



**Integrated ICT Learning Unit**  
Volume 3 - 5  
Teacher Appreciation Certificate



## Overview

This integrated ICT learning unit consists of one activity which explores the concept of a **Royal Family Tree**.

### 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 TEACHER APPRECIATION CERTIFICATE

INTEGRATED LESSON	
<b>Prior Learning Requirements</b>	
<b>Concept / Topic:</b> General knowledge of teachers and certificates	
<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 create a teacher appreciation certificate.	
<b>Resources Used</b>	
<b>Software:</b> Microsoft Word	
<b>Prerequisite:</b> None	
<b>Template:</b> None	
<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> 5.15 Medieval Mania	
<b>ICT Skills:</b> 1.15 Word Processing	
<b>Beyond the ICT Centre</b>	
<ul style="list-style-type: none"> <li>• Create a Teacher Appreciation Certificate</li> </ul>	

Learner name:	Class	
<b>Integrated Activity: Learners create a Teacher Appreciation Certificate</b>		
Theme/Topic: Teacher Appreciation Certificate	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		
4.5.1 Insert graphics		
4.7.2 Format WordArt		
4.7.3 Move WordArt		
4.8 Save		
4.10 Print		
4.11 Exit		
<p style="text-align: center;"><b>4 = Exceeded Requirements   3 = Satisfied Requirements</b>  <b>2 = Partially Satisfied Requirements   1 = Has Not Satisfied Requirements</b></p>		



## INTEGRATED ACTIVITY

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

- **What is something your teacher has taught you that you will never forget?**
- **Do you think your teacher stops working when school ends?**
- **Do you have a favourite subject?**

A short discussion takes place about why teachers are so important.

Explain to learners that today we are going to discuss teachers and why they play such an important role in society.

**Task: Learners create a certificate in Microsoft Word using WordArt, Shapes and Clip Art.**

1. Open the Word Processing programme by either double clicking on the Word Processing icon on the desktop or by clicking on **Start** → **Programmes** → **Microsoft Word** → **blank document**.

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**.

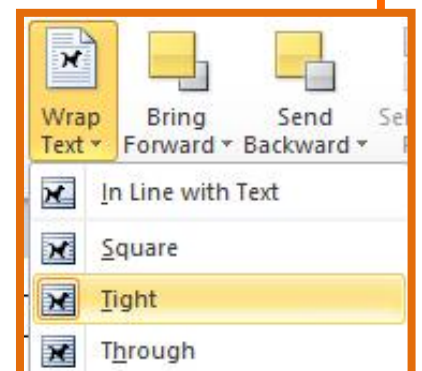
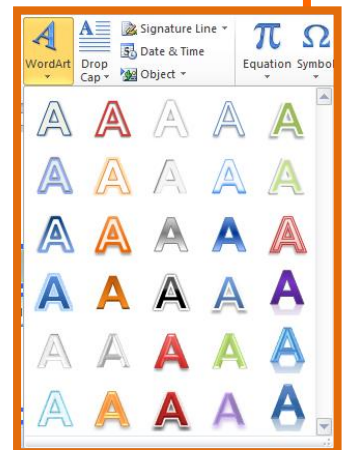
4. On the **Insert Ribbon** → **WordArt** → select the style you want.

Type in your headings: *E.g. "Best Teacher"* → choose your font and font size.

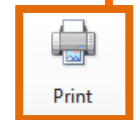
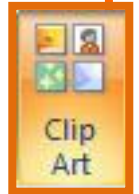
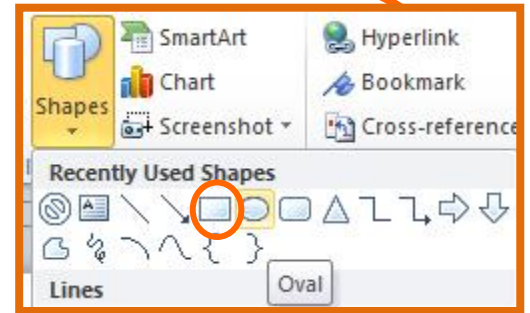
5. **Format** the **WordArt** so you can move it → **click on your WordArt** → **Format Ribbon** → **Wrap Text** → **Tight**.

6. You are now going to insert **Shapes**. Move your cursor so that it is positioned under your heading.

7. **Insert Ribbon** → **Shapes** → **under Basic Shapes** → **choose Rectangle**.



8. Click, hold and drag on your page, release the mouse once the shape appears.
9. Click on the rectangle shape → **Format** → **Size tab** → **make the Height = 25cm** → **and Width = 20cm.**
10. To use colour and formatting: **Change the Shape Fill** → **Format Ribbon** → **Shape Fill** → **select suitable colour.**
11. **Change the Shape Outline** → **Format Ribbon** → **Shape Outline** → **select suitable colour.**
12. Optional: If you want your Shape to appear behind your **WordArt** → **click on the Shape** → **Format Ribbon** → **Send Backward down facing arrow** → **Send Behind Text.**
13. To add **Clip Art** → **Insert Ribbon** → **Clip Art** → type in what you want in the search box → click on **Clip Art to insert.**
14. Use search words such as "trophy", "medal", "prize", "number one" etc.
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.



# Worlds Best Teacher



