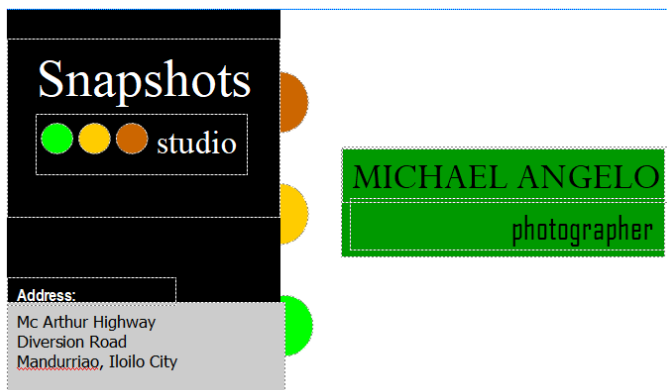### To complete the publication acitivity:

1. Add five more text boxes to the publication and type the text for each text as shown in the screen shot below:

2. Arrange the added text boxes to its corresponding objects.

Your final business card output should look something like this:

3. **Save the publication with a new file name Q3_PT4-5_*** (where *** is your family name).

Activity 3.
Answer the following questions:

Multiple Choice. Select the **letter** of your choice.

1. Which of the following you cannot create in Publisher?
   a. Brochure   c. Newsletter
   b. Greeting cards   d. Spreadsheet
2. You want an object go behind another object, which command do you use?
   a. align   c. rotate
   b. send to back   d. bring forward
3. Which file extension is correct for MS Publisher?
   a) .ppt   c) .xls
   b) .pub   d) .docs
4. MS Publisher has many pre-created documents that you can edit. These are called….
   a. images   c. edits
   b. slides   d. templates
5. In Pubslisher once objects are group together, you cannot ungroup them.
   a. True   b. False
6. To align objects at the center page of the publication, which of the following command will you select?
   a. align bottom   c. align middle
   b. align vertically   d. align horizontally
7. Which of the following should Publisher NOT be use for?
   a. designing newsletter
   b. creating wedding invitation
   c. calculating salary
   d. designing business card

8. Which of the following command allowing you to arrange objects?
   a. Format   c. Page Design
   b. Home   d. Insert
9. MS Publisher is a
   a. Word Processor   c. Web Browser
   b. Programming   d. Desktop publishing application
10. Which of the following task allowing you to modify shapes or objects?
   a. Apply fill color
   b. Change font and font size
   c. Apply outline color
   d. All of the above

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