

e-Learner




Integrated ICT Learning Unit


1. Protecting Appliances

Protect Your APPLIANCES


Unplug Appliance
Unplug appliances such as televisions, washing machines, fans, lights, advanced technology and computers, especially if they were in use when the power went out.



Turn off all lights
Turn off all light switches.



Fridge and Freezer
Keep both the fridge and freezer door closed for as long as possible, as this will keep the food inside it as cool as possible.



ENDORSED
BY



ICDL
Africa

STRUCTURE OF LESSON

1. PROTECTING APPLIANCES

INTEGRATED LESSON
Prior Learning Requirements
ICT Skills: Inserting WordArt and text
Tech Talk
CONSUMABLES Things you will need a supply of when you own a computer such as disks, paper and ink. Items which get “used up / consumed” in the day to day running of your computer.
Integrated Activity Learners create a poster on how to protect appliances when the power goes out using Clip Art, Text Boxes and WordArt.
Resources Used
Software: Microsoft Word Prerequisite: How to protect household appliances from electricity disturbances.pdf; Protecting Appliances From Damage.pdf Template: None WWW: None
e-Learner Skills
<ul style="list-style-type: none">• Unit 2 Files and Folders• Unit 4 Word processing

Learner name:	Class	
Integrated Activity: Learners create a poster on how to protect appliances when the power goes out using Clip Art, Text Boxes and WordArt.		
Theme/Topic: Acrostic Poem	Integrated Activity	
e-Learner Skills	e-Learner	Facilitator
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		
2.3.2 Special Keys (Ctrl / Alt / Shift etc) on keyboard		
2.4 Recognising icons		
2.5.1 Open / Exit programmes Using Shortcuts		
2.5.2 Open / Exit programmes Using Start Menu		
2.6.2 Close window		
2.7.4 Opening Files		
2.7.5 Saving Files		
2.7.6 Closing Files		
Insert a tick where appropriate (✓)		

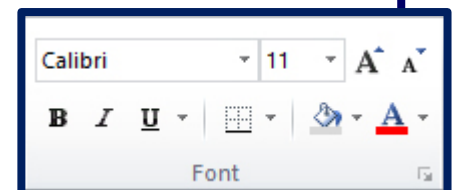
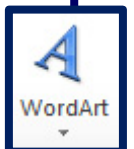
Learner name:	Class	
Integrated Activity: Learners create a poster on how to protect appliances when the power goes out using Clip Art, Text Boxes and WordArt.		
Theme/Topic: Acrostic Poem	Integrated Activity	
e-Learner Skills	e-Learner	Facilitator
Unit 4 - Word Processing	✓	✓
4.1 Open programme		
4.2.1 Start new document		
4.3.1 Insert text		
4.3.2 Format Text (font face/ colour / size / bold)		
4.5.5 Copy / Paste 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		
4.7.1 Inserting WordArt		
4.7.2 Format WordArt		
4.7.3 Move WordArt		
4.7.4 Resize WordArt		
4.7.5 Copy / Paste WordArt		
4.7.6 Delete WordArt		
4.8 Save		
4.9 Print Preview		
4.10 Print		
4.11 Exit		
Insert a tick where appropriate (✓)		

INTEGRATED ACTIVITY

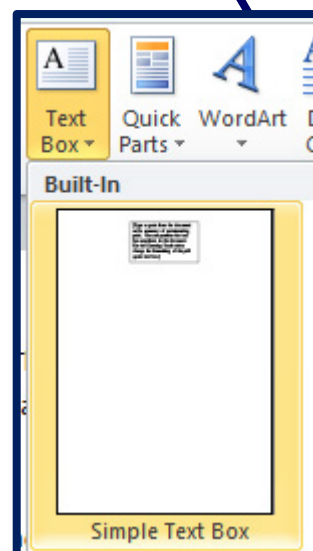
In order to promote relevant discussion, the following questions are posed by the facilitator to the learners:

- **Do you know how to protect your appliances when the power goes out?**
- **Are you aware of power outages in your area?**
- **Has your family ever had to replace an electrical appliance due to a power surge?**

1. Open **Microsoft Word** by double clicking on the **Microsoft Word** icon on your desktop or by **clicking Start → All Programs → Microsoft Office → Microsoft Word**.
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. Insert a heading "**Protect Your Appliances**" using **WordArt**
4. Click on the **Insert Ribbon → WordArt icon** → Select a suitable, easy to read WordArt style by clicking on your choice.
5. Change the font and size if you wish by highlighting the text **Home Ribbon → Font**.



6. 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** to position it in the desired location.
7. Click the **Insert Ribbon** → **Text Box** → **Simple Text Box**.
8. Once you've selected the text box your cursor will turn into a cross hair.
9. Click and drag to draw a text box.
10. The **Text Box** will appear on the page. To position your **Text Box** on your page. Select the **Text** → hover your mouse over the **Text Box until you see the cross hair** → **click and drag the Text Box** to position the it in the desired location.
11. If you would like to remove the outline for the Text Box. **Click Format** → **Shape Outline** → **No Outline**.
12. Select the **Text Box** and copy it by pressing **Ctrl + C**.
13. Copy the **Text Box** by pressing **Ctrl + v**.
15. Another **Text Box** will appear.
16. Now write points on how to protect your appliances during power outages.
17. To add **Clip Art** click **Insert** → **Clip Art** → **"Search For"**.
18. Use keywords like **"unplug"**, **"switch lights off"** etc.
19. Save your document **CTRL** → **S OR** click **Save icon** on the quick access toolbar.
20. Use the **print preview** function to check that your document is going to print properly. Click **File** → **Print** → **a print preview will appear in the right hand panel**.
21. If you are happy with everything → **click Print button**.
22. **Close Microsoft Word** by **clicking** on **File** → **Exit** or clicking on the top **"X"** at the top right of your screen.



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