



# Integrated ICT Learning Unit

Volume 3 - 5  
Spring Day

 Sunflower Writing 

**Name:**  
Anne

**Grade:**  
5 A

*My Little Sunbeam*

Each and every day I get this sunbeam that streams through my window onto my little sunflower. They are friends because the sunflower enjoys the warmth from the sunbeam. The sunbeam helps my sunflower to grow.



## Overview

This integrated ICT learning unit consists of one activity which explores the concept of **creative writing and spring**.

### 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 SPRING DAY

INTEGRATED LESSON	
<b>Prior Learning Requirements</b>	
<b>Concept / Topic:</b> General knowledge of spring	
<b>ICT Skills:</b> Inserting WordArt and using Clip Art	
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>HARD DRIVE / HARD DISK</b> A disk that remains inside the computer (systems unit). Some hard disks are removable but the majority of them are not removable. All the work you create is usually saved to the hard disk / hard drive	
Integrated Activity	<b>20 Min</b>
Learners write a short creative story on spring.	
<b>Resources Used</b>	
<b>Software:</b> Microsoft Word	
<b>Prerequisite:</b> None	
<b>Template:</b> Spring Day.docx	
<b>WWW:</b> None	
<b>Learning Outcomes</b>	
<ul style="list-style-type: none"> <li>• Language</li> <li>• Life Skills</li> </ul>	
<b>Additional Learning Opportunities</b>	
<b>Concept / Topic:</b> 1.6 My Garden	
<b>ICT Skills:</b> 2.11 Imagination Island	
<b>Beyond the ICT Centre</b>	
<ul style="list-style-type: none"> <li>• Print and cut out the sunflower template, colour it in and stick up around the classroom.</li> </ul>	

Learner name:	Class	
<b>Integrated Activity: Learners write a short creative story on spring.</b>		
Theme/Topic: Spring Day	Integrated Activity	
e-Learner Skills	Practice	Assess
<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>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		
4.4.1 Insert Clipart		
4.4.2 Insert Word Art		
4.7.2 Format WordArt		
4.7.3 Move WordArt		
4.8 Save		
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:

- **Who knows when spring is?**
- **What do you think of when you hear the word 'spring'?**
- **Does spring fall in different months of the year around the country?**

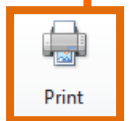
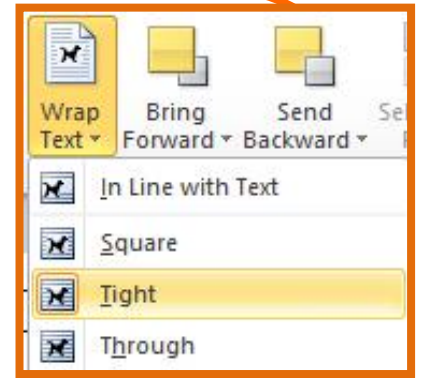
A short discussion takes place about spring.

**Task: Learners write a short creative story on spring.**

1. Open the **Spring Day.docx** template by double clicking the shortcut in the folder which you just downloaded.
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. Click where you want to insert your **WordArt**.
4. On the **Insert Ribbon** → **WordArt** → select the style you want.
5. Type in your heading: **E.g "Sunflower Writing"** → choose your font and font size.
6. Click next to the word **"Name:"** → **type your own name**.
7. Click next to the word **"Grade:"** → **type your grade**.
8. Click next to the word **"Title:"** → **type a suitable title for your short story**.
9. Click next to the words **"Insert story text here..."** → **type your own story**.
10. To add **Clip Art** → **Insert Ribbon** → **Clip Art** → type in what you want in the search box → click on **Clip Art to insert**.
11. Use search words such as "spring", "flowers", "nature".
12. Click once on the **Clip Art** to **insert** it onto the page.



13. **Format** the **Clip Art** so you can move it → **click on your Clip Art** → **Format Ribbon** → **Wrap Text** → **Tight**.
14. Position your Clip Art next to your heading.
15. To save → **File** → **Save**.
16. Print your work → **File** → **Print** → **Print Button**
17. Close Microsoft Word by clicking on **File** → **Exit** or clicking on the top "X" at the top right of your screen.





# Sunflower Writing



