



Integrated ICT Learning Unit
Volume 7
7.20 Youth Day



Youth Day June 16th



Endorsed by the
ECDL Foundation

Overview

This integrated ICT learning unit consists of one activity which explores the concept of **Youth Day**.

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:

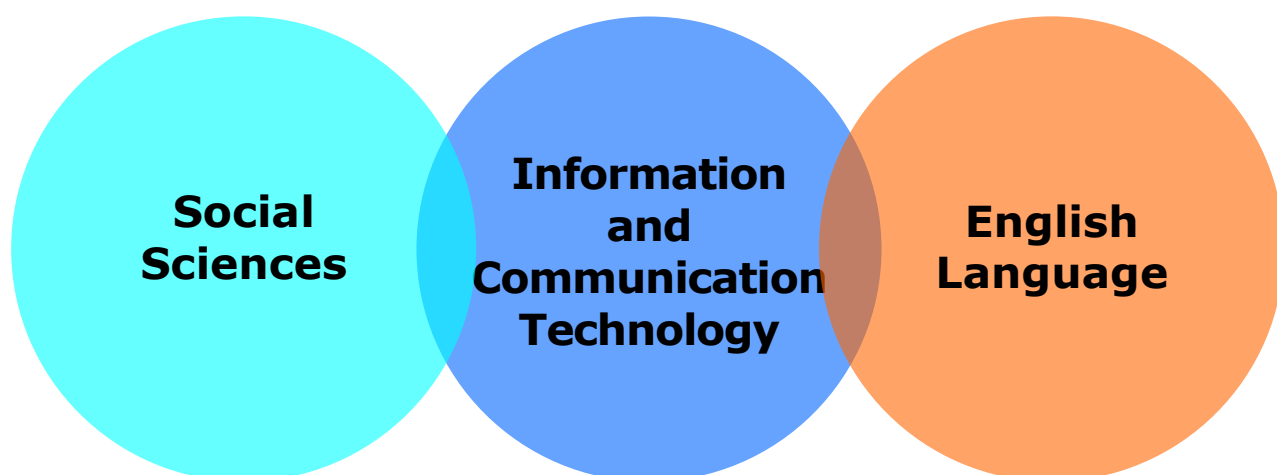
Integrated Activity

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, 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



STRUCTURE OF LESSON

7.20 YOUTH DAY

INTEGRATED LESSON	
Prior Learning Requirements	
Concept / Topic: Knowledge of events of June 16 th (Youth Day)	
ICT Skills: Using basic tools of a presentation programme	
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	
Touch Typing	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
ICON A graphic (picture) which represents a shortcut which, when we click on them, opens a file, object or programme on the computer.	
Integrated Activity	20 Min
Learners create an PowerPoint presentation about events of June 16 th , past and present	
Resources Used	
Software: Microsoft PowerPoint	
Prerequisite: Youth Day folder	
Template: Yes	
WWW: None	
Subjects	
<ul style="list-style-type: none"> • English Language • Social Sciences 	
Additional Learning Opportunities	
Concept / Topic: 7.2 Children's Rights	
ICT Skills: 7.18 Diversity	
Beyond the ICT Centre	
<ul style="list-style-type: none"> • Search resources (library, internet etc.) for articles relating to June 16th. • Write a poem about the tragic events of June 16th and how it has helped to shape the future of our country. • Collect pictures of youth (past and present) and make a "Then and Now" collage 	

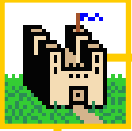
Learner name:	Class	
Integrated Activity: Learners create an PowerPoint presentation about events of June 16th, past and present		
Theme/Topic: Youth Day	Integrated Activity	
Subjects	Practice	Assess
English Language		
Listens attentively to instructions and responds appropriately		
Reads and views information and responds critically		
Able to collate facts and write about them in an ordered manner		
Applies thinking and reasoning skills to successfully complete required task		
<i>Comment:</i>		
Social Sciences		
Demonstrates historical knowledge and understanding		
<i>Comment:</i>		
Concepts and Skills		
Youth Day		
Summarising		
Interpretation		
Organising information		
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 an PowerPoint presentation about events of June 16th, past and present		
Theme/Topic: Youth Day	Integrated Activity	
e-Learner Skills	Practice	Assess
Unit 2 - Files and Folders		
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		
2.6.1 Maximise / Minimise window		
2.6.2 Close window		
2.6.3 Move window		
2.6.4 Multitask between documents / applications		
2.6.5 Using the task bar		
2.7.1 Navigating through folders / Folder structure		
2.7.3 Navigating within a file (scrollbar / hyperlinks)		
2.7.4 Opening Files		
2.7.5 Saving Files		
2.7.6 Closing Files		
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 an PowerPoint presentation about events of June 16 th , past and present		
Theme/Topic: Youth Day	Integrated Activity	
e-Learner Skills	Practice	Assess
Unit 6 - Presentations		
6.1 Open programme		
6.2.2 Opening presentation		
6.2.3 View slide show		
6.3.1 Insert new slide		
6.3.3 Delete Slides		
6.4.1 Insert graphics		
6.4.2 Move graphics		
6.4.3 Resize graphics		
6.4.4 Copy / Paste graphics		
6.4.5 Delete graphics		
6.5.1 Insert text boxes		
6.5.2 Type text into text boxes		
6.5.3 Move text boxes		
6.5.4 Resize text boxes		
6.5.5 Copy / Paste text boxes		
6.5.6 Delete text boxes		
6.5.7 Format Text (font face/ colour / size / bold)		
6.7 Save		
6.10 Exit		
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 an PowerPoint presentation about events of June 16 th , past and present			
Theme/Topic: Youth Day		Integrated Activity	
e-Learner Skills		Practice	Assess
Unit 7 - Web Browsing and Email			
7.1 Open web browser			
7.2 Entering URL			
7.3.1 Access Online web page			
7.3.2 Access Saved web page			
7.4 Search engines			
7.5.1 Using Hyperlinks			
7.5.2 Using Scrollbars			
7.5.3 Using Forward / Back button			
7.7 Copy / Paste Information			
7.8.1 Save Images			
7.11 Exit Web Browser			
7 = Outstanding Achievement 6 = Meritorious Achievement 5 = Substantial Achievement 4 = Adequate Achievement 3 = Moderate Achievement 2 = Elementary Achievement 1 = Not Achieved			

Integrated Lesson Youth Day (Microsoft PowerPoint)



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



TOUCH TYPING: (5 minutes)

Check that all learners:

1. Have their feet flat on the floor in front of them.
2. Are seated in a comfortable but upright position.
3. Have their eyes in line with the monitor.

TECH TALK: (5 minutes)

ICON

A graphic (picture) which represents a shortcut which, when we click on them, opens a file, object or programme on the computer.



INTEGRATED ACTIVITY

Note to the educator: The events which led to the establishment of Youth Day can be a sensitive issue; therefore this lesson has concentrated on hopes and developments for the youth of the future rather than a subjective view of the past.

In order to promote meaningful and relevant discussion about this topic, the following questions are posed by the educator to the learners:

- **Is it necessary to acquire knowledge?**
- **What are the benefits of acquiring knowledge and being educated?**
- **What good would it be if the education offered was inadequate or ineffective?**

A short discussion follows where learners discuss the necessity of acquiring knowledge in order to progress in society. Discuss why education needs to be adequate, relative and informative in order to be effective.

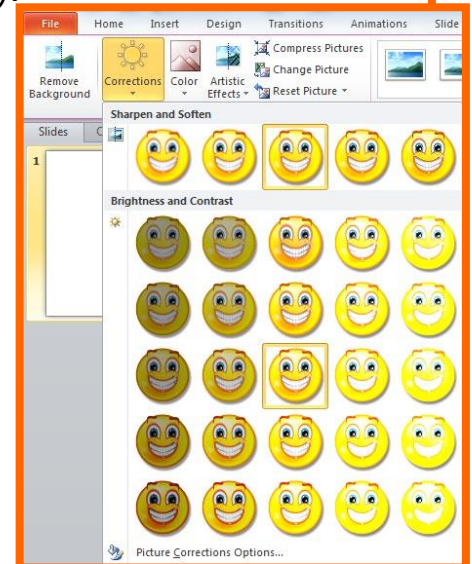
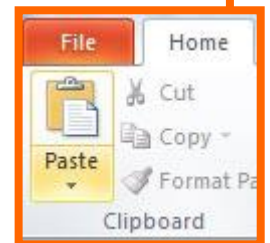
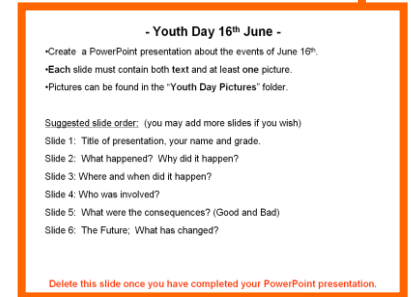
Explain to the learners that they are going to create an informative PowerPoint presentation about the events of June 16th and how it has moulded the future for our youth today.

Task: Today you are going to create an Microsoft PowerPoint presentation about the events of June 16th. You will use pictures and text to give a brief history of the events and also outline how the actions of that day have shaped the future for youth in South Africa.

1. Double click on the **Computers4Kids** shortcut on the desktop.
2. Click on the relevant **volume number** and **lesson number**.
3. Click on the resource hyperlink under the **Resource Linx** heading.



4. Read through the **Youth Day Articles**. Click on each document to read the two newspaper articles about the events of June 16th.
5. Click on the template hyperlink under the **Template Linx** heading.
6. **Save** your **document** into your **digital portfolio** → **File Ribbon** → **save as** → **locate your portfolio** → **double click** → **type a suitable name in the file name box** → **save**
7. The opened template will look like this. This screen serves as a set of instructions for the learner and will not form part of the learner's finished PowerPoint presentation.
8. To begin adding pictures to your first PowerPoint slide, click on the blank slide numbered "2" which will be visible on the left of your screen (in the "normal view").
9. **Minimise PowerPoint**. Locate a suitable **image** by **clicking** on the **Pix Linx hyperlink** on the **interface**. Right **click** on an **image** and **click** on **copy**
10. **Minimise** your **interface**.
11. **Maximise Powerpoint** and **right click** on the blank work area. **Click** on **paste on the Home Toolbar**.
12. The picture will appear on your slide with white adjustment handles (small circles) around it.
13. Click and drag these adjustment handles to size your picture.
14. Drag your picture to the position you want it on your slide.
15. You can change the contrast and brightness of the picture by using the appropriate **icons** on the Format Toolbar's Adjust tab (which will appear when you double click on the image).



16. To crop any unwanted edges from the image, select the Crop tool **icon** from the **Format Toolbar's** size tab. The image will have small black lines (cropping handles) at the corners and edges.
17. Click and drag the cropping handles to remove any unwanted edges of your image. Once you have finished cropping your picture, deselect the cropping tool by clicking once more on the Crop Tool **icon** or clicking anywhere on the blank page around your image.
18. To insert text onto your slide, select **Insert Toolbar → Text box**.
19. Click and drag the required size text box on your slide. Type your wording into your text box.
20. You may format the font face, style, size and colour of your text by selecting **Home toolbar → Font tab → choose selected font face, style, etc.**
21. Once you have finished adding text to your slide, click anywhere on the side, outside the text box to deselect the text input function.
22. Continue adding appropriate pictures and text to the remaining slides in the PowerPoint presentation in a similar manner.
23. To view your PowerPoint presentation at any stage, press the F5 key on the keyboard. This will start your slide show.
24. The transition of each slide (how one slide moves to the next slide) has already been set to random transitions. Each new slide is activated by the click of the mouse.
25. If you wish to add extra slides to your PowerPoint presentation, select **Home toolbar → New Slide**.
26. Once you have completed your PowerPoint slide show, remember to delete the first slide which contains the instructions.
27. **Save** your work by **clicking** on **File Button → save**
28. To view your PowerPoint presentation → **F5**
29. Close **MS PowerPoint** by clicking on **File → Exit PowerPoint**

