

e-Learner



Integrated ICT Learning Unit

Heritage Day

Coat Of Arms

Rising sun

Secretary Bird

Protea

Spear, knobkierie and Shield

Elephant Tusks

Ears of wheat

Koisan people

Motto



ENDORSED
BY



ICDL
Africa

STRUCTURE OF LESSON HERITAGE DAY

INTEGRATED LESSON
Prior Learning Requirements
ICT Skills: Inserting shapes and text
Tech Talk
CGI Common Gateway Interface. A programming standard that allows visitors to fill out form fields on a Web page and have that information interact with a database, possibly coming back to the user as another Web page.
Industry Talk
Heritage Day A day created to celebrate our heritage
Integrated Activity Learners label the different elements of the south African Coat of Arms by using, Shapes, Borders, Text Boxes and WordArt.
Resources Used
Software: Microsoft Word Prerequisite: None Template: coat_of_arms.doc 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 label the different elements of the south African Coat of Arms by using , Shapes, Borders, 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 label the different elements of the south African Coat of Arms by using , Shapes, Borders, 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

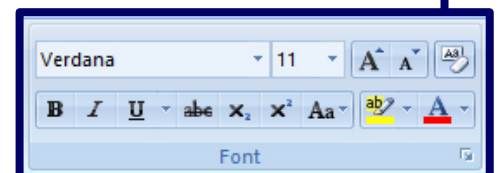
In order to promote relevant discussion, the following questions are posed by the facilitator to the learners:

- **What does heritage mean to you?**
- **Do you know something about your heritage?**
- **How can you promote heritage day awareness?**

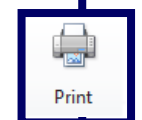
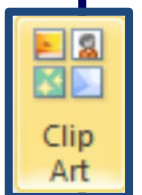
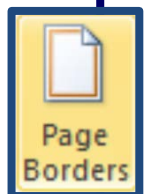
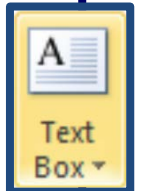
A coat of arms is a symbol that represents a person, family, corporation or country. It is usually made up of different symbols and elements.

A short discussion takes place about heritage day and how it is celebrated.

1. Double click on the **Computers 4 Kids** shortcut on the desktop.
2. Click on the relevant **volume number** and **lesson number**.
3. Open **Microsoft Word** by double clicking on the **Microsoft Word** icon on your desktop or by clicking **Start → All Programs → Microsoft Office → Microsoft Word**.
4. 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**.
5. Insert the words "**Coat of Arms**", depending on the level of the learner, using **WordArt** remembering to press the **Enter** key to place each letter on a new line.
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 **Home Ribbon → 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** to position the it in the desired location.
9. Click the **Insert Ribbon**→ **Shapes** → **Lines**.
10. Once you've selected the shape your cursor will turn into a cross hair.
11. Click and drag to draw a line.
12. Draw a line to each part of the coat of arms, there should be 8 in total.
13. Click the **Insert Ribbon**→ **Text Box** → **Simple Text Box**.
14. Once you've selected the text box your cursor will turn into a cross hair.
15. Click and drag to draw a text box.
16. 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.
17. **Click Format**→ **Shape Outline**→ **No Outline**.
18. Select the **Text Box** and copy it by pressing **Ctrl + C**.
19. Copy the **Text Box** by pressing **Ctrl + v**.
20. Another **Text Box** will appear, move this down to the line and repeat until there is a **Text Box** next to each line.
21. To add a border to your page click on the **Page Layout Ribbon**→ **Page Borders**→ **Box**.
22. To add **Clip Art** click **Insert**→ **Clip Art**→ **"Search For"** box.
23. Use keywords like **"Dad"**, **"Father's Day"** etc.
24. Save your document **CTRL + S** OR click **Save icon** on the quick access toolbar.
25. 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**.
26. If you are happy with everything → **click the Print button**.
27. **Close Microsoft Word** by **clicking** on **File** → **Exit** or by clicking on the top **"X"** at the top right of your screen.



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