



# Integrated ICT Learning Unit

Nelson Mandela – 67 Minutes

★ 67 Minutes for Mandela ★



**NELSON MANDELA DAY**

*"Nelson Mandela has fought for social justice for 67 years. We're asking you to start with 67 minutes. We would be honoured if such a day can serve to bring together people around the world to fight poverty and promote peace and reconciliation"*

**18 July**



## Overview

This integrated ICT learning unit consists of one activity which explores the concept of **Nelson Mandela**.

### Lesson format:

- 10 minutes Educational game (optional; at the discretion of the teacher)
- 5 minutes "Tech Talk" which introduces ICT terminology
- 5 minutes Touch Typing skills which develops essential 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
√	√						√			√			

### 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, a symbol of 1, 2, 3 or 4 is inserted into the matrix in the assess column next to each skill assessed. The corresponding skills should also be marked off on the e-Learner Administration System and forwarded to Head Office when completed. As a pre-requisite for accreditation, all the required skills for each e-Learner unit need to be mastered. In this way, the level of ICT competency as well as the progress of each learner can be monitored. This matrix may be printed or photocopied for each learner.

## STRUCTURE OF LESSON NELSON MANDELA – 67 MINUTES

INTEGRATED LESSON	
<b>Prior Learning Requirements</b>	
<b>Concept / Topic:</b> Knowledge of Nelson Mandela and how to put together a poster	
<b>ICT Skills:</b> Entering text and inserting graphics	
Educational Game	<b>10 Min</b>
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	
Touch Typing	<b>5 Min</b>
A suitable activity should be selected by the ICT or class teacher to ensure continuity and progression of appropriate skills	
Tech Talk	<b>5 Min</b>
<b>BACKGROUND</b>	
The screen background image used on a graphical user interface such as Windows. Any pattern or picture that can be stored as a bitmap (.bmp) file can be set as a screen background.	
Integrated Activity	<b>20 Min</b>
Learners create a poster for Nelson Mandela Day.	
<b>Resources Used</b>	
<b>Software:</b> Microsoft Word	
<b>Prerequisite:</b> Nelson Mandela Pictures folder	
<b>Template:</b> None	
<b>WWW:</b> Various	
<b>Learning Outcomes</b>	
<ul style="list-style-type: none"> <li>• Language</li> <li>• Life Orientation</li> </ul>	
<b>Additional Learning Opportunities</b>	
<b>Concept / Topic:</b> 5 4.26 Be cool not cruel	
<b>ICT Skills:</b> 4.19 Draw a Design	
<b>Beyond the ICT Centre</b>	
<ul style="list-style-type: none"> <li>• Create a calendar marking off Nelson Mandela Day.</li> </ul>	

<b>Learner name:</b>	<b>Class</b>	
<b>Integrated Activity: Learners create a poster for Nelson Mandela Day.</b>		
<b>Theme/Topic: Nelson Mandela – 67 Minutes</b>	<b>Integrated Activity</b>	
<b>e-Learner Skills</b>	<b>Practice</b>	<b>Assess</b>
<b>Unit 2 - Files and Folders</b>		
2.2.1 Right / Left click mouse		
2.2.2 Single / Double click mouse		
2.3.1 Alpha / numeric keys on keyboard		
2.3.2 Special Keys (Ctrl / Alt / Shift / Caps / Space etc) on keyboard		
2.7.4 Opening Files		
2.7.5 Saving Files		
2.7.6 Closing Files		
<b>4 = Exceeded Requirements   3 = Satisfied Requirements</b> <b>2 = Partially Satisfied Requirements   1 = Has Not Satisfied Requirements</b>		

<b>Learner name :</b>	<b>Class:</b>	
<b>Integrated Activity: Learners create a poster for Nelson Mandela Day.</b>		
<b>Theme/Topic: Nelson Mandela – 67 Minutes</b>	<b>Integrated Activity</b>	
<b>e-Learner Skills</b>	<b>Practice</b>	<b>Assess</b>
<b>Unit 4 - Word Processing</b>		
4.1 Open programme		
4.2.1 Start new document		
4.3.1 Insert text		
4.3.2 Format Text (font face/ colour / size / bold / underline)		
4.3.3 Align text		
4.4.4 Insert SmartArt		
4.4.5 Format SmartArt		
4.5.1 Insert graphics		
4.5.3 Move graphics		
4.5.4 Resize graphics		
4.5.5 Copy / Paste graphics		
4.5.6 Delete graphics		
4.5.7 Group / Order graphics		
4.6.1 Insert text boxes		
4.6.2 Type text into text boxes		
4.6.3 Move text boxes		
4.6.4 Resize text boxes		
4.6.5 Copy / Paste text boxes		
4.6.6 Delete text boxes		
4.7.1 Inserting WordArt		
4.7.2 Format Word Art		
4.7.3 Move WordArt		
4.7.4 Resize WordArt		
4.7.5 Copy / Paste WordArt		
4.8 Save		
4.9 Print Preview		
4.10 Print		
4.11 Exit		
<b>4 = Exceeded Requirements    3 = Satisfied Requirements</b> <b>2 = Partially Satisfied Requirements    1 = Has Not Satisfied Requirements</b>		



## INTEGRATED ACTIVITY

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

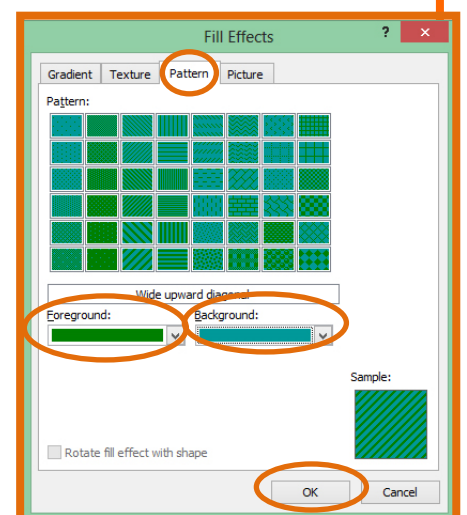
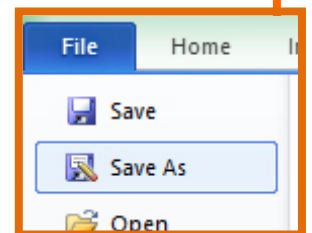
- **Do you know who Nelson Mandela was?**
- **Why should a poster be bright and colourful?**
- **What is Mandela Day?**

A short discussion takes place about Mandela Day, when it is celebrated and why.

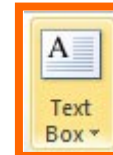
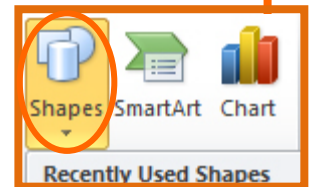
Mandela Day is an annual international day in honour of Nelson Mandela, celebrated each year on 18 July (on Nelson Mandela's birthday). The day was officially declared by the United Nations in November 2009.

**Task: Today you are going to create a poster promoting Mandela Day.**

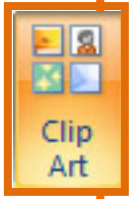
1. Open **Microsoft Word** for the lesson by double clicking on the desktop shortcut.
2. Save your document into your digital portfolio → **File** → **Save As** → locate your portfolio → double click → type a suitable name in the file name box → Save
3. Change the **page orientation** → **Page Layout** → **Orientation** → **Landscape**.
4. **Insert a page background** → **Page Layout** → **Page Color** down facing arrow → **Fill Effects** → **Pattern** tab → Choose suitable pattern → Change Foreground and Background colour → **OK**.
5. Insert a suitable name using **WordArt**. Eg: "67 Minutes for Mandela".
6. Click on the **Insert Ribbon** → **WordArt icon** → Select a suitable, easy to read WordArt style by clicking on your choice. Type the heading in the text box.



7. Change the font and size if you wish by highlighting the text → **Choose a suitable font.**
8. The **WordArt** will appear on the page. To position your WordArt on your page. Select the **WordArt** → hover your mouse over the WordArt until you see the **cross hair** → click and drag the WordArt.
9. Access the internet browser to do research on **Mandela Day**. Take notes on a scrap piece of paper using your own words.
10. **Minimise Microsoft Word** → click small “-” sign in the top right corner.
11. Once you have finished the research → Exit the web page by clicking on the “X” in the top right hand corner of the screen.
12. Maximise **Microsoft Word** → **click on the tab on the bottom of the screen.**
13. You may also use **Shapes** on your poster. Click on **Insert Ribbon** → **Shapes** → **select Rounded Rectangular Callout**. Your cursor will change into a crosshair. Click and drag to draw the shape on a blank area of your page.
14. You may **format** the fill colour, line colour and move this Shape → **select the shape** → **Format Ribbon** → **Shape Fill** → **choose suitable colour**. Shape Outline: select shape → **Format Ribbon** → **Shape Outline** → **choose a suitable colour**.
15. You may want to leave the **Shape** on the page as a decoration or you may **add text** to it as well.
16. To **add text to a Shape** → **right click** → **Add Text** → **enter your text** → **click on the blank area of your page to finish entering text.**
17. If you wish to add pictures to your poster, Click on Insert Ribbon → **Picture** → **select a picture from the folder you downloaded for the lesson** → **click on the relevant picture** → **Insert.**
18. Format this picture in the same way as you formatted the WordArt. **Right click on the picture** → **Format picture** → **Layout tab** → **In front of text**
19. Insert **Clip Art** onto the poster.
20. To add **Clip Art** → **Insert Ribbon** → **Clip Art** → type in what you want in the search box → click on **Clip Art to insert.**

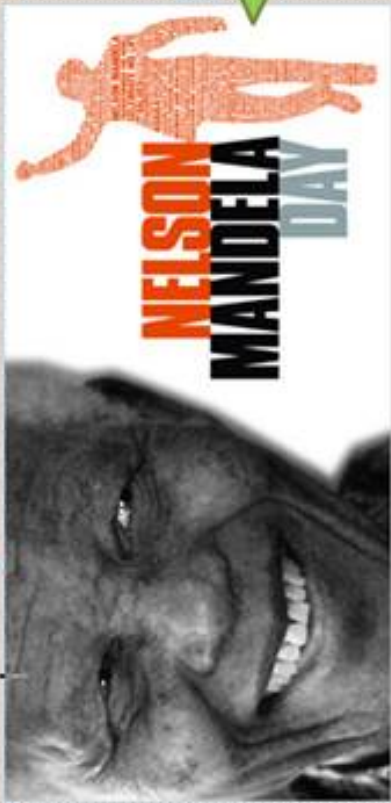


21. You will need to format it so you can move it. Select the picture by clicking on it. The picture will become outlined with small adjustment handles at the corners.
22. Select **Format on the Picture Tools Ribbon → Wrap Text down facing arrow → Tight.**
23. If you wish to add a **border → Page Layout Ribbon → Page Borders → Page Border → Art → select suitable border → OK.**
24. To check that your work is ready to print, click **File → Print → a print preview will appear in the right hand panel → Make changes if necessary → close print preview → Home ribbon**
25. Print your document **File → Print → Print Button**
26. Save your work → **File → Save**
27. Close **Microsoft Word** by **clicking on File → Exit** or clicking on the top **X** at the top of your screen.

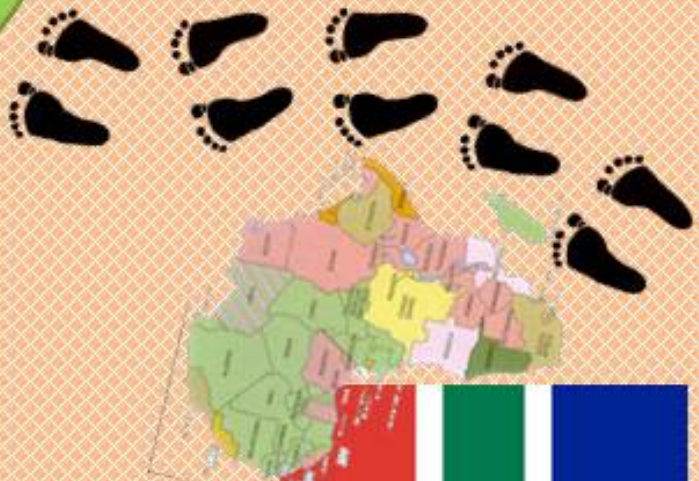




# 67 Minutes for Mandela



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## 18 JULY







