







e-Learner



Integrated ICT Learning Unit

1. Online Safety

	<p>Be Safe Always keep your personal information safe. Think wisely before posting a picture of yourself.</p>	
	<p>Don't Meet Up Never arrange to meet up with somebody you have met online.</p>	
	<p>Accepting Emails can be dangerous Never open emails or messages that can be spam. If the email makes you feel uncomfortable – tell an adult.</p>	
	<p>Reliable Be careful of what you believe from online sources, as some of it may be untrue. Think carefully before trusting.</p>	
	<p>Tell Someone If someone makes you feel uncomfortable online or worried, make sure to tell an adult.</p>	

ENDORSED
BY



ICDL
Africa

STRUCTURE OF LESSON

1. ONLINE SAFETY

INTEGRATED LESSON
Prior Learning Requirements
ICT Skills: Inserting WordArt and text
Tech Talk
CONSUMABLES Things you will need a supply of when you own a computer such as disks, paper and ink. Items which get “used up / consumed” in the day to day running of your computer.
Integrated Activity Learners create an online safety poster using Clip Art, Text Boxes and WordArt.
Resources Used
Software: Microsoft Word Prerequisite: None Template: None 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 create an online safety poster using Clip Art, 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 create an online safety poster using Clip Art, 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 (✓)		

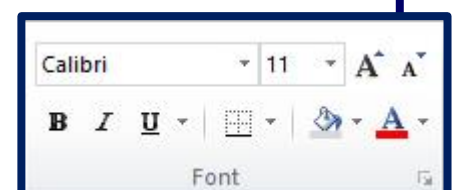
INTEGRATED ACTIVITY

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

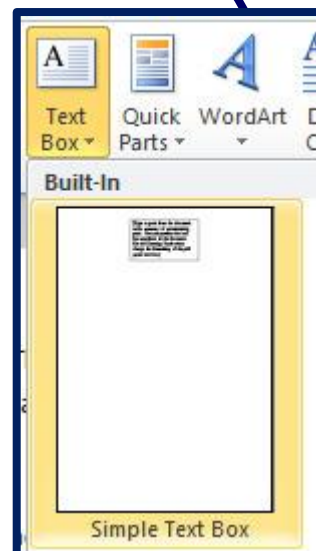
- **Do you think that you are safe online?**
- **Are you aware of online predators?**
- **Have you ever had an experience with a cyberstalker?**

Remind your learners of the importance of social networking privacy settings so that only their friends can see their personal content. Setting your profile to "limited profile" is the best way to keep your personal information safe, as it only displays your name and profile picture when someone searches for you. This will keep you safe from cyberstalkers as they have very little information about you, without being your friend. Learners need to know not to reveal their personal information or allow strangers to identify who or where they are.

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 either the letters "**S**", "**M**", "**A**", "**R**", "**T**" using **WordArt**
6. Click on the **Insert Ribbon → WordArt icon** → Select a suitable, easy to read WordArt style by clicking on your choice. Type each letter in the text box.
7. Change the font and size if you wish by highlighting the text **Home Ribbon → Font**.



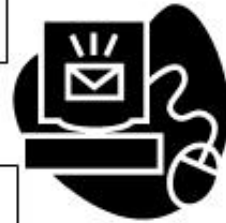
8. To position your **WordArt** on your page. Select the **WordArt** → hover your mouse over the **WordArt until you see the cross hair** → **click and drag the WordArt** to position it in the desired location.
9. Click the **Insert Ribbon** → **Text Box** → **Simple Text Box**.
10. Once you've selected 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**.
15. Another **Text Box** will appear, move this down to the next letter and repeat until there is a **Text Box** next to each letter.
16. Now write something that corresponds with each letter of the word "SMART". Note: the descriptions must be something to do with online safety and how to keep safe when browsing the internet.
Eg: "S" - Be Safe
Always keep your personal information safe. Think wisely before posting a picture of yourself.
17. To add **Clip Art** click **Insert** → **Clip Art** → **"Search For"**.
18. Use keywords like **"Internet", "Safety" etc.**
19. Save your document **CTRL** → **S OR** click **Save icon** on the quick access toolbar.
20. 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**.
21. If you are happy with everything → **click Print button**.
22. **Close Microsoft Word** by **clicking** on **File** → **Exit** or clicking on the top **"X"** at the top right of your screen.



S

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