



Integrated ICT Learning Unit
Volume 7
Match Schedule

MATCH SCHEDULE

	Thursday 12 June	Friday 13 June	Saturday 14 June	Sunday 15 June	Monday 16 June	Tuesday 17 June	Wednesday 18 June	Thursday 19 June	Friday 20 June	Saturday 21 June	Sunday 22 June
Belo Horizonte			Colombia VS Greece (13:00)			Belgium VS Algeria (13:00)				Argentina VS Iran (13:00)	
Brasilia				Switzerland VS Sweden (13:00)				Colombia VS Costa Rica (13:00)			
Cuiaba		Chile VS Australia (16:00)				Denmark VS Kuwait (16:00)				Nigeria VS Bosnia Herzegovina (16:00)	
Curitiba					Iran VS Nigeria (16:00)				Honduras VS Ecuador (19:00)		
Fortaleza			Uruguay VS Costa Rica (16:00)			Brazil VS Mexico (16:00)				Germany VS Ghana (16:00)	
Manaus			England VS Italy (10:00)				Cameroon VS Croatia (16:00)				USA VS Portugal (16:00)
Natal		Mexico VS Cameroon (13:00)			China VS USA (19:00)			Japan VS Greece (19:00)			
Porto Alegre				France VS Honduras (16:00)			Australia VS Netherlands (13:00)				Korea Republic VS Algeria (8:00)
Recife			Cote d'Ivoire VS Japan (22:00)						Italy VS Costa Rica (13:00)		
Rio de Janeiro				Argentina VS Bosnia Herzegovina (3:00)			Spain VS Chile (16:00)				Belgium VS Russia (13:00)
Salvador		Spain VS Netherlands (16:00)			Germany VS Portugal (13:00)				Switzerland VS France (16:00)		
Sao Paulo	Brazil VS Croatia (17:00)							Uruguay VS England (16:00)			



Overview

This integrated ICT learning unit consists of one activity which explores the concept of match schedules.

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 MATCH SCHEDULE

INTEGRATED LESSON	
Prior Learning Requirements	
Concept / Topic: General knowledge of spreadsheets ICT Skills: Inserting text into cells	
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
BACKUP A spare copy of data or information that we make to ensure that the original copy is safe. The backup copy (either on floppy or CD) should be kept offsite away from the original copy	
Integrated Activity	20 Min
Learners create a match schedule, including date, time and participants playing in the match.	
Resources Used	
Software: Internet Explorer; Microsoft Excel Prerequisite: None Template: Match Schedule.xls WWW: Various	
Learning Outcomes	
<ul style="list-style-type: none"> • Language • Social Science • Mathematics 	
Additional Learning Opportunities	
Concept / Topic: 1.2 Better Bonds ICT Skills: 1.16 My Health	
Beyond the ICT Centre	
<ul style="list-style-type: none"> • Do research on timetables to see the most important information that is displayed on a timetable. 	

Learner name:	Class	
Integrated Activity: Learners create a match schedule, including date, time and participants playing in the match.		
Theme/Topic: Match Schedule	Integrated Activity	
e-Learner Skills	Practice	Assess
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 / Caps / Space etc) on keyboard		
2.7.4 Opening Files		
2.7.5 Saving Files		
2.7.6 Closing Files		
Unit 5 – Spreadsheets		
5.1 Open programme		
5.3.1 Insert data		
5.3.3 Align data		
5.3.4 Format cells (fill / borders)		
5.7.1 Inserting WordArt		
5.7.2 Format Word Art		
5.7.3 Move WordArt		
5.7.4 Resize WordArt		
5.8 Save		
5.9 Print Preview		
5.10 Print		
5.11 Exit		
4 = Exceeded Requirements 3 = Satisfied Requirements 2 = Partially Satisfied Requirements 1 = Has Not Satisfied Requirements		

Name:	Class:	
Integrated Activity: Learners create a match schedule, including date, time and participants playing in the match.		
Theme/Topic: Match Schedule	Integrated Activity	
e-Learner Skills	Practice	Practice
Unit 7 - Web Browsing and Email		
7.1 Open web browser		
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		
4 = Exceeded Requirements 3 = Satisfied Requirements 2 = Partially Satisfied Requirements 1 = Has Not Satisfied Requirements		



INTEGRATED ACTIVITY

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

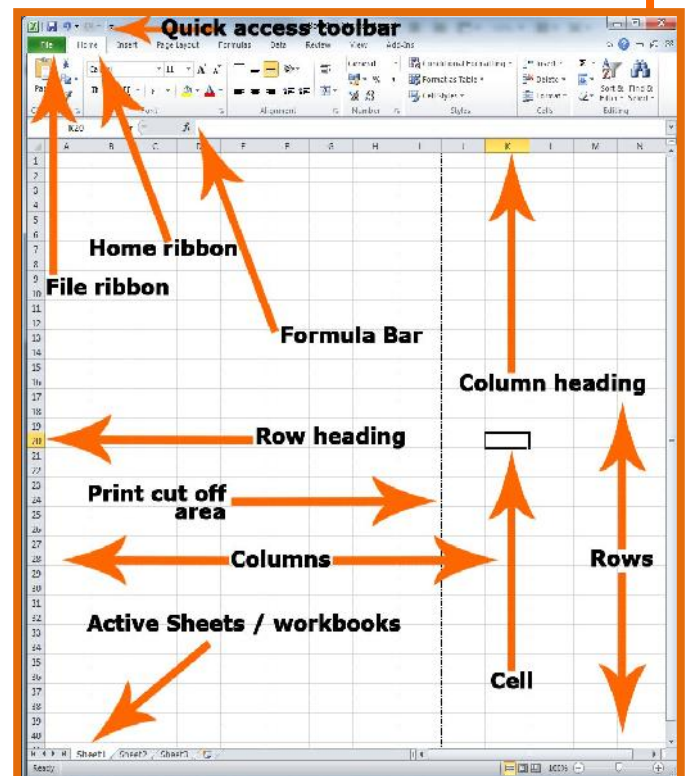
- How many cities are taking part in the 2014 FIFA World Cup?
- Why is it important to know the times of each match?
- Do you know why they plan the time schedule of each match before the World Cup has started?

A short discussion takes place about match schedules and why they are important.

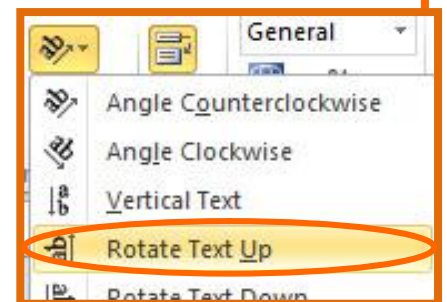
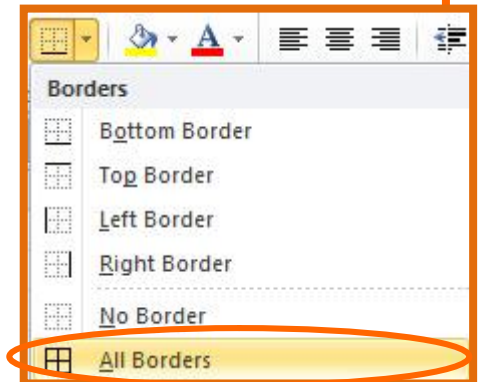
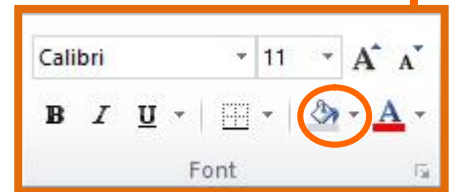
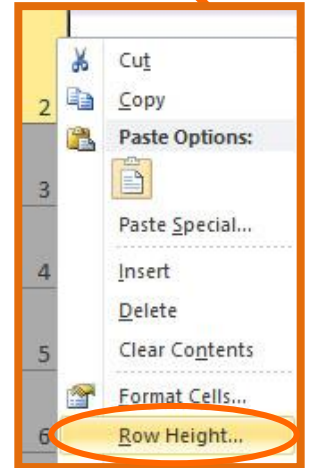
Task: Explain to the learners that today we are going to create a match schedule in a spreadsheet programme.

Note to the educator: Learners will be required to use the following 12 hosting cities in the schedule:

- Manaus
- Fortaleza
- Natal
- Recife
- Salvador
- Belo Horizonte
- Rio de Janeiro
- Curitiba
- Porto Alegre
- Sao Paulo
- Brasilia
- Cuiaba



1. Open the Template for the lesson by double clicking on Match Schedule.xls in the folder which you 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. Begin by changing the height of 12 rows A3 – A 14 ÷ click, hold and drag to highlight the row headings ÷ right click ÷ Row Height ÷ 35 ÷ OK.
4. Change the column width (B2 – AE) ÷ click, hold and drag to highlight the column headings ÷ right click ÷ Column Width ÷ 10 ÷ OK.
5. Click in cell A3 and list the 12 cities.
6. Highlight and colour each cell ÷ Home Ribbon ÷ Font ÷ Fill Colour.
7. Give each cell a border ÷ highlight each cell ÷ Home Ribbon ÷ click on down facing arrow ÷ choose All Borders.
8. In columns B2 – AE ÷ type in the dates which each game is taking place. (12 June – 13 July).
9. Change the text orientation to Rotate Text Up ÷ Highlight across all dates ÷ Home Ribbon ÷ Alignment tab ÷ Orientation ÷ Rotate Text Up.
10. Again give each cell a colour fill and border.
11. Access the webpages to do research on the match schedule and write each date, time and participants playing on a piece of paper.
12. Minimise Microsoft Excel ÷ click small "-" sign in the top right corner.
13. Once you have finished the research ÷ Exit the web page.
14. Maximise Microsoft Excel ÷ click on the tab on the bottom of the screen.



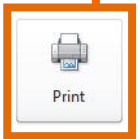
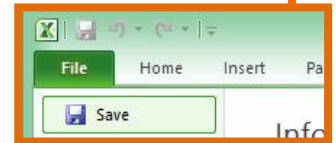
	Thursday 12 June	Friday 13 June
Belo Horizonte		
Brasilia		



- Fill in the schedule by placing the correct participating team under the correct date and the time at which the match is taking place.

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- Again give each cell a colour fill and border - choose colour fill - grey - border colour - black.
- Insert a suitable name using WordArt. Eg: "MATCH SCHEDULE"
- 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.
- Change the font and size if you wish by highlighting the text -> Choose a suitable font.
- 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 save -> File -> Save.
- Print your work -> File -> Print -> Print Button
- Close Microsoft Excel by clicking on File -> Exit or clicking on the top "X" at the top right of your screen.



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