




# Integrated ICT Learning Unit

## Father's Day Puzzle Poem

**D**edicated

**A**nd

**D**evoted

A graphic with the words 'Love You Dad' in colorful, 3D block letters. 'Love' is in blue and green, 'You' is in purple and yellow, and 'Dad' is in yellow and red.

## STRUCTURE OF LESSON

### 1. PUZZLE POEMS

<b>INTEGRATED LESSON</b>
<b>Prior Learning Requirements</b>
<b>ICT Skills:</b> Inserting shapes and text
<b>Tech Talk</b>
<b>CGI</b> 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.
<b>Industry Talk</b>
<b>FATHERS DAY</b> A day created to celebrate and commemorate fathers in our society.
<b>Integrated Activity</b>
Learners create an acrostic poem using Clip Art, Borders, Text Boxes and WordArt.
<b>Resources Used</b>
<b>Software:</b> Microsoft Word <b>Prerequisite:</b> None <b>Template:</b> None <b>WWW:</b> None
<b>e-Learner Skills</b>
<ul style="list-style-type: none"> <li>• Unit 2 Files and Folders</li> <li>• Unit 4 Word processing</li> </ul>

<b>Learner name:</b>	<b>Class</b>	
<b>Integrated Activity: Learners create an acrostic poem using Clip Art, Borders, Text Boxes and WordArt.</b>		
<b>Theme/Topic: Acrostic Poem</b>	<b>Integrated Activity</b>	
<b>e-Learner Skills</b>	<b>e-Learner</b>	<b>Facilitator</b>
<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 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		
<b>Insert a tick where appropriate (✓)</b>		

Learner name:	Class	
Integrated Activity: Learners create an acrostic poem using Clip Art, Borders, Text Boxes and WordArt.		
Theme/Topic: Acrostic Poem	Integrated Activity	
e-Learner Skills	e-Learner	Facilitator
<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)		
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		
<b>Insert a tick where appropriate (✓)</b>		



## INTEGRATED ACTIVITY

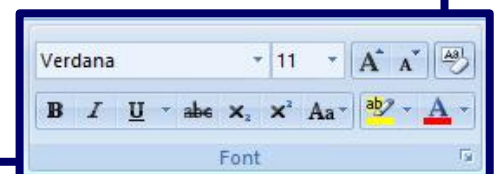
In order to promote relevant discussion, the following questions are posed by the facilitator to the learners:

- **What makes your dad unique?**
- **Is there something your dad does to make you feel special?**
- **How can you show your dad that you appreciate him?**

Poems are a way to express one's feelings, there are many different kinds of poems but today you will be creating an acrostic poem (also known as a puzzle poem) for father's day . Acrostic Poems are made by using the letters of a word to create another word or sentence.

A short discussion takes place about the role fathers play in the lives of their children and the lessons they teach. Also discuss how you can show your father that you appreciate him and what he's done and continues to do for you.

1. Double click on the **Computers4Kids** 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 either the word "**DAD**" or "**FATHER**" ,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**.

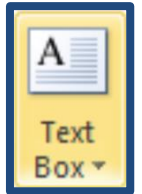


8. The **WordArt** will appear on the page. To position your **WordArt** on your page. Select the **WordArt** → hover your mouse over the **WordArt until you see the cross hair** → **click and drag the WordArt** to position the it in the desired location.

9. Click the **Insert Ribbon**→ **Text Box** → **Simple Text Box**.

10. Once you've selected the text box your cursor will turn into a cross hair.

11. Click and drag to draw a text box.



12. 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.

13. Move the text box so that it is next to a letter of the **WordArt**.

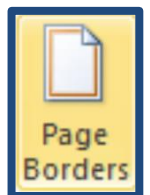
14. **Click Format**→ **Shape Outline**→ **No Outline**.

15. Select the **Text Box** and copy it by pressing **Ctrl + C**.

16. Copy the **Text Box** by pressing **Ctrl + v**.

17. Another **Text Box** will appear, move this down to the next letter and repeat until there is a **Text Box** next to each letter.

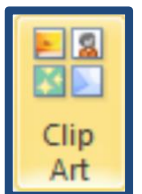
18. Now write something about your dad in the text box that starts with the letter next to it.



19. To add a border to your page click on the **Page Layout Ribbon**→ **Page Borders**→ **Box**.

20. To add **Clip Art** click **Insert**→ **Clip Art**→ "Search For" box.

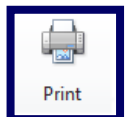
21. Use keywords like "**Dad**", "**Father's Day**" etc.



22. Save your document **CTRL + S OR** click **Save icon** on the quick access toolbar.

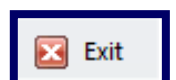


23. Use the **Print Preview** function to check that your document is going to print properly. Click **File** → **Print** → **a print preview will appear in the right hand panel**.



24. If you are happy with everything → **click the Print button**.

25. **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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