Integrated ICT Learning Unit
Volume 3 - 4
My Family Tree

My Family Tree

Grand Pa   Grand Ma   Grand Pa   Grand Ma

Dad   Mom

Me

e-Learner

ENDORSED BY ICDL Africa
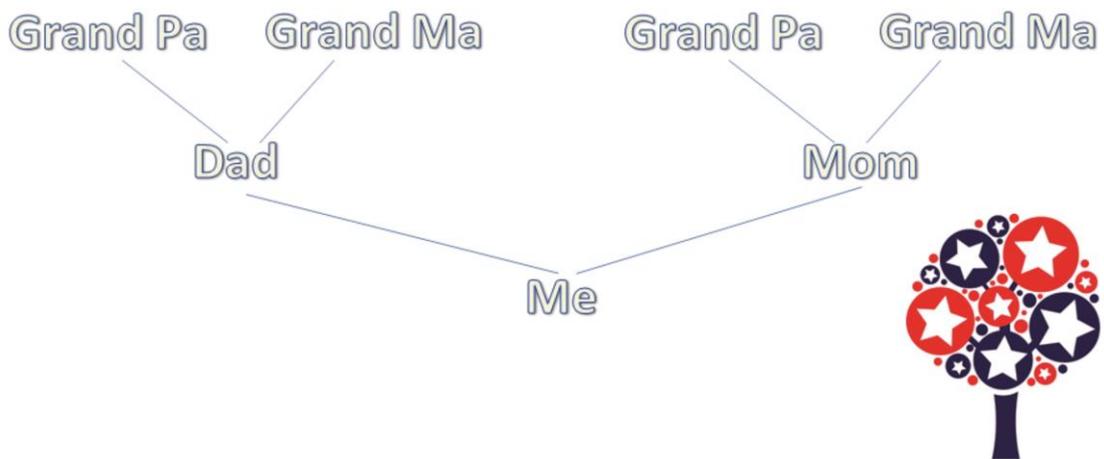
Overview

This integrated ICT learning unit consists of one activity which explores the concept of **their family Tree.**

Lesson format:

10 minutes   Educational game (optional; at the discretion of the teacher)

5   minutes   "Tech Talk" which introduces ICT terminology

5   minutes   Mouse skills which develop essential mouse and keyboard/touch typing techniques

20 minutes+   Integrated activity involving tasks, which relate to relevant content being covered in the classroom

ICT applications used in this Learning Unit:

Word Processing	Graphics	Spreadsheets	Databases	Internet	E-mail	Presentations	Drawing	Web design	Information Organiser	Simulations & design	Desktop Publishing	Operating Systems	Programming & logic
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Structure of the Learning Unit:
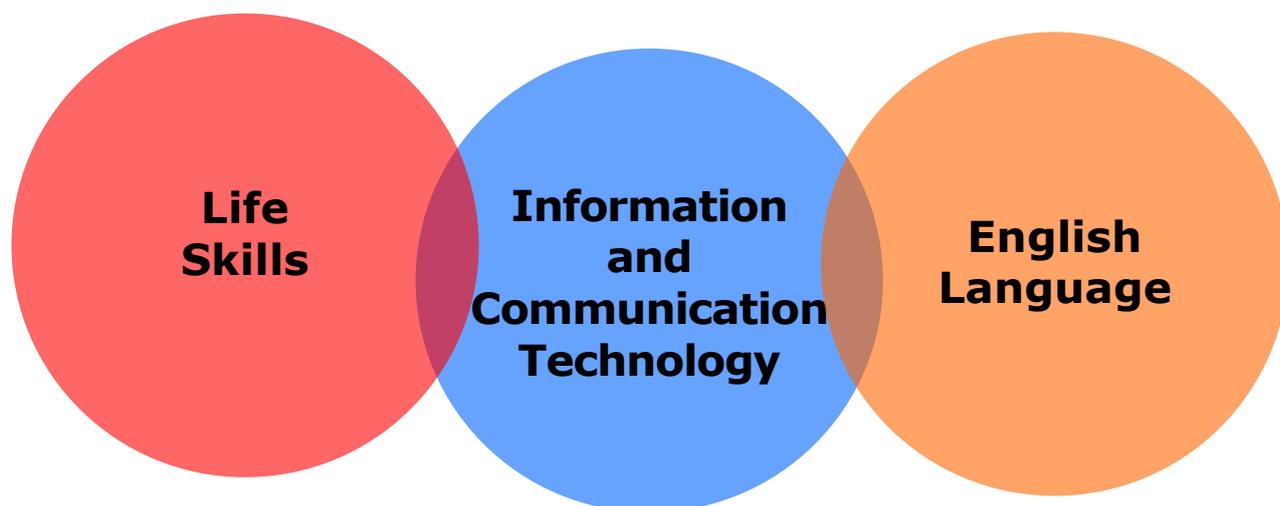
Integrated Activity

This lesson is aimed at integrating ICT into current, relevant class curriculum. Using this approach enables learners to use the computer not only as a working tool but also as a relevant learning tool to learn new concepts and skills or consolidate previously learnt work. This activity will take between 20 – 60 minutes (or 1-3 lessons) to complete depending on the ability of the learners and the time available.

e-Learner Assessment

The required assessment for each unit is completed by the ICT teacher by means of evaluating each skill on the skills matrix. The ICT teacher can indicate on the skills matrix whether the skill is being practised or developed by inserting a tick in the appropriate column next to the appropriate skills. Should the teacher wish to formally assess the skills, the relevant achievement level can be indicated in the assess column next to each skill assessed. The corresponding e-Learner skills should also be marked off when completed. The e-Learner skills can also be formally assessed by subscribing to the relevant online e-Learner assessment for which an ECDL endorsed certificate will be issued upon successful completion of the course. By utilising these assessment tools, the level of ICT competency as well as the progress of each learner can be monitored. The assessment matrix, as contained in this lesson instruction book, may be printed or photocopied for each learner.

ICT INTEGRATION ACROSS THE CURRICULUM

Life Skills

Information and Communication Technology

English Language

STRUCTURE OF LESSON
MY FAMILY TREE

INTEGRATED LESSON

Prior Learning Requirements

Concept / Topic:
Knowledge of family trees
ICT Skills:
Inserting text into order; Drag and drop; Effective control and use of the mouse

Educational Game	10 Min

A suitable educational game may be used as an optional activity at any point during the course of the lesson at the discretion of the ICT or class teacher

Keyboard / Mouse Skills	5 Min

A suitable activity should be selected by the ICT or class teacher to ensure continuity and progression of appropriate skills

Tech Talk	5 Min

KEYBOARD
The keyboard is the flat piece of hardware usually found in front of the monitor (screen) that has letters and numbers on it. The keys are pressed and the letter or number is shown on the screen. There are between 101 and 120 keys on all modern keyboards.

Integrated Activity	20 Min

Learners create a family tree of their family in word using shapes and lines to accurately display each member and how they fit in, either by birth or marriage.

Resources Used

Software: Microsoft Word
Prerequisite: None
Template: None
WWW: None

Subjects

- Life Skills
- Social Sciences

Additional Learning Opportunities

Concept / Topic:
1.5 My Family
ICT Skills:
3.22 Common Computers

Beyond the ICT Centre

- Find out if there are any famous people in your family

Learner name:		Class:	
Integrated Activity: Learners create a family tree of their family in word using shapes and lines to accurately display each member and how they fit in, either by birth or marriage.			
Theme/Topic: My Family Tree		**Integrated Activity**	
Subjects		**Practice**	**Assess**
Life Skills			
Explains relationships between members of your family			
Understands the difference between past and present			
Comment:			
English Language			
Listens attentively to instruction given			
Comment:			
Social Sciences			
Interpret and apply timeline knowledge			
Comment:			
Concepts and Skills			
Arranging and organising			
Identification			
Sequencing			

7 = Outstanding Achievement   6 = Meritorious Achievement

5 = Substantial Achievement   4 = Adequate Achievement

3 = Moderate Achievement   2 = Elementary Achievement   1 = Not Achieved

Learner name:		Class:	
Integrated Activity: Learners create a family tree of their family in word using shapes and lines to accurately display each member and how they fit in, either by birth or marriage.			
Theme/Topic: My Family Tree		**Integrated Activity**	
e-Learner Skills		**Practice**	**Assess**
Unit 2 – Files and Folders			
2.2.1 Right / Left click mouse			
2.2.2 Single / Double click mouse			
2.3.1 Alpha / numeric keys on keyboard			
2.5.1 Open / Exit programmes Using Shortcuts			
2.6.2 Close window			
2.6.3 Move window			
2.7.3 Navigating within a file (scrollbar / hyperlinks)			
2.7.4 Opening Files			
2.7.6 Closing Files			
Unit 4 - Word Processing			
4.1 Open programme			
4.2.2 Opening document			
4.3.1 Insert text			
4.3.2 Format Text (font face/ colour / size / bold / underline)			
4.5.1 Insert graphics			
4.5.2 Format graphics			
4.5.3 Move graphics			
4.7.1 Inserting WordArt			
4.7.2 Format Word Art			
4.7.3 Move WordArt			
4.7.4 Resize WordArt			
4.8 Save			
4.10 Print			
4.11 Exit			

7 = Outstanding Achievement   6 = Meritorious Achievement

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Integrated Lesson
My Family Tree
(Microsoft Word)

EDUCATIONAL GAME: (10 minutes)

A suitable educational game may be used as an optional activity at any point during the course of the lesson at the discretion of the ICT or class teacher

KEYBOARD/ MOUSE SKILLS: (5 minutes)

1. The learners need to sit directly opposite the monitor; eyes in line with the screen.
2. Check that the learners look at the screen and not at the mouse.
3. The learners need to sit up straight with their bodies square to the keyboard.
4. Feet should be placed flat on the ground in front of the student.

TECH TALK: (5 minutes)

KEYBOARD

The keyboard is the flat piece of hardware usually found in front of the monitor (screen) that has letters and numbers on it. The keys are pressed and the letter or number is shown on the screen. There are between 101 and 120 keys on all modern keyboards.

INTEGRATED ACTIVITY

In order to promote relevant discussion, the following questions are posed by the educator to the learners:

- **Who knows why timelines are important?**
- **What is the common link between all the people in your family?**
- **What does the word family mean to you?**

A short discussion takes place about families and how with each new generation the family grows and branches out.

Explain to the learners that today we are going to create a timeline of their family.

Task: Create a timeline of your family.

1. Open the Word Processing programme by either double clicking on the Word Processing icon on the desktop or by clicking on **Start → Programmes → Microsoft Word** → blank document.

2. **Save** your document into your digital portfolio → **Office Button → Save As → locate your portfolio → double click → type a suitable name in the file name box → Save**

3. Change the orientation of your page by clicking **Page Layout → Orientation → Landscape**.

4. Click where you want to insert your **WordArt.**

5. On the **Insert Ribbon**, click on **WordArt** and select the WordArt you want

6. Type in your headings: **E.g "My Family Tree"** your font and font size and → **Ok**

7. **Format** the **WordArt** so you can move it → **double click on your WordArt → format Ribbon → text wrapping → tight**

8. **Insert** more **WordArt** for the branches on your family tree (Mom, Dad, Grandma, etc).
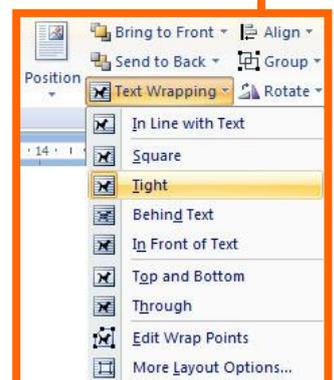
9.   Arrange these so that the oldest members of your family are at the top of the page.

10.   Insert the branches to your family tree by clicking **Insert Ribbon → Shapes → Lines**, use one of these to link your family member by clicking at one heading, holding the button down and dragging the cursor to the heading you would like to link.

11.   To add clipart → **Insert Ribbon → Clip Art →** type in what you want in the search **e.g. "trees"** box → click on clipart to insert.

12.   To save → **Office Button → Save.**

13.   Print your work → **Office Button → Print → OK**

My Family Tree

Grand Ma

Grand Pa

Mom

Grand Ma

Grand Pa

Dad

Me