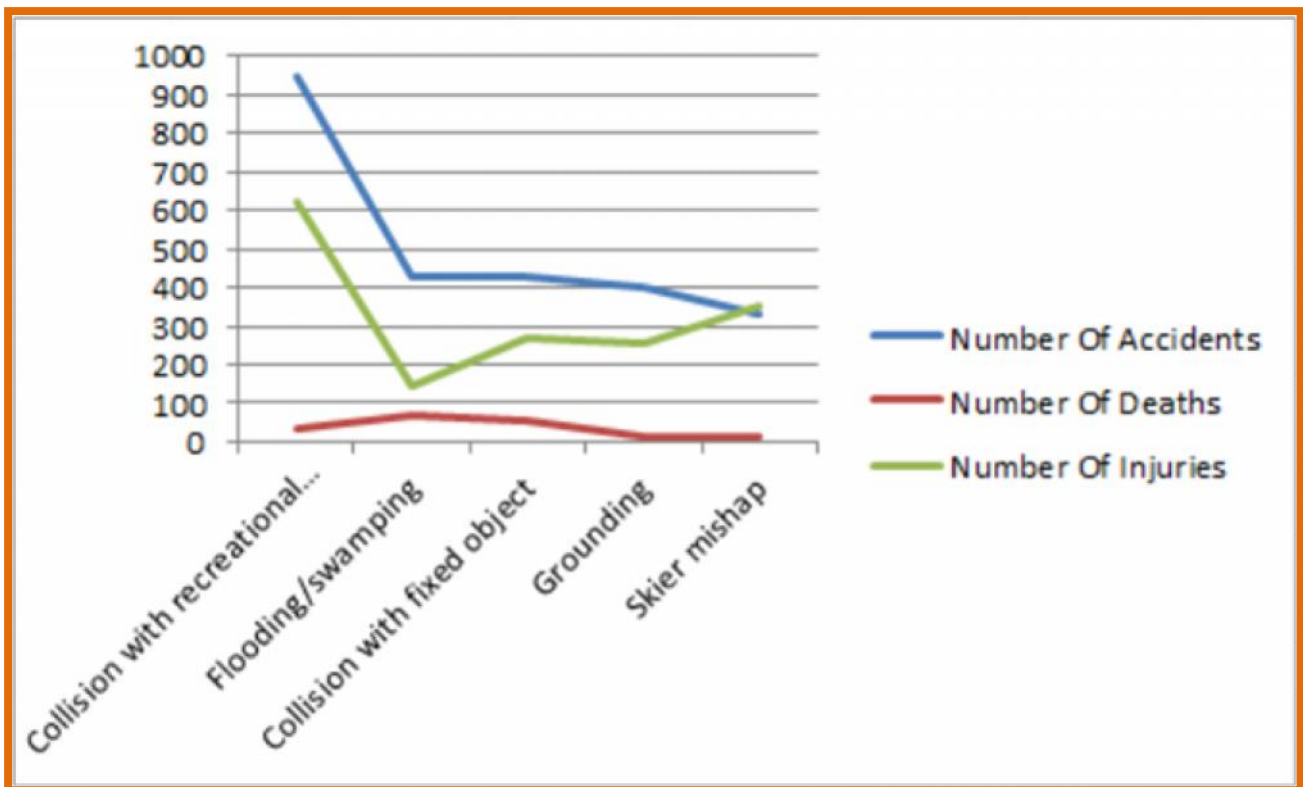




# Integrated ICT Learning Unit

## Safe Sailing



Endorsed by the  
ECDF Foundation

## Overview

This integrated ICT learning unit consists of one activity which explores the concept of Life and Living - Animals.

### 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 skills covered 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:

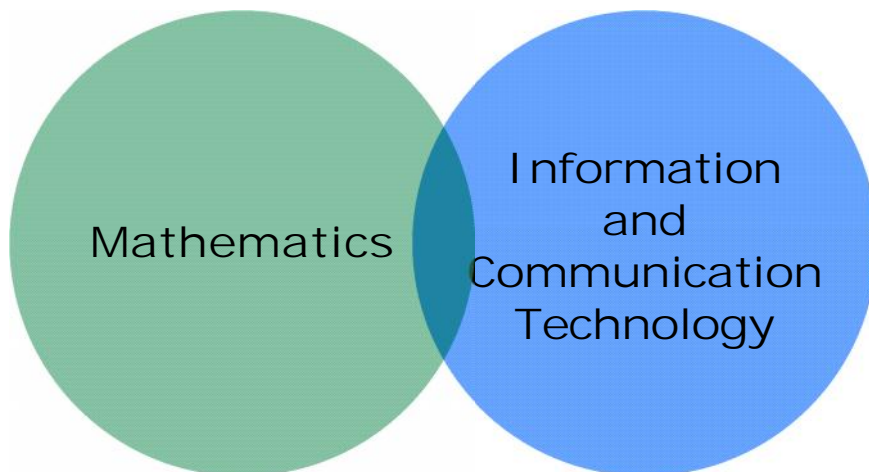
#### Integrated Activity

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, the relevant achievement level can be indicated in the assess column next to each skill assessed. The corresponding e-Learner skills should also be marked off when completed. The e-Learner skills can also be formally assessed by subscribing to the relevant online e-Learner assessment for which an ECDL endorsed certificate will be issued upon successful completion of the course. By utilising these assessment tools, the level of ICT competency as well as the progress of each learner can be monitored. The assessment matrix, as contained in this lesson instruction book, may be printed or photocopied for each learner.

## ICT INTEGRATION ACROSS THE CURRICULUM



## STRUCTURE OF LESSON SAFE SAILING

INTEGRATED LESSON	
Prior Learning Requirements	
Concept / Topic: No specialised knowledge required	
ICT Skills: Inserting data into cells in a spreadsheet	
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
ROM A memory chip found in computers that has data on it that cannot be changed or edited. Usually used when the computer boots up.	
Integrated Activity	20 Min
Learners create a graph showing statistics about accidents involving boats and ships.	
Resources Used	
Software: Microsoft Excel Prerequisite: None Template: Safe Sailing.xls WWW: None	
Subjects	
<ul style="list-style-type: none"> <li>• Mathematics</li> </ul>	
Additional Learning Opportunities	
Concept / Topic: 4.17 Rules and Safety ICT Skills: 4.18 Walk Through History	

Learner name:	Class	
Integrated Activity: Learners create a graph showing statistics about accidents involving boats and ships.		
Theme/Topic: Safe Sailing	Integrated Activity	
Subjects	Practice	Assess
Mathematics		
Draws graphs to display and interpret data		
Comment:		
Concepts, Skills and Attitudes		
Interdependence		
Locate, access and select relevant information		
Organise information		
Thinking and reasoning		
Environmental Awareness		
<p>7 = Outstanding Achievement      6 = Meritorious Achievement</p> <p>5 = Substantial Achievement      4 = Adequate Achievement</p> <p>3 = Moderate Achievement      2 = Elementary Achievement      1 = Not Achieved</p>		

Learner name:	Class	
Integrated Activity: Learners create a graph showing statistics about accidents involving boats and ships.		
Theme/Topic: Safe Sailing	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		
2.5.1 Open / Exit programmes Using Shortcuts		
2.7.1 Navigating through folders / Folder structure		
2.7.3 Navigating within a file (scrollbar / hyperlinks)		
2.7.4 Opening Files		
2.7.5 Saving Files		
2.7.6 Closing Files		
Unit 5 - Spreadsheets		
5.1 Open programme		
5.2.2 Opening workbook		
5.3.1 Insert data		
5.3.2 Format data (font face/ colour / size / bold / underline)		
5.8 Save		
5.10 Print		
5.11 Exit		
7 = Outstanding Achievement      6 = Meritorious Achievement		
5 = Substantial Achievement      4 = Adequate Achievement		
3 = Moderate Achievement      2 = Elementary Achievement      1 = Not Achieved		

## Integrated Activity Safe Sailing (Microsoft Excel)



### EDUCATIONAL GAME: (10 minutes)

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 minutes)

Check that all Learners:

1. Ensure that their hands and wrists are not resting on any surface whilst typing.
2. Are applying the correct fingers to the appropriate keys whilst doing the typing tutor lesson



### TECH TALK: (5 minutes)

ROM

A memory chip found in computers that has data on it that cannot be changed or edited. Usually used when the computer boots up.



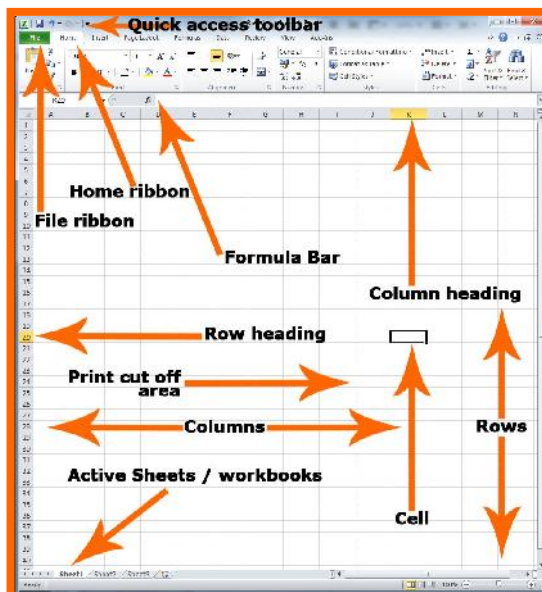
## INTEGRATED ACTIVITY

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

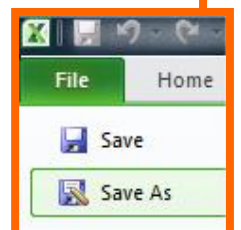
- Can you name any accidents that involved ships or boats?
- What could cause an accident on the water?
- What equipment should you have on a boat/ ship in case of an emergency?

A short discussion takes place about how one should always perform safe boating practices and know how to react in case there is an emergency.

Task: Create a spread sheet and graph to illustrate statistics about sailing accidents in the past few years so that you can see whether they have increased or decreased.



1. Double click on the Computers4Kids shortcut on the desktop.
2. Click on the relevant volume number and lesson number.
3. Click on the template hyperlink under the Template Linx heading.
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





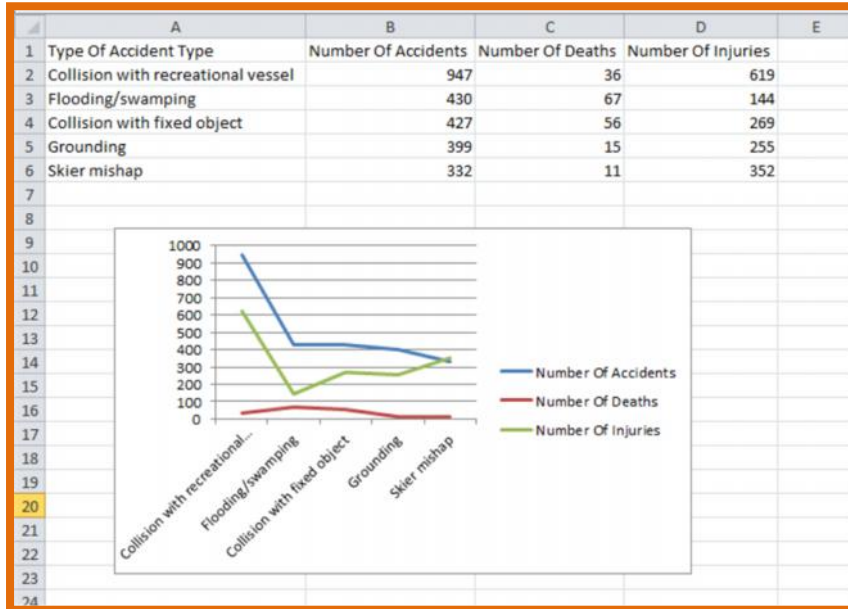
5. The figures in this spreadsheet are numbers of different kinds of accidents that occurred while sailing in 2013.
6. Estimate what you think the 2002 figures would be bearing in mind that there was a serious flood in the park in 2000
7. Click in cell E1 and type 2002
8. Click away from the cell and back on the cell. Click the B on the Home ribbon to make this heading bold
9. To make the column wider, point to the line between the letters E and F . A vertical line with two horizontal arrows will appear. Press the mouse button and drag to the right to make the column wider
10. Type your estimates in each cell by clicking in the cell and typing
11. You are now going to graph the information to make it easier to understand
12. Click in cell A1
13. Hold the mouse button down and drag down and across until all the words and figures are highlighted

Type Of Accident Type	Number Of Accidents	Number Of Deaths	Number Of Injuries
Collision with recreational vessel	947	36	619
Flooding/swamping	430	67	144
Collision with fixed object	427	56	269
Grounding	399	15	255
Skier mishap	332	11	352

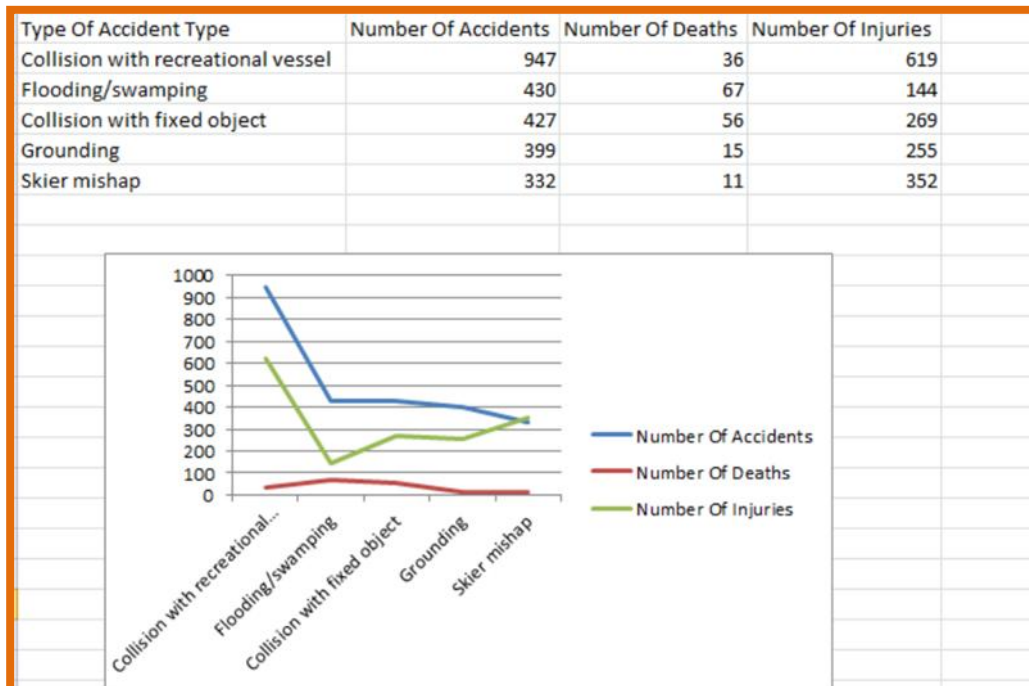
14. Click on the chart column button on the Insert ribbon  
Click on the line chart button row



- 15. The computer will insert a graph underneath the spreadsheet. The adjustment handles will be visible. Click anywhere on the graph and drag it to the left margin of the page



- 16. Click on one of the corner adjustment handles, press the mouse button and drag away from the graph to make it bigger. Don't go below row 30 and past column E



17. Click File → Print → Print.
18. Exit the programme → File → Exit.

