GRADE 6

Let's Learn

ICT SKILLS

GRADE 6 | PUPIL'S TEXTBOOK



Mauritius Institute of Education
under the aegis of
Ministry of Education, Tertiary Education, Science and Technology

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PREFACE

Information and communication technology (ICT) is a broad area of study which has core computer science concept at one end and at the other, digital literacy and computer fundamentals. At the same time, with technological advancements, children are exposed to the world of technology at a young age. It becomes therefore important to help our children have a good understanding of how computers work in this highly digital world.

This book has been written by taking into consideration the National Curriculum framework. The book has been designed in such a way to include more practical activities by using different perspectives like the Merrill's first principle of instruction method and shifting from conceptual to procedural aspect of learning. In addition, learners have been exposed to digital literacy by introducing them to the creation of a webpage which will indubitably help them to solve problems in the digital world nowadays.

The workbook consists of eight different units:

1. **Working Safely with Computers.**
2. **Understanding Operating Systems.**
3. **Word Processing : Using Advanced Features.**
4. **Computers in Everyday Life.**
5. **Spreadsheet: Using Advanced features.**
6. **PowerPoint : Inserting Media and printing handouts.**
7. **Digital Literacy: Creating a Web page.**
8. **Multimedia : Creating a movie.**

The workbook is learner oriented and consists of:

1. **Practical activities.**
2. **Extra challenges activities on the computer.**
3. **Structured questions.**
4. **Creation of Webpage.**
5. **Creation of a movie.**

The ICT Panel strongly consider that this book is essential to promote the ICT teaching experience of pupils especially as they are taking part in school-based assessment to succeed in their Primary School Achievement Certificate. The learners will develop their skills and knowledge of the subject area gradually and will advance with confidence through the various topics and contents presented in the workbook. Finally, we have created an avatar named Kimo that will be used as guidance throughout the book and to make the book child friendly.

The Information and Communication Technology Panel

INTRODUCTION

Hello Friends

My name is Kimo,
I will guide you throughout your ICT Skills book.
What is your name?

_____



KIMO KEY



Activity on Tablet



Can i help?



Activity on computer



Observation



Reward



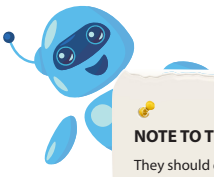
Tips



Extra Challenge



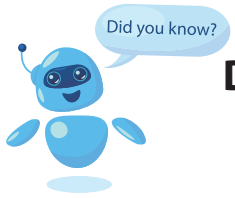
Activity in books



Note to teacher

NOTE TO TEACHERS:

They should explain to their pupils that this is only an offline web page.



Did you know?

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Unit 8

Multimedia: Creating a movie.....154 - 164



UNIT 1

Working safely with computers

AIM:

- To create an awareness of the dangers of computers and learn how to protect ourselves.

LEARNING OBJECTIVES:

By the end of this unit, pupils should be able to:

- Show understanding of some of the computer crimes.
- Show understanding some of the laws protecting computer users.
- List some ways to protect your computer from viruses.

UNIT 1

COMPUTER LAB RULES







No Food and Drink



Enter and Exit Quietly



Do not run in the Lab



Do not touch cables



Do not use the computer without permission



Respect your teacher and classmates



Ask before you print



Keep the computer lab clean

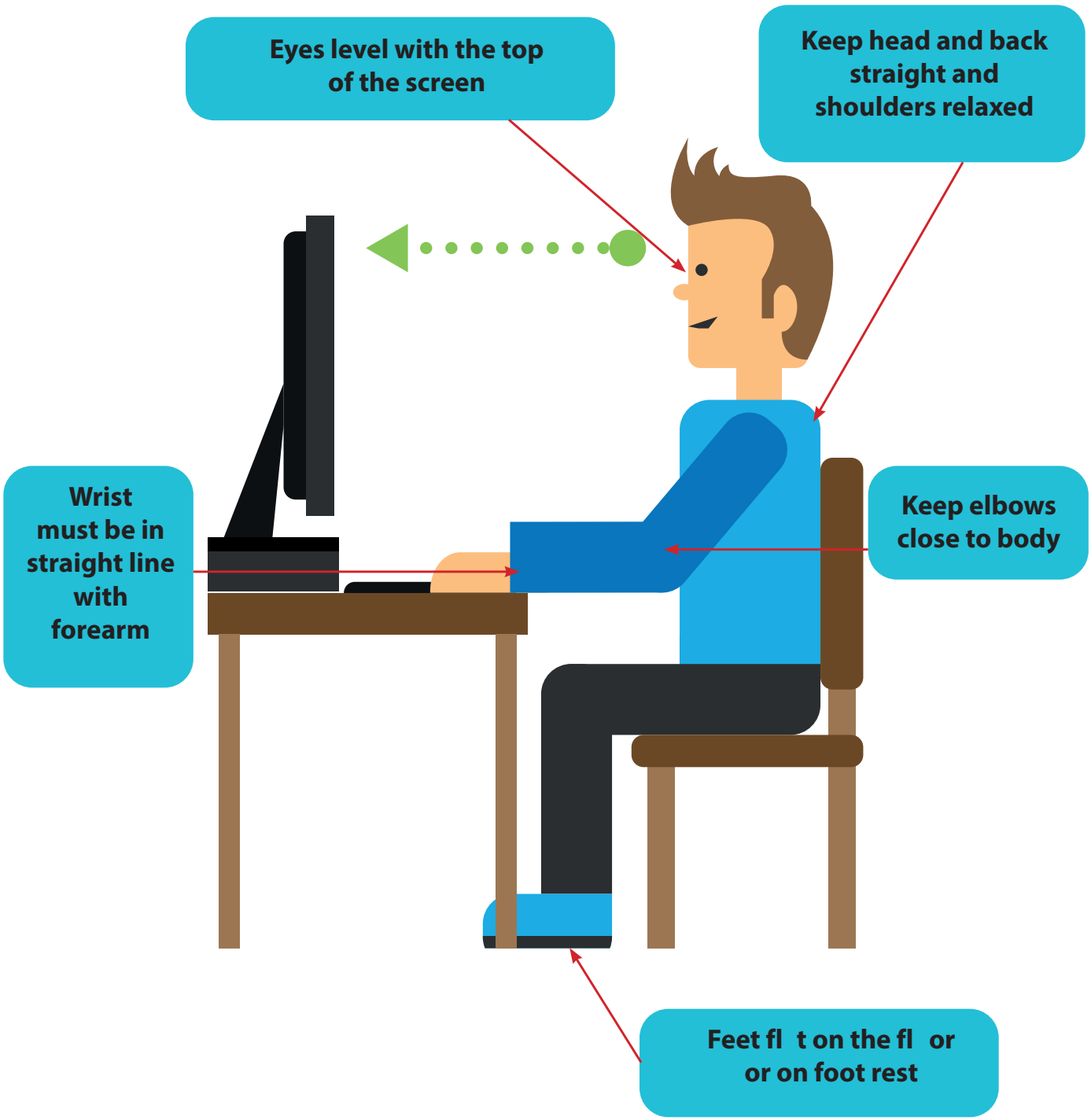


Do not move change or delete files on the computer

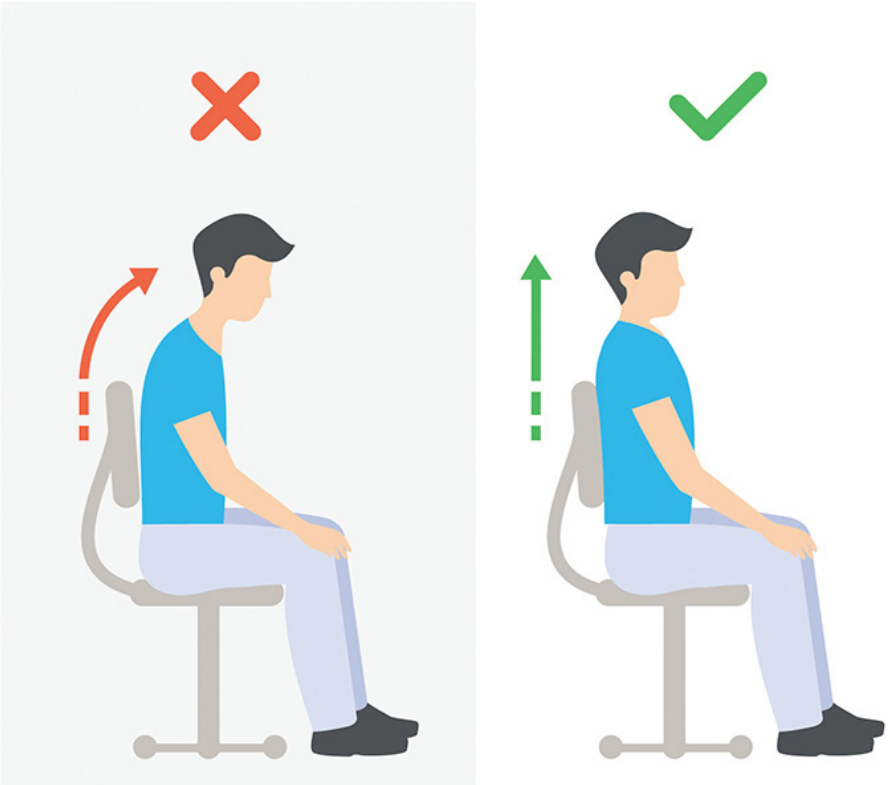


Do not use the internet without permission

GOOD SITTING POSTURE INFRONT OF THE COMPUTER



SITTING POSTURE



When you sit in the computer lab, use a good sitting posture.

1. **Sit up straight**
2. **Eyes level with the monitor**
3. **Shoulders and arms relaxed**
4. **Feel your back supported**

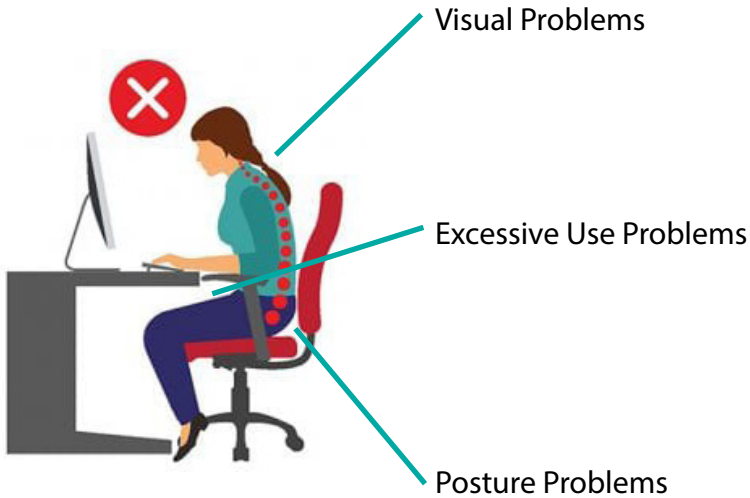


UNIT 1

HEALTH AND SAFETY

Excessive and improper use of computer cause several health risks. It is important to reduce the risks with good postures and procedures.

Common Problems



Excessive use Problems

Problem

Excessive use of mouse and keyboard affects muscles and joints causing pain.

Solution

- Use a well- designated keyboard.
- Sit up straight.
- Keep forearms horizontal.

Posture Problems

Problem

- Bad sitting posture can lead to back problems.
- Sitting still for long period can cause back, neck and shoulder pains.

Solution

- Walk around to stretch your legs.
- Take regular breaks.
- Use a well-designated chair.

Visual Problems

Problem

- Looking too much at the monitor causes eye pains and headaches.
- Poor lighting makes the monitor difficult to read and affect the eyes.

Solution

Keep eyes level with the top of the monitor.
- Ensure background lighting is good.

COMPUTER CRIMES

Computer crime also called cybercrime, is the use of a computer as an instrument to perform illegal and wrong works. Some examples of computer crimes are:



Hacking

Hacking occurs when the computer hardware and software are accessed without permission which can cause damages.



Software Piracy

Software piracy is the illegal copying, installation, use and distribution of software.



Spam

Spam is an unwanted communication sent widely over the internet or through emails.

COMPUTER CRIMES

ACTIVITY 1

Activity 1: Computer crimes

Match Part A with Part B

PART A	PART B
Spam	is the illegal copying, installation,use and distribution of software.
Hacking	is the use of computers to perform illegal tasks.
Software piracy	is unwanted communication sent widely over the Internet.
Cybercrime	is a way where computer hardware and software are changed, causing damages to data.

LAWS PROTECTING COMPUTER USERS

There are certain laws that have been enforced to protect people from computer crimes. Some of these laws are:



Data protection Act

Data protection Act:

To ensure that people know how personal information about them are being used.



Copyright Act

Copyright Act:

To protect the work of people from being copied by others.



Computer Misuse and Cybercrime Act

Computer Misuse and Cybercrime Act:

To protect the computer system from unauthorised access or use by a person.

LAWS PROTECTING COMPUTER USERS

ACTIVITY 2

Activity 2: Laws protecting computer users

Fill in the blanks with the appropriate answers.

1. Someone without permission takes a picture of the Identity Card of Mr. Meygen.

Which law will take his case into consideration?

_____

2. Alain went to the police saying that someone is copying his songs on CDs.

Which law will the police use against the culprit?

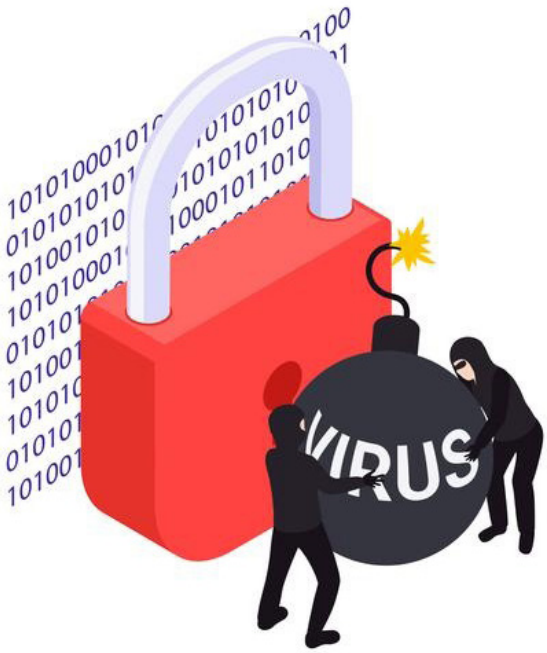
_____

3. The lady's computer was damaged by a person through the internet from abroad.

Which law will be used to solve this problem?

_____

COMPUTER VIRUSES



A computer virus is a software made by someone to cause harm and damages to other computers or communication devices like mobiles and tablets.

Virus spreads from one computer to another through :



Pendrive



The Internet



Email attachment

COMPUTER VIRUSES

To protect your computer from viruses, always perform the following:

1. Install a good antivirus software and make sure it is always updated.
2. Always scan any pen drive that you insert in your computer.
3. Scan any email attachment that you download.
4. Do a regular scanning of your computer once a week.

Some examples of antivirus software are:

Symantec Norton	McAfee
Avast	AVG



UNIT 2

Understanding Operating Systems

AIM:

- To create an awareness of the different Operating Systems used in computer devices.

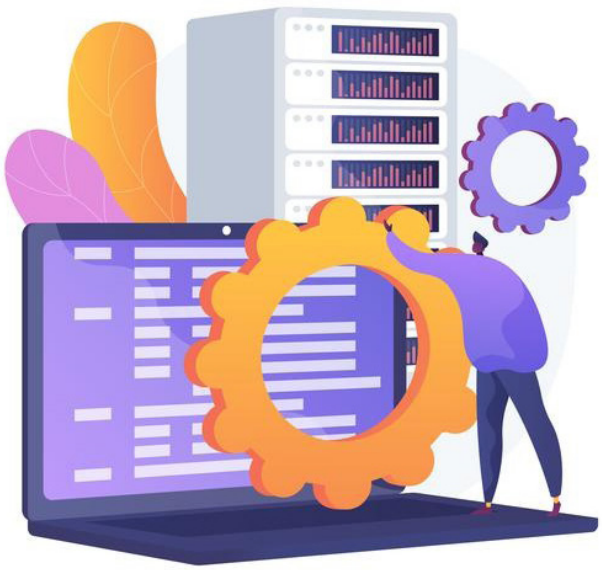
LEARNING OBJECTIVES:

By the end of this unit, pupils should be able to:

- Recall what is hardware and software.
- Show understanding that every computer needs an operating system to work.
- List the different operating systems used in computing devices.
- Show understanding of the different version of Microsoft Windows.

UNIT 2

HARDWARE AND SOFTWARE



The computer consists of hardware and software.

Hardware

Hardware is any part of your computer that we can touch such as the keyboard or mouse.

Software

Software is all the programs in a computer. Programs are the instructions that make a computer work. The computer uses two main types of software:

1. Application software
2. Operating System

Application Software

Application software are programs that help us perform tasks such as:

- creating documents ;
- performing calculations; and
- creating presentations.

UNIT 2

HARDWARE AND SOFTWARE

ACTIVITY 1

Activity 1: Hardware and Software

Fill in the blanks with the appropriate answers.

1. The two most common types of software are ……..…….. and ……..…….

2. …… is any part of the computer that we can touch.

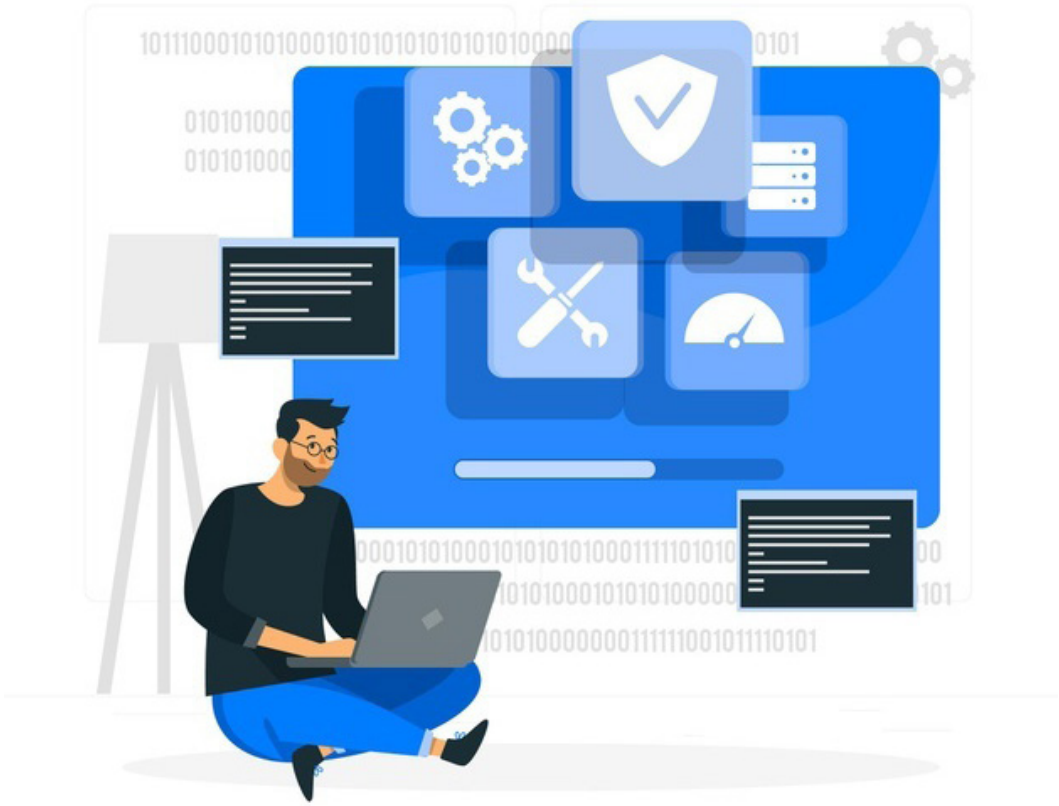
3. A monitor is a ……... .

4. Word 2019 is a …….. .

5. …… are the instructions that make a computer work.

UNIT 2

OPERATING SYSTEM



What is an Operating System?

- An operating system is the most important program in the computer.
- It controls all the application software and hardware on the computer.
- It also allows you to communicate with the computer.
- Without an operating system, a computer is useless.

DIFFERENT OPERATING SYSTEMS USED ON COMPUTERS

The 3 most common Operating Systems on a computer are:



Microsoft Windows

Microsoft Windows was created by Bill Gates in 1981.



Mac OS

Mac OS is the operating system of Apple computers created by Steve Jobs and Steve Wozniak in 1976.



Linux

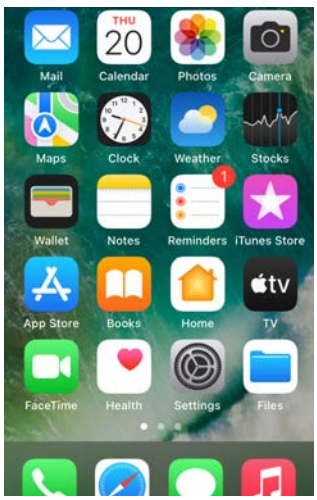
Linux began in 1991 as a personal project by Finnish student Linus Torvalds.

OPERATING SYSTEMS FOR MOBILE DEVICES

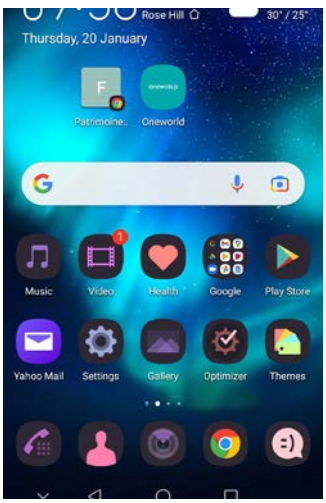
Phones and tablets have also Operating Systems on them. They are:



Microsoft Windows (used on Windows phones)



iOS for iPhone and iPad (Used on Apple's Phone and Tablet)



Android (the most commonly used Operating System on different Smart Phones and Tablets)

OPERATING SYSTEM

ACTIVITY 2

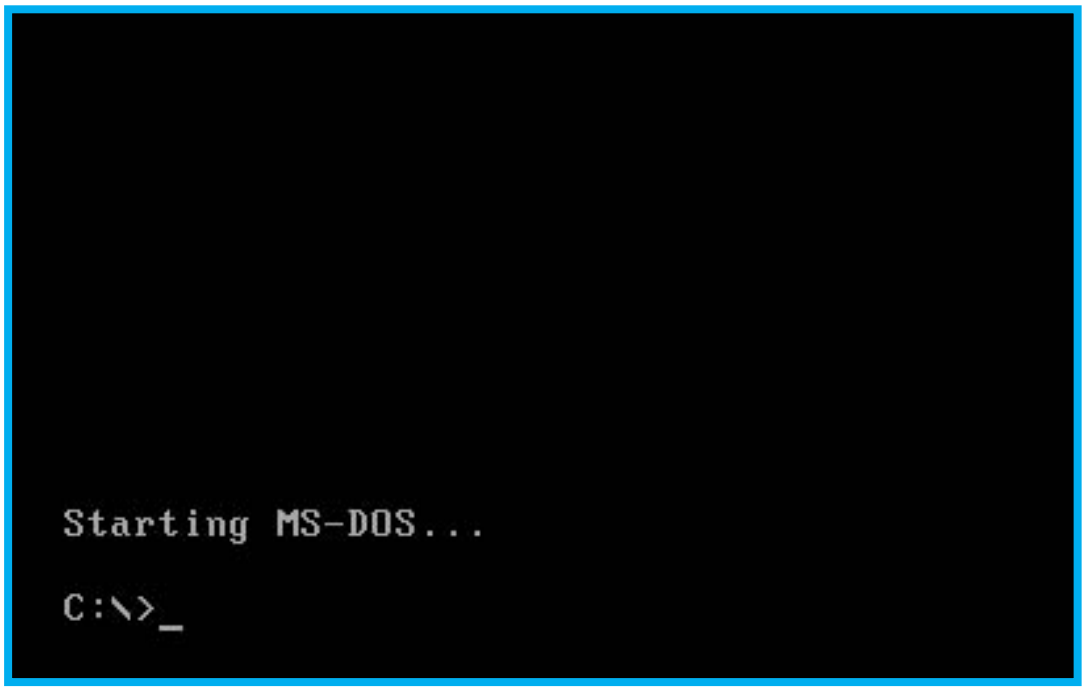
Activity 2: Operating System

Match the following.

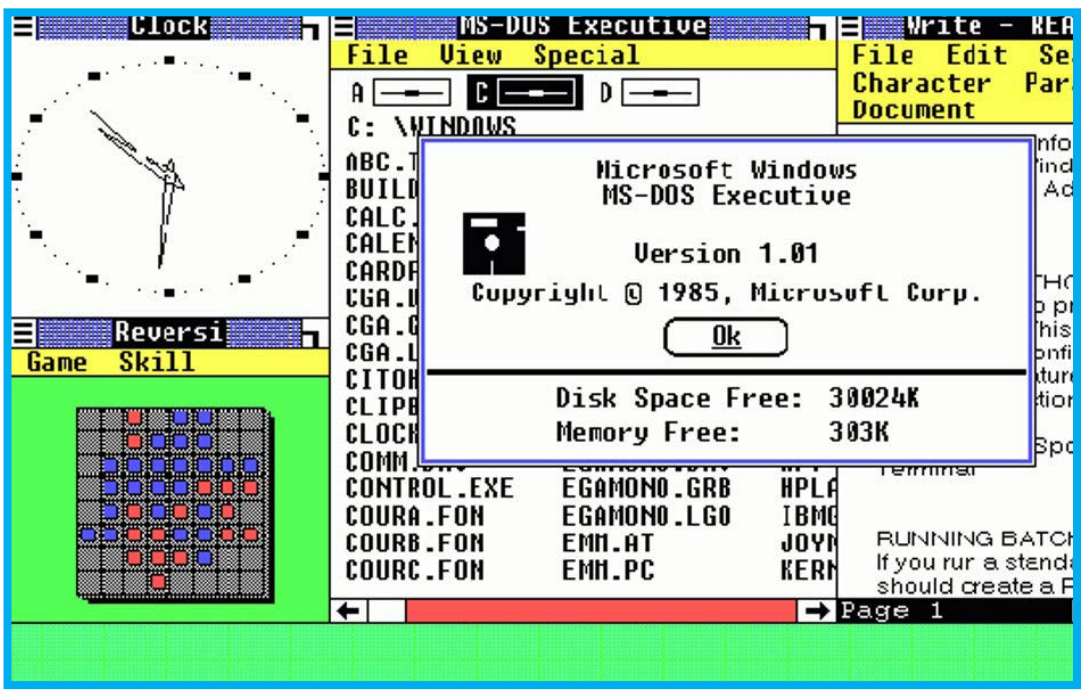
PART A	PART B
iOS	is the most commonly OS on smartphone and tablet.
Linux	is used on iPhone and iPad.
Bill Gates	is a free OS that you can download from the Internet.
Android	is the one who created Microsoft Windows.

CHRONOLOGICAL PICTURES OF MICROSOFT WINDOWS

MS-DOS (Microsoft Disk Operating System) in 1981

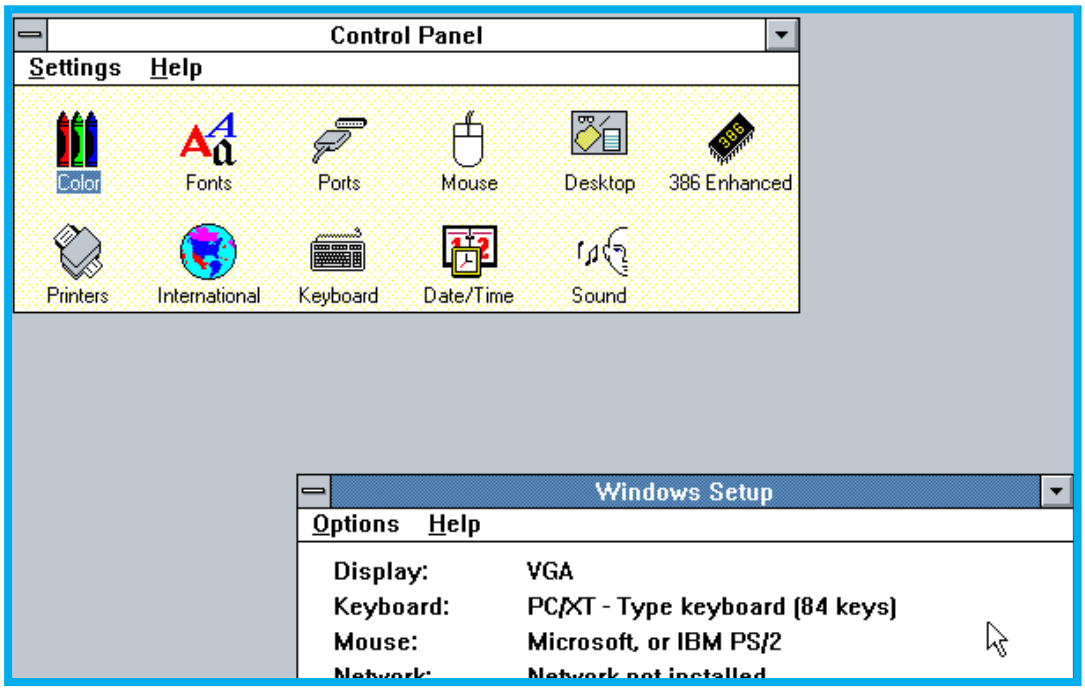


Windows 1.0 in 1985



CHRONOLOGICAL PICTURES OF MICROSOFT WINDOWS

Windows 3.0 in 1991

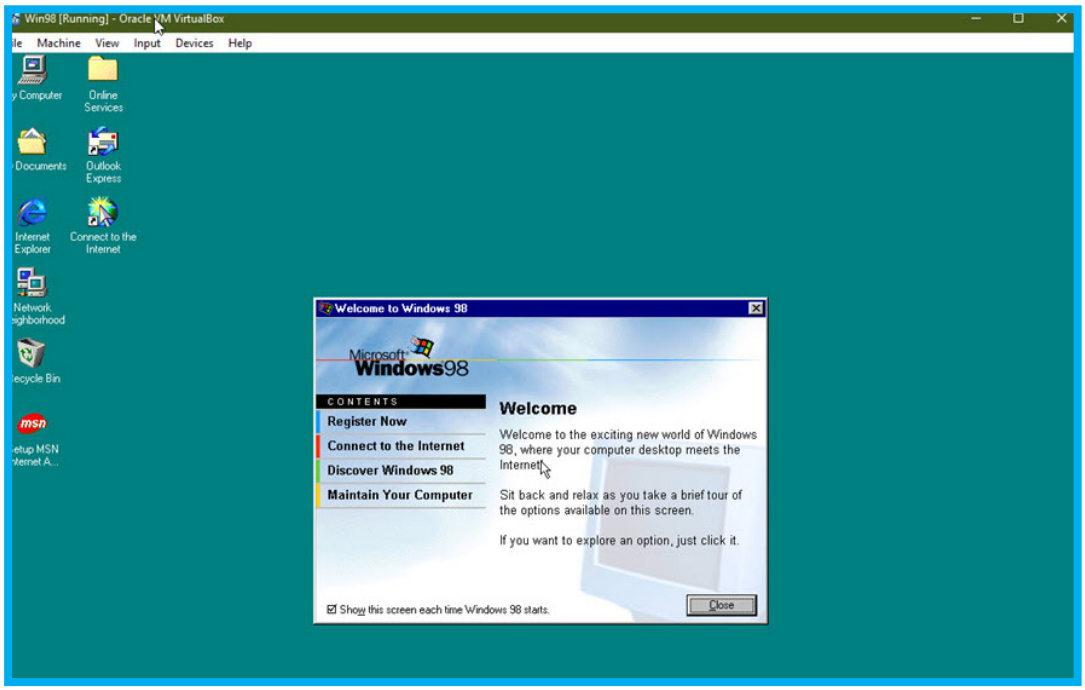


Windows 95 in 1995

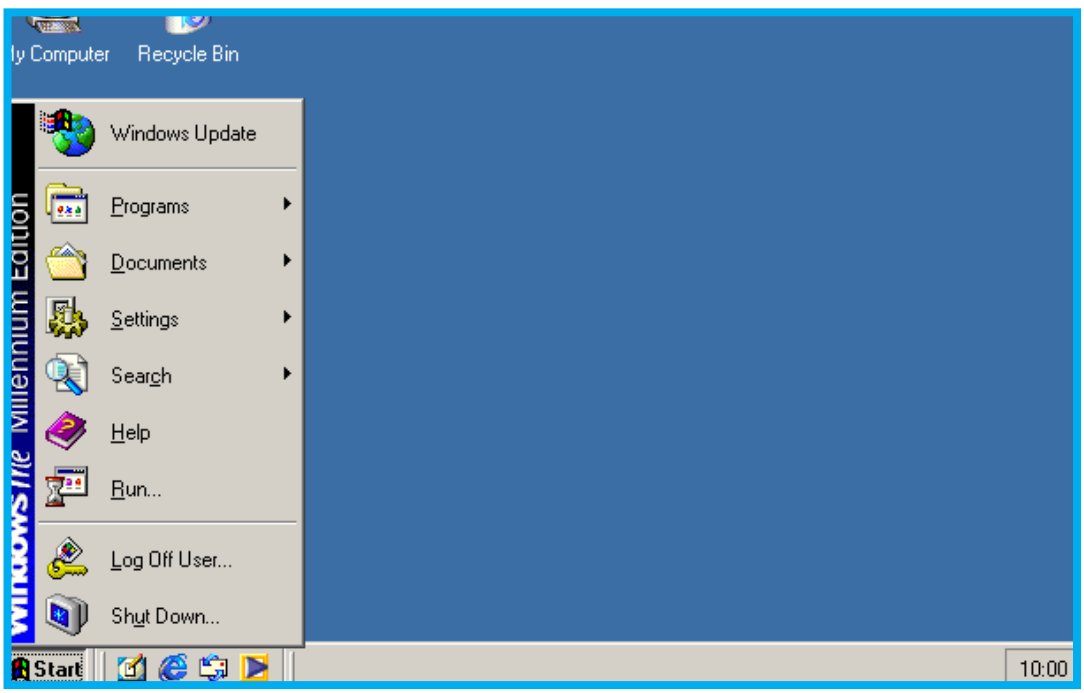


CHRONOLOGICAL PICTURES OF MICROSOFT WINDOWS

Windows 98 in 1998



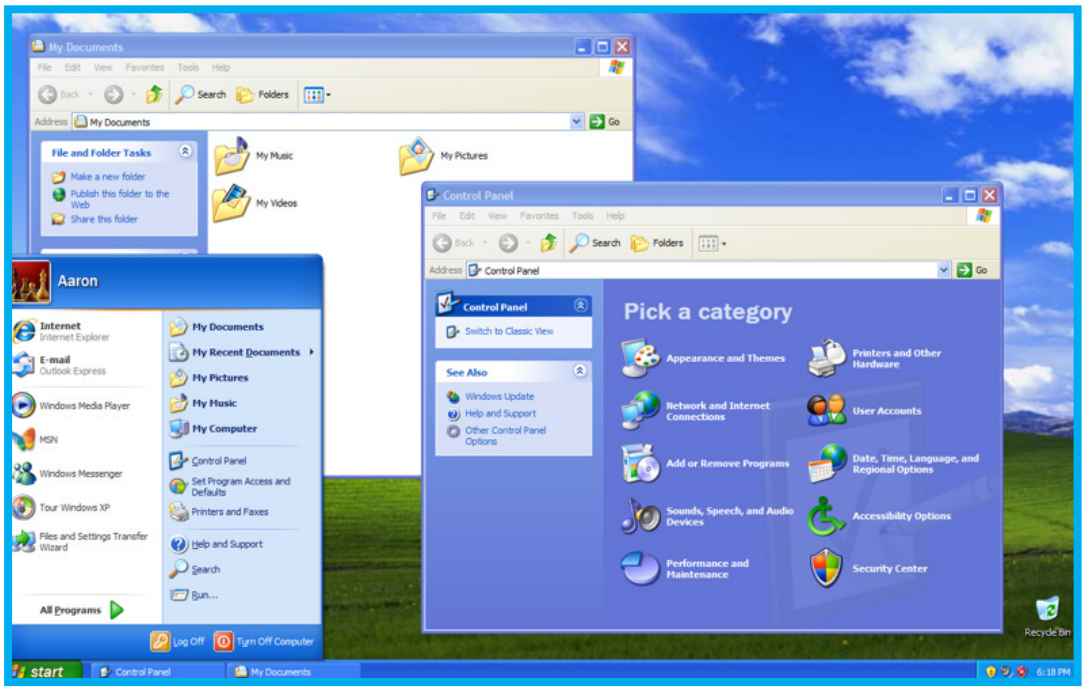
Windows ME in 2000



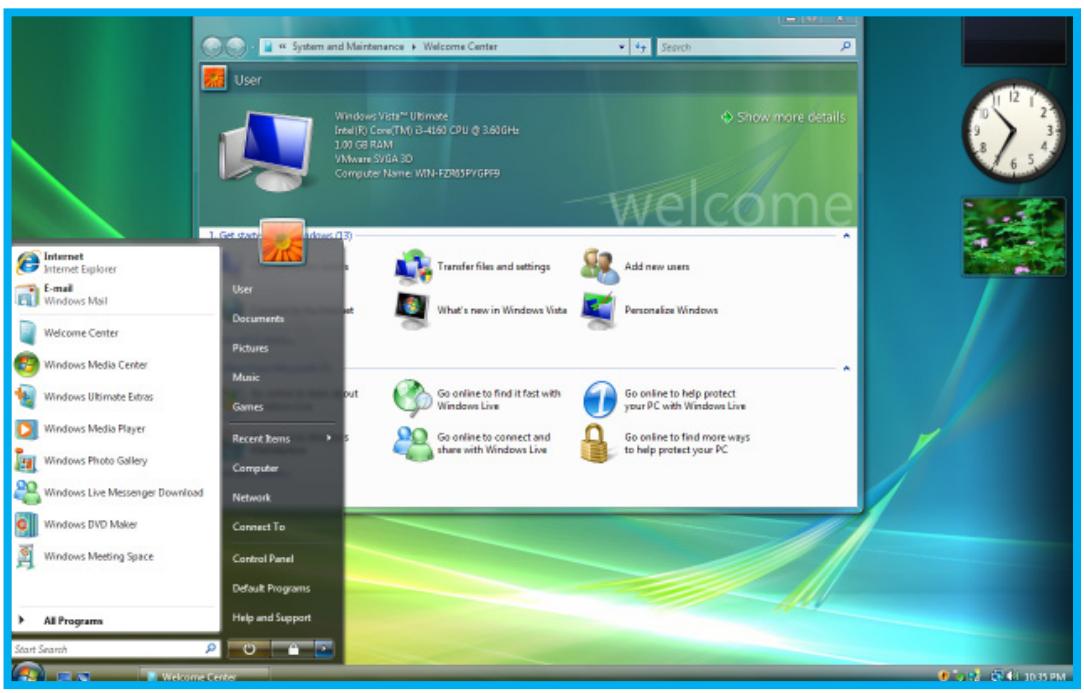
UNIT 2

CHRONOLOGICAL PICTURES OF MICROSOFT WINDOWS

Windows XP in 2001

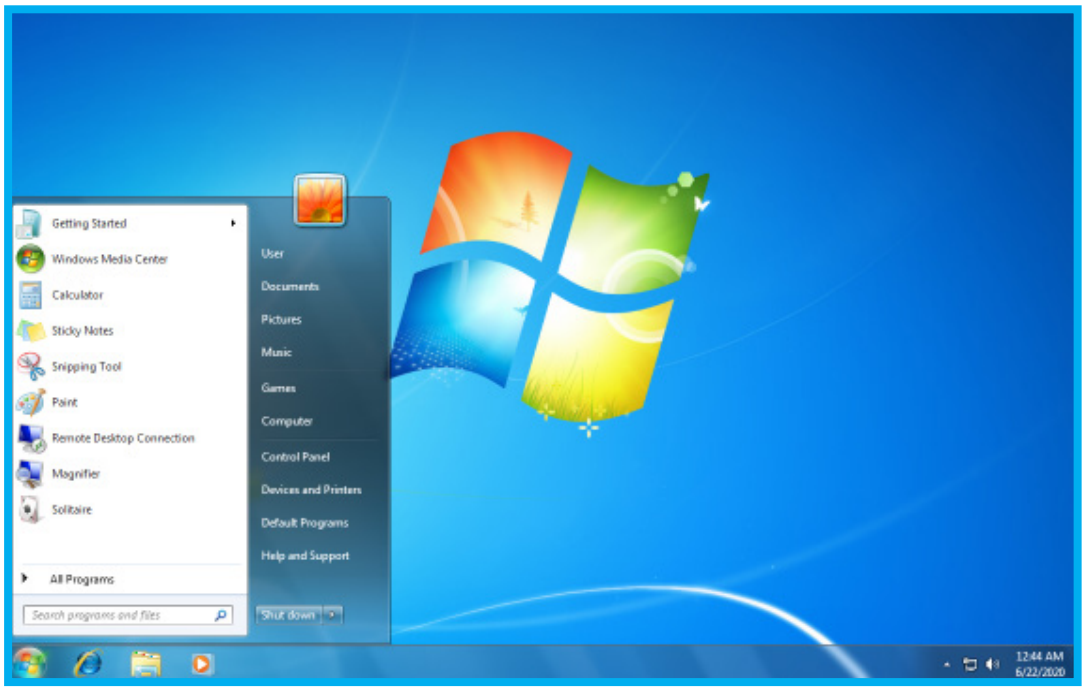


Windows Vista in 2007



CHRONOLOGICAL PICTURES OF MICROSOFT WINDOWS

Windows 7 in 2009

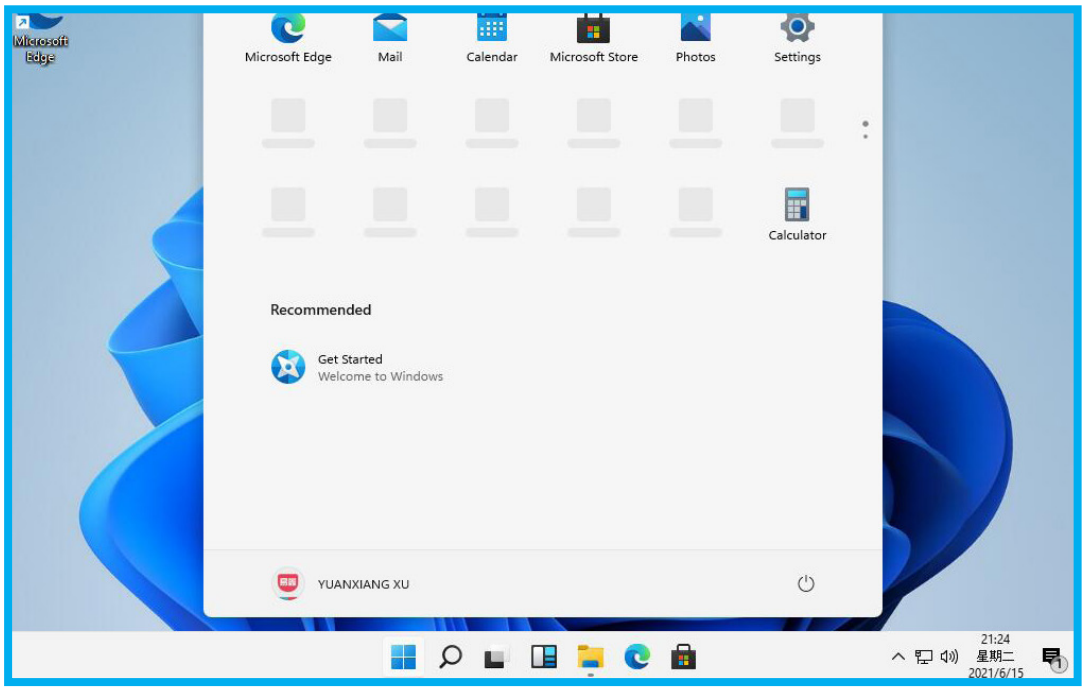


Windows 10 in 2015



CHRONOLOGICAL PICTURES OF MICROSOFT WINDOWS

Windows 11 in 2021





UNIT 3

WORD PROCESSING: Using Advanced Features

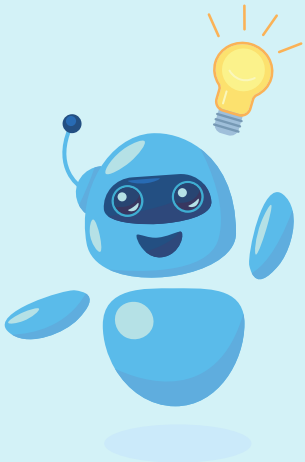
AIM:

- To use advanced features in a word document.

LEARNING OBJECTIVES:

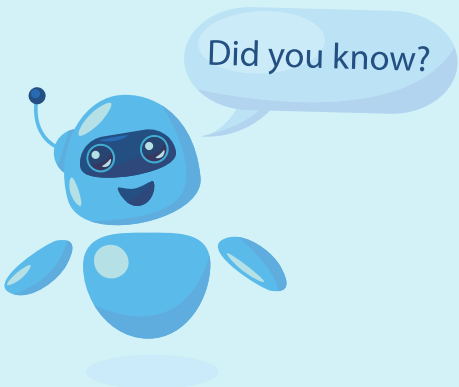
By the end of this unit, pupils should be able to:

- Use Spelling and Grammar Tool.
- Use the Thesaurus Tool.
- Use the Word Count Tool.
- Use the Find and Replace tool.
- Use the Page Setup.
- Use Page Orientation.
- Print a document.



Snap Recap

You have already been introduced to using word processing and its features in the previous grades. Word 2019 offers additional formatting tips like Spelling & Grammar Tool, Thesaurus Tool, Find and Replace Tool or the Word Count Tool.



Did you know ?

Microsoft Word also allows translating a document from one language to another.

Many users are making use of Word Translation tool to translate their documents nowadays.

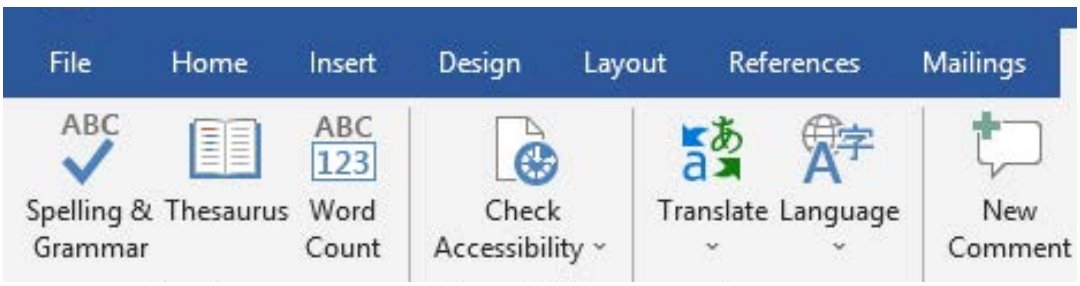
UNIT 3

SPELLING AND GRAMMAR TOOL, THESAURUS & WORD COUNT

Microsoft Office Word program contains many tools:

- To help you to check for mistakes in your document and show suggested corrections.
- To replace selected words.
- To enable you to make use of word count for your document.

Three of the tools are **Spelling and Grammar, Thesaurus** and **Word Count.**





Spelling & Grammar

We use this tool to check if a selected word or sentence is properly written. All mistakes are normally underlined with a red wavy line ( ) in a word document.



Thesaurus

Thesaurus is like a dictionary. We use this tool to verify the meaning of selected words.



Word Count

Word Count is used to count the number of words you have typed in a document.

UNIT 3

USING SPELLING AND GRAMMAR TOOL

ACTIVITY 1

Activity 1: Using the Spelling and Grammar Tool

- Step 1: Open Word 2019 and type the following text with all the spelling mistakes.

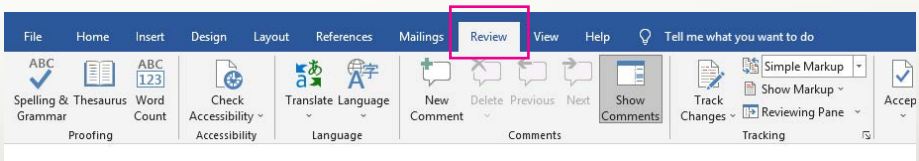
The birth of Modern Olympics

On Aprol 6, 1896, the first modarn Olympic Games were opned in Athens, Greece.This was a revoval of a tradition from Greek ancient tmes. Athletic comptitions were held every faurr years in honour of Zeus, with particionts representing different Greek city, The last Olympics were hald in the city of Tokyo, Jopan in 2021

- Step 2: Select the paragraph.

On Aprol 6, 1896, the first modarn Olympic Games were opned in Athens, Greece.This was a revoval of a tradition from Greek ancient tmes. Athletic comptitions were held every faurr years in honour of Zeus, with particionts representing different Greek city, the last Olympics were hald in the city of Tokyo, Jopan in 2021.

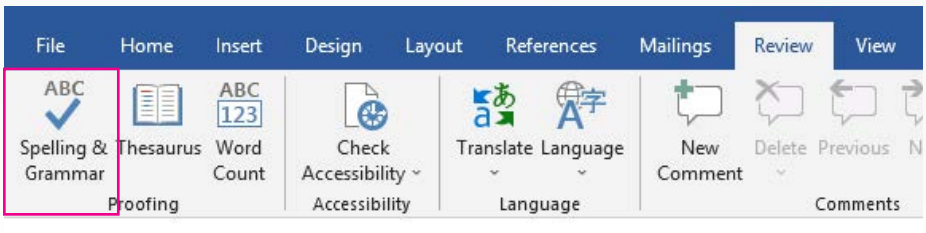
- Step 3: Click on the review tab.



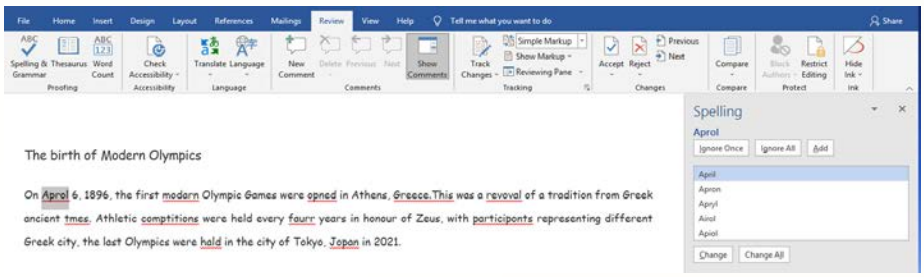
USING SPELLING AND GRAMMAR TOOL

ACTIVITY 1

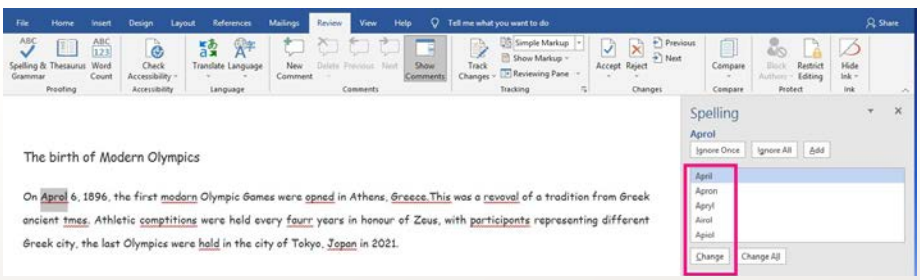
- Step 4: Click on the Spelling and Grammar button.



- The Spelling and Grammar dialog will appear:



- Step 5: Choose a word from the list of suggestions and click on Change button.



- Step 6: Repeat the steps to correct the other mistakes in the selected texts .
- Step 7: Save your work as **The Birth of Modern Olympics** and close it.

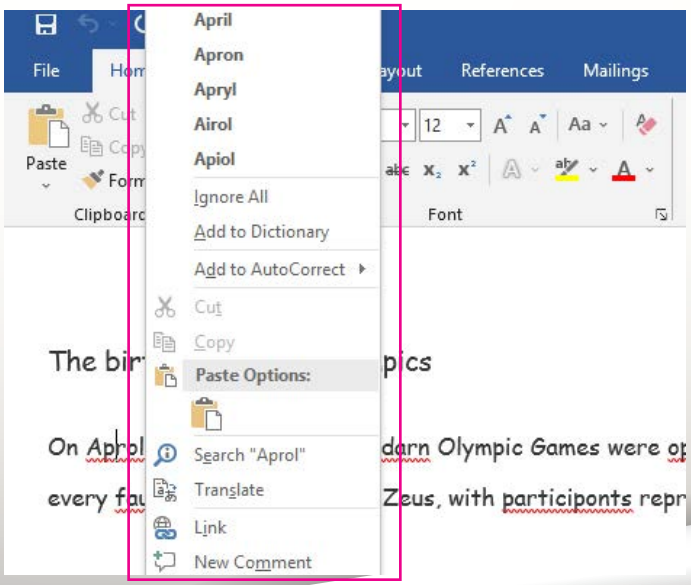
USING SPELLING AND GRAMMAR TOOL

EXTRA CHALLENGE



Another way to correct spelling mistakes:

1. **I open the file The Birth of Modern Olympics.**
2. **I right click on the spelling mistake .** Aprol
3. **A shortcut menu pops up which displays the suggested words.**



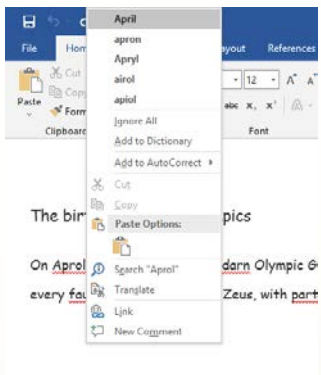


USING SPELLING AND GRAMMAR TOOL

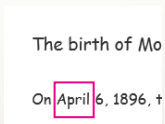
EXTRA CHALLENGE



4. **Select and click the correct option from the shortcut menu.**



The word Aprol changes to April.





5. **Repeat the same steps as indicated for all spelling mistakes found in the selected text. Examples : modarn , opned**

6. **Save and close your fil .**

UNIT 3

USING THESAURUS TOOL

ACTIVITY 2

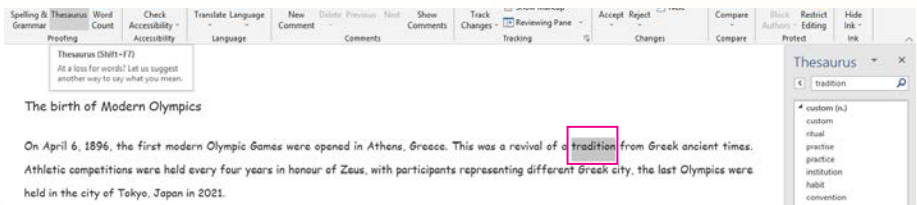
Activity 2: Using the Thesaurus Tool

- Step 1: Open the file **The Birth of Modern Olympics**.

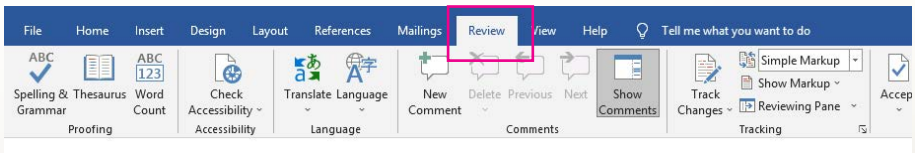
The birth of Modern Olympics

On April 6, 1896, the first modern Olympic Games were opened in Athens, Greece. This was a revival of a tradition from Greek ancient times. Athletic competitions were held every four years in honour of Zeus, with participants representing different Greek city, the last Olympics were held in the city of Tokyo, Japan in 2021.

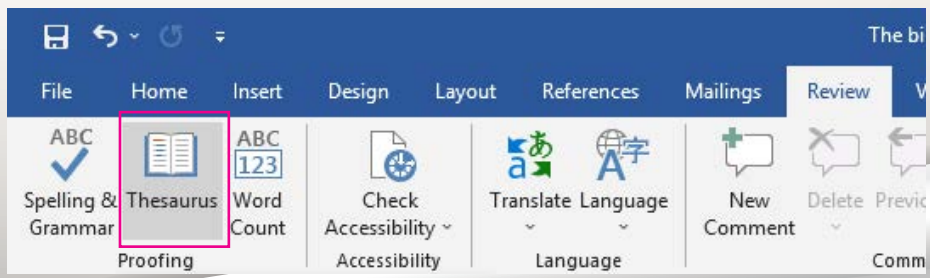
- Step 2: Select the word **tradition.**



- Step 3: Click on the **review tab.**



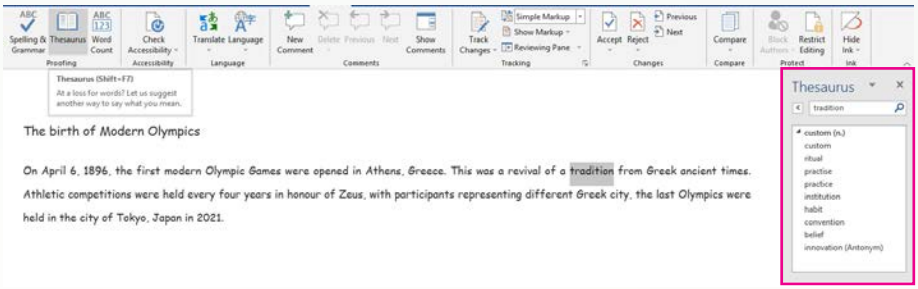
- Step 4: Click on the **Thesaurus button.**



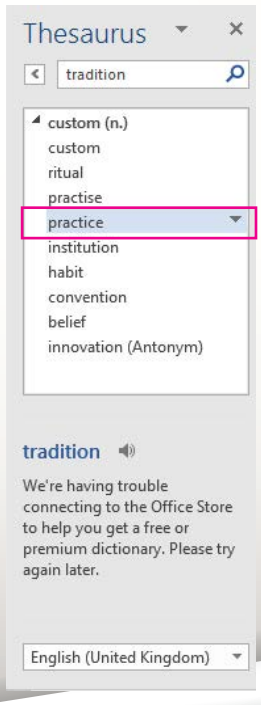
USING THESAURUS TOOL

ACTIVITY 2

- Step 5: The **Research pane** will open on the right of the window.



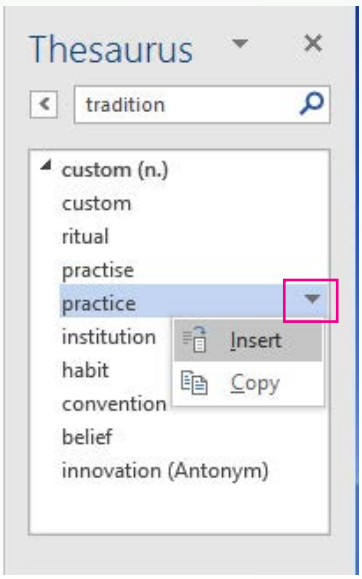
- A list of similar words will be displayed in the **Research Pane**.
- You can replace the selected word in the text by one of the words from the selected list.
- Step 6: Place pointer on the word practice.



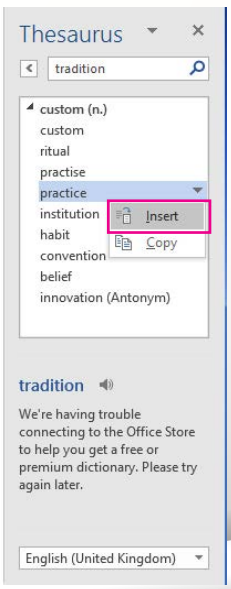
USING THESAURUS TOOL

ACTIVITY 2

- Step 7: Click on the drop down arrow to get a list of options.



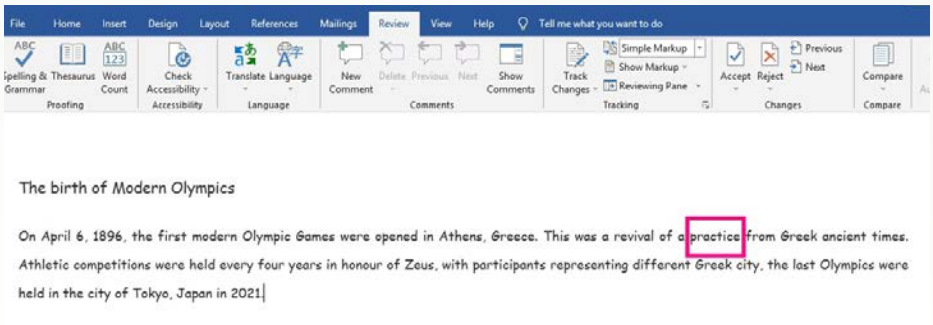
- Step 8: Click on the Insert option.



USING THESAURUS TOOL

ACTIVITY 2

- Step 9: The word tradition has now changed to practice.



- Step 10: Save and close the file.

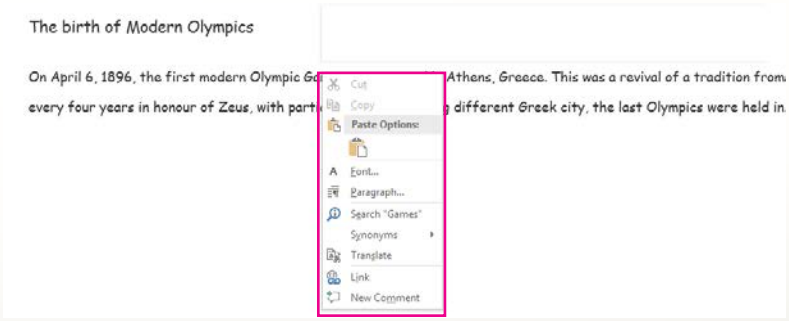


USING THESAURUS TOOL

EXTRA CHALLENGE



1. I open the file The Birth of Modern Olympics.
2. I right click the word ‘ Games’.
3. A shortcut menu pops up.



USING THESAURUS TOOL

EXTRA CHALLENGE



4. I select and click on competitions.

The birth of Modern Olympics

On April 6, 1896, the first modern Olympic Ga Athens, Greece. This was a reviva
every four years in honour of Zeus, with parti g different Greek city, the last O

USING THESAURUS TOOL

EXTRA CHALLENGE



5. The word Games changes to Competitions.

The birth of Modern Olympics

On April 6, 1896, the first modern Olympic Competitions were opened in Athens, Greece. This were held every four years in honour of Zeus, with participants representing different Greek ci

6. I repeat the steps above with the following words :

First

Participants

City

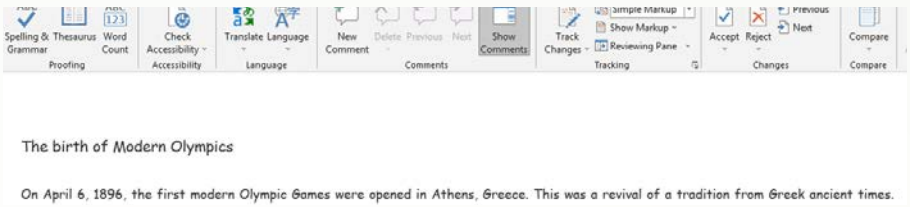
Every

USING WORD COUNT

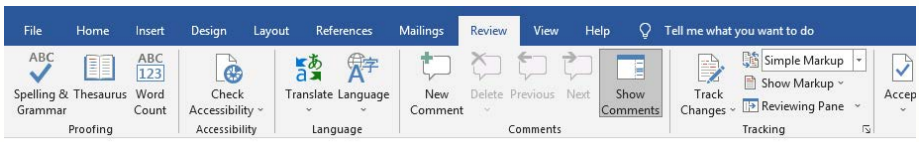
ACTIVITY 3

Activity 3: Using Word Count

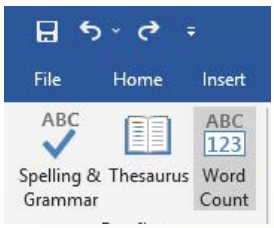
- Step 1: Open the file **The Birth of Modern Olympics.**



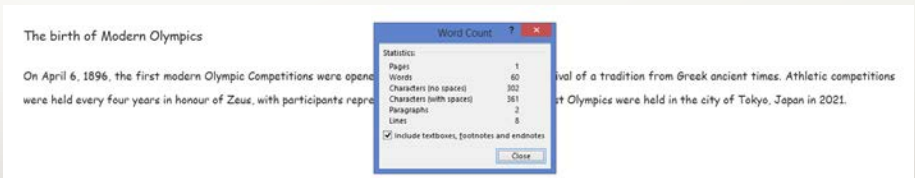
- Step 2: Click on the **review tab.**



- Step 3: Click on **Word Count Tool .**



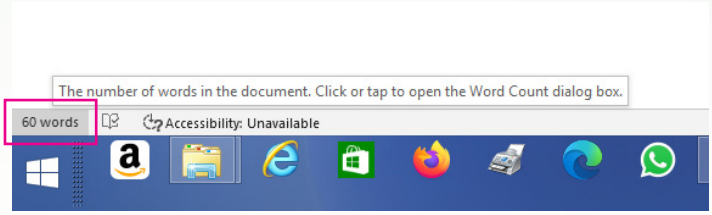
- Step 4: The **Word Count Dialog box** will appear indicating you the number of words in the document.



USING WORD COUNT

ACTIVITY 3

- Step 5: You can also click at the bottom left of the window to see the number of words in the document.

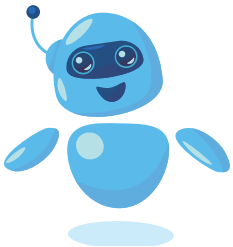


- Step 6: Save and close the file.



UNIT 3

THE FIND AND REPLACE TOOL



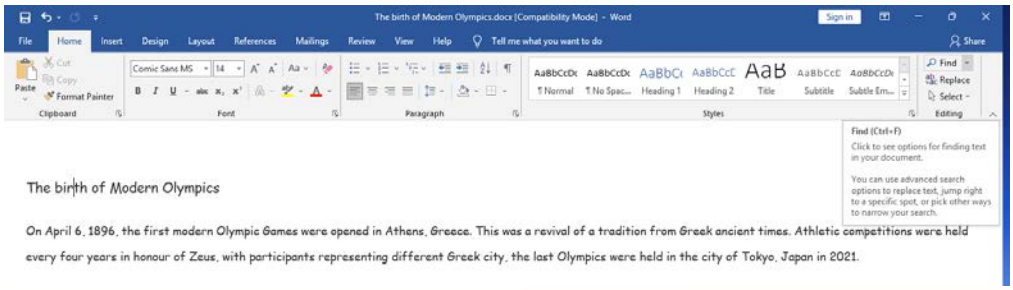
The Find and Replace tool is used to look for specific words in a document and to make changes if necessary to these words. You can also replace the found words with a new one by using the replace option



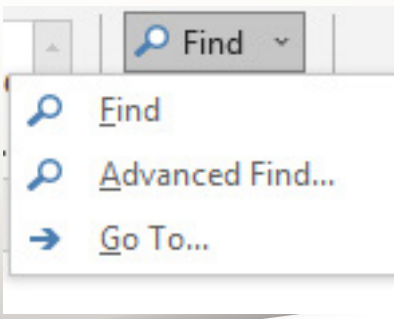
ACTIVITY 4

Activity 4: The Find and Replace Tool

- Step 1: Open the file **The Birth of Modern Olympics** saved on the Desktop.
- Step 2: Select **Find option** in the Editing Group of the Home Tab.



- Step 3: Click on the drop down menu to get the list of options.



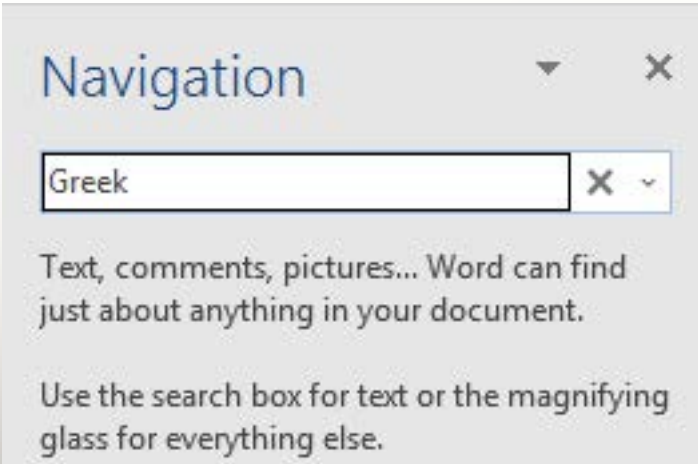
THE FIND AND REPLACE TOOL

ACTIVITY 4

- Step 4: Click on **Find.**
- The Find Dialog Box opens on the left of the window.



- Step 5: Type **Greek** in the search box.



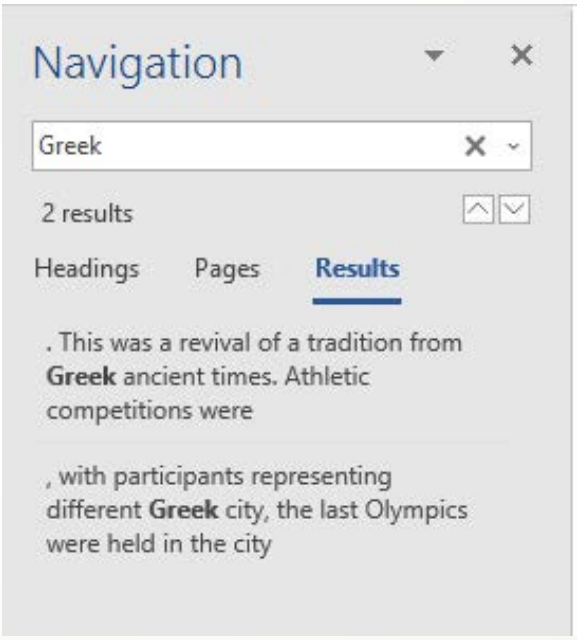
THE FIND AND REPLACE TOOL

ACTIVITY 4



- **Observation:**

It shows the two places where the word Greek is found in the document .

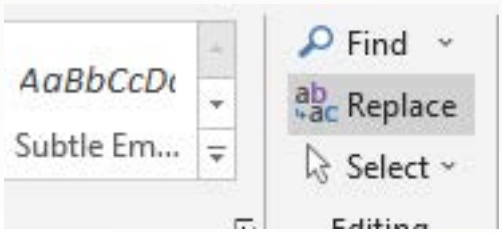


THE FIND AND REPLACE TOOL

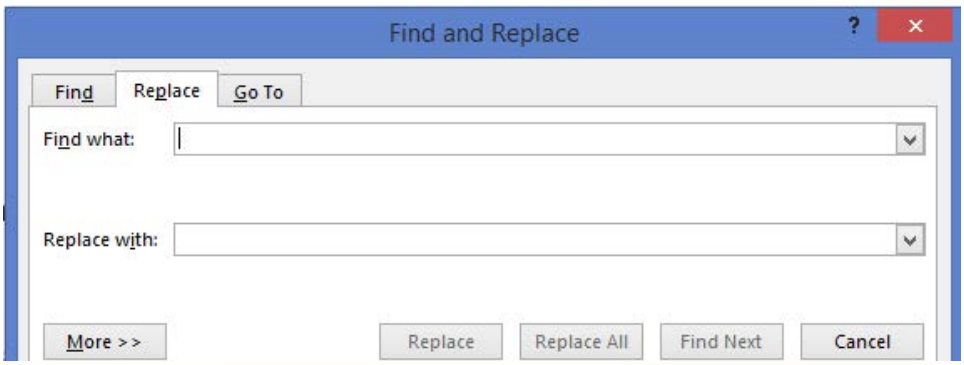
ACTIVITY 4

Let's now learn how to use the **Replace tool.**

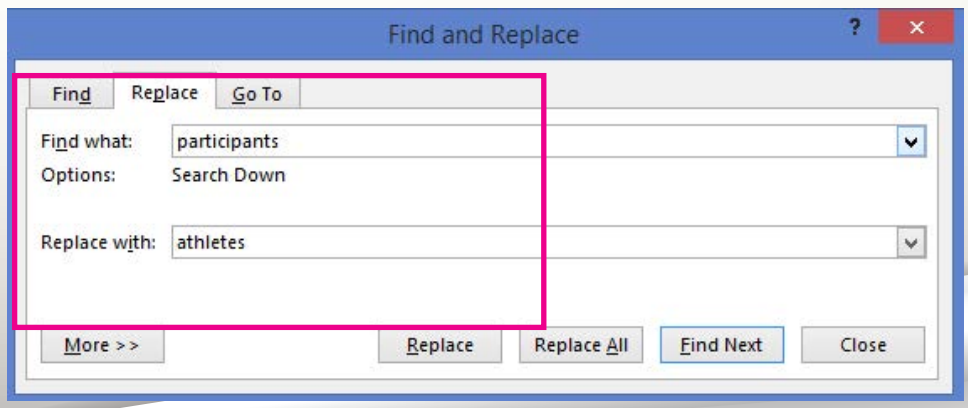
- Step 6: Select **Replace option** in Editing Group of the Home Tab.



- Step 7: The **Find** and **Replace Tool dialog box** will appear.



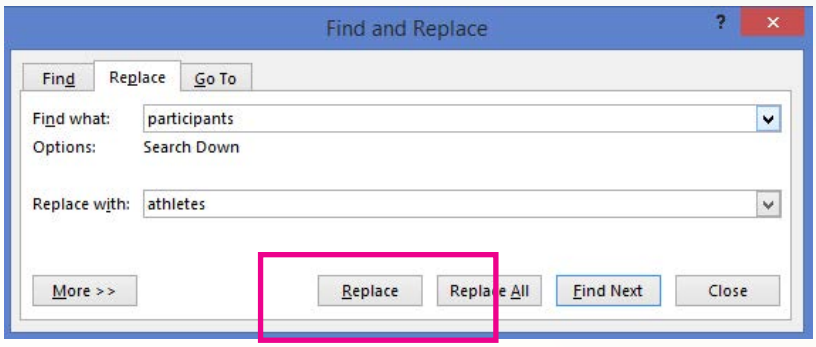
- Step 8: Type the word **participants** in the Find What text box and athletes in the Replace with text box.



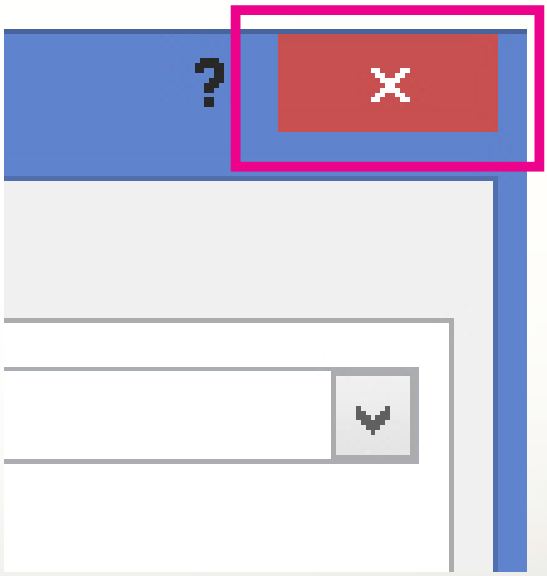
THE FIND AND REPLACE TOOL

ACTIVITY 4

- Step 9: Click on the Replace button .



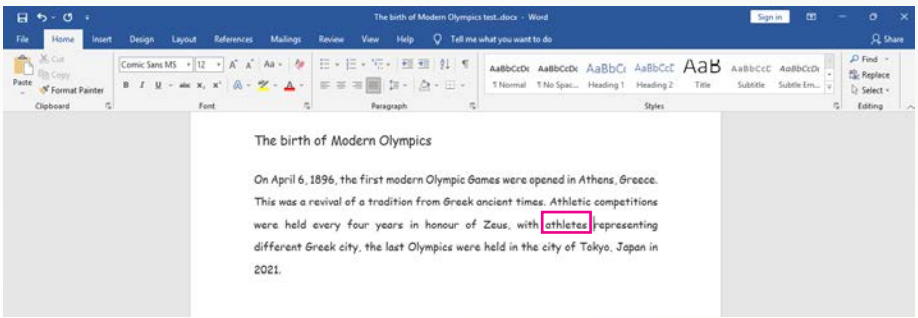
- Step 10: Click on the Close Button.



THE FIND AND REPLACE TOOL

ACTIVITY 4

- Step 11: The word participants has been replaced by athletes.



- Step 12: Save and close the document.



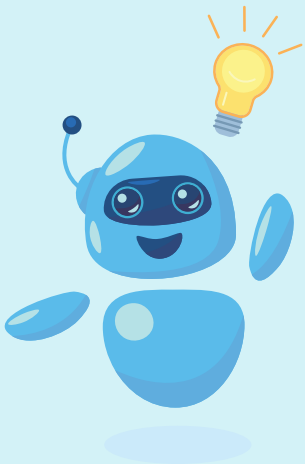
USING THESAURUS TOOL

EXTRA CHALLENGE



1. I open the Birth of Modern Olympics fil .
2. I replace the word ancient with Old.
3. I replace the word city to town.
4. I find the 1896 in the d cument.
5. I find ears in the document.
6. I save and close the fil .

UNIT 3



Snap Recap

In Grade 5, you have learnt how to enhance the appearance of a document by making use of page colour, page border, and watermark.

Now if you want your document to have a better appearance effect, you can use the page setup features to do so.

PAGE SETUP

Page Setup involves a set of specific features involving the display and layout of a printed page. The specific features of Page setup includes :

- Margins (Top , bottom , left and right)
- Page Orientation (Landscape and Portrait)
- Paper size

UNIT 3

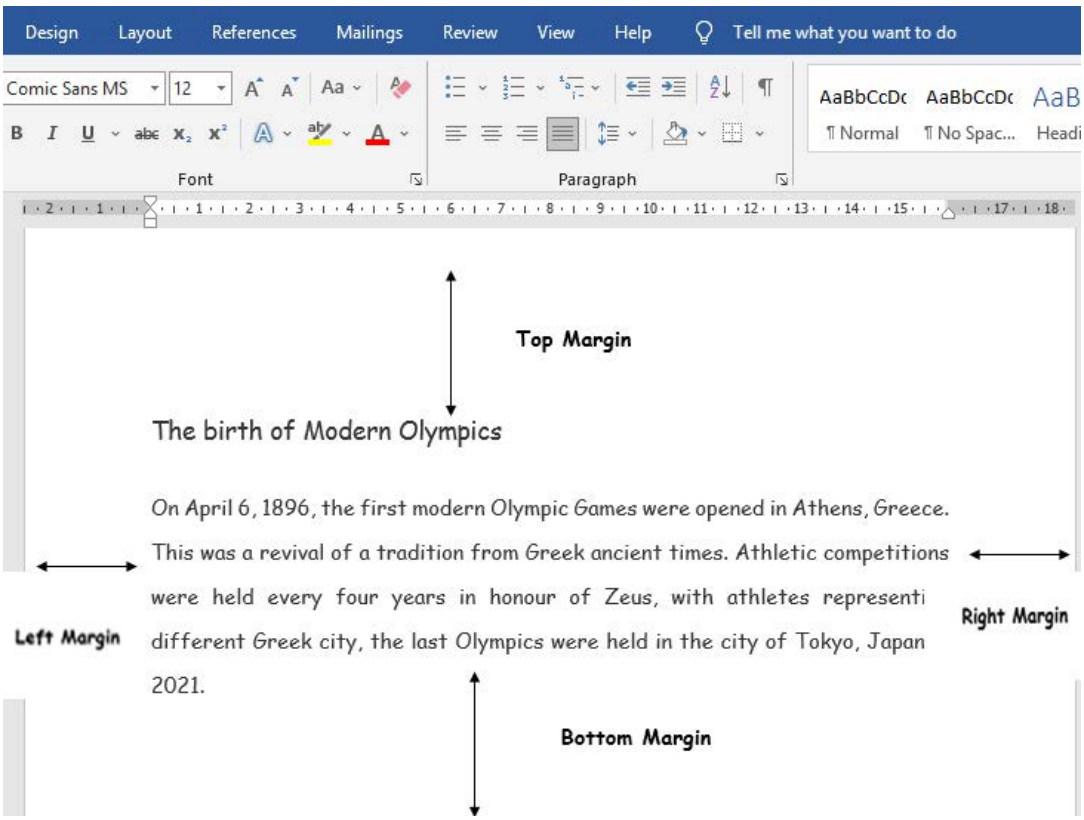
MARGINS

The Margin is the space between the border of the paper and the text.

You can adjust the right, left, top, and bottom margins of your document.

By default, Word sets all margins left, right, top, and bottom to 2.54 cms.

The picture below shows the top , left , right and bottom margins.

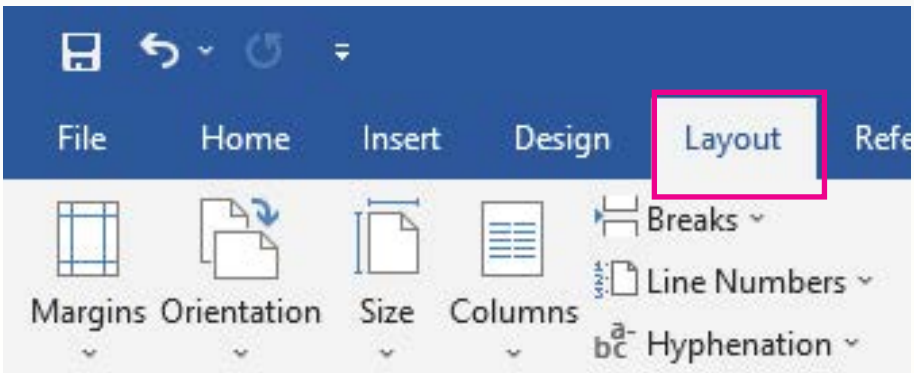


MODIFYING PAGE SETUP

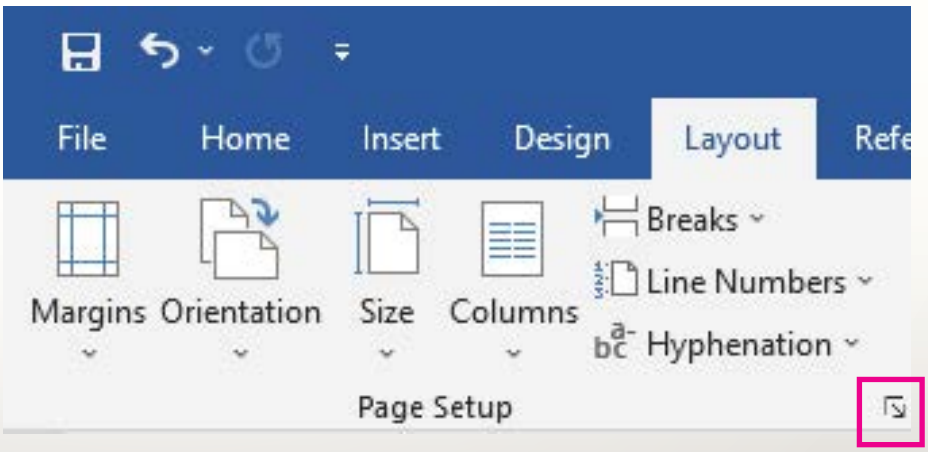
ACTIVITY 4

Activity 4: Modifying Page Setup

- Step 1: Open the **The Birth of Modern Olympics fil .**
- Step 2: Click the **Layout tab.**



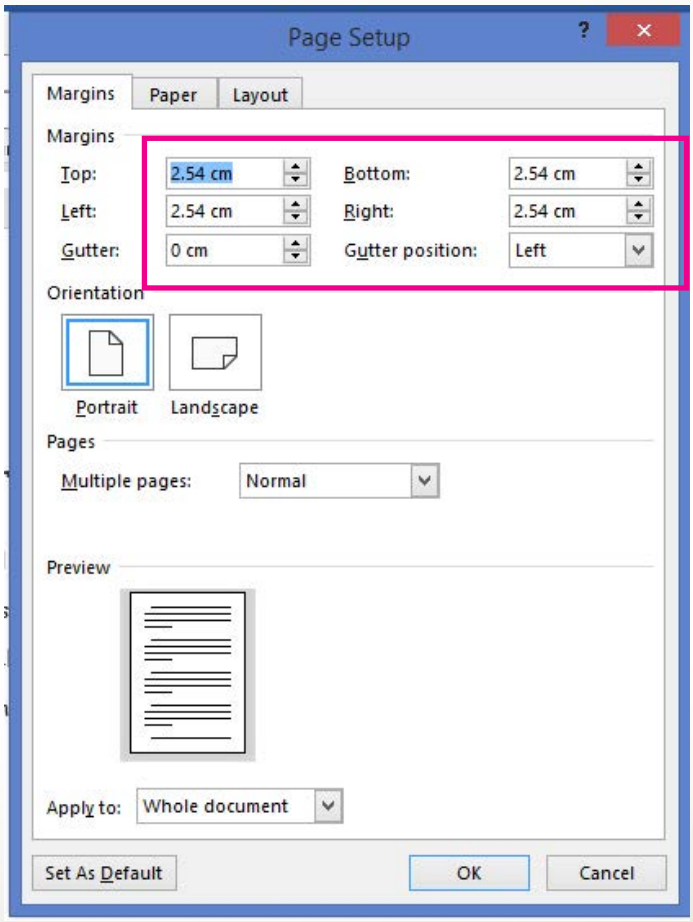
- Step 3: Click on **Page Setup arrow.**



MODIFYING PAGE SETUP

ACTIVITY 4

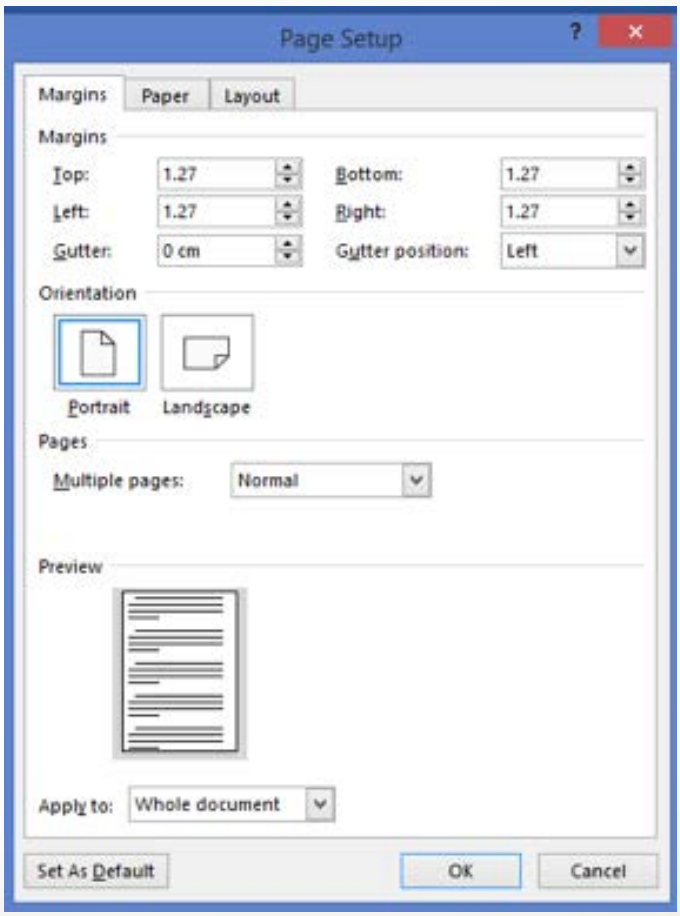
- The Page Setup Dialog box opens . By default, you will notice that all margins left, right, top, and bottom are set to 2.54 cm.



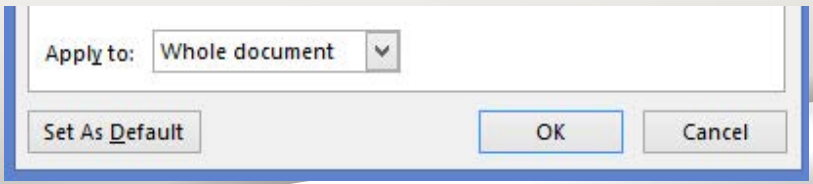
MODIFYING PAGE SETUP

ACTIVITY 4

- Step 4: Reduce the size to 1.27cm in the top, left , right and bottom margins.



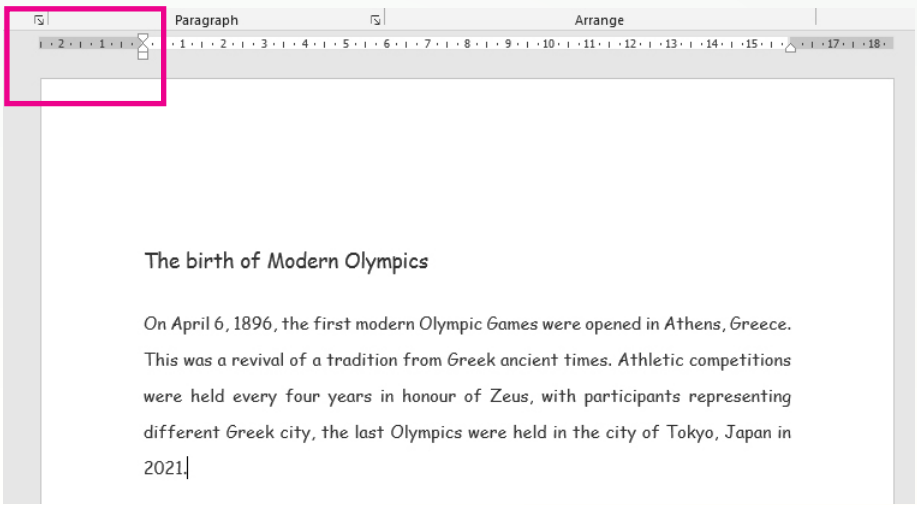
- Step 5: Click Ok.



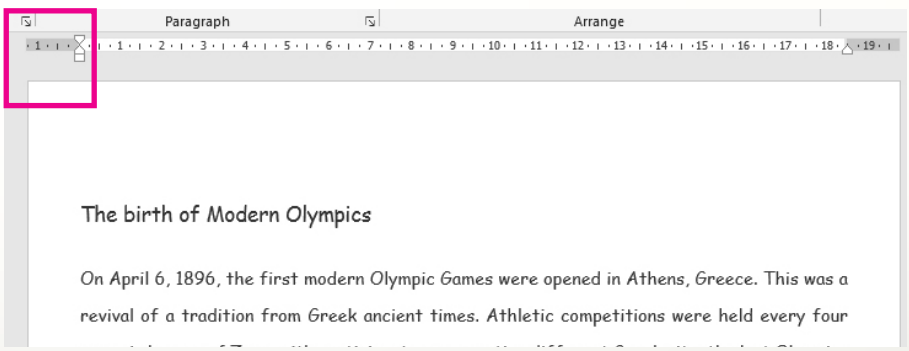
MODIFYING PAGE SETUP

ACTIVITY 4

- Before - 2.54 cm



- After - 1.27 cm



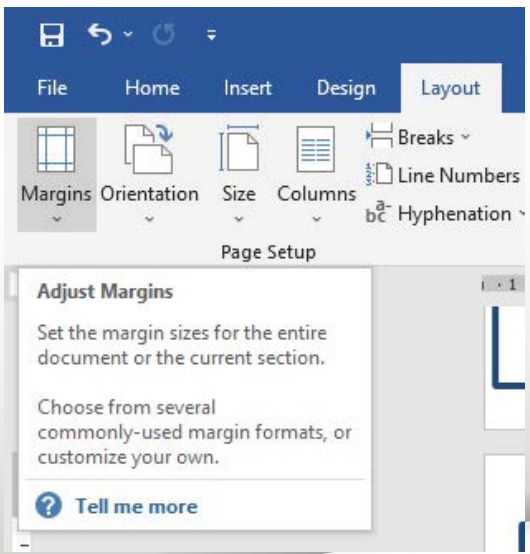
- Step 6: Save and Close the file.

MODIFYING PAGE SETUP

EXTRA CHALLENGE



1. I open the The Birth of Modern Olympics fil .
2. I click on Layout Tab.
3. I click on Margins.



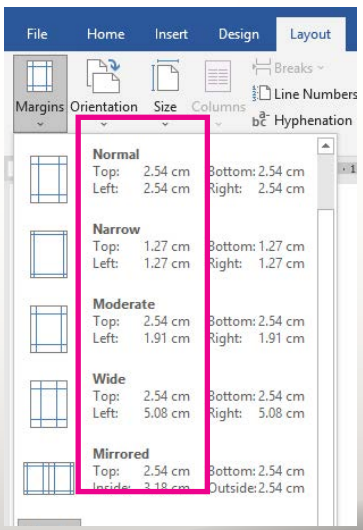
MODIFYING PAGE SETUP

EXTRA CHALLENGE



4. **I try by myself to discover other commonly used margins formats by clicking first on Moderate , then I choose the other options available .**

5. **I save and close the file**



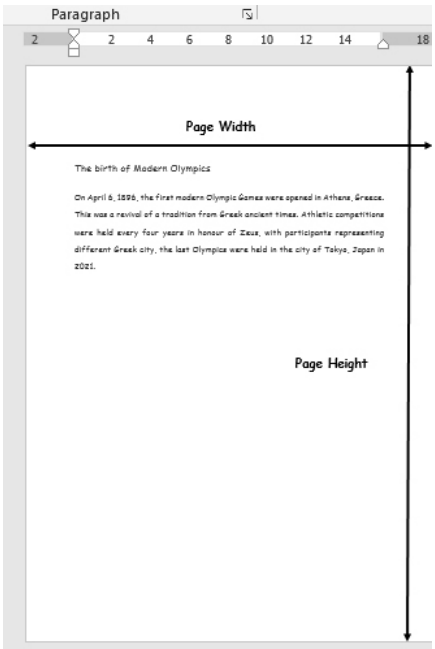
PAGE ORENTATION

Page orientation is the direction in which a document is displayed on the computer screen.

The two basic types of page orientation are :

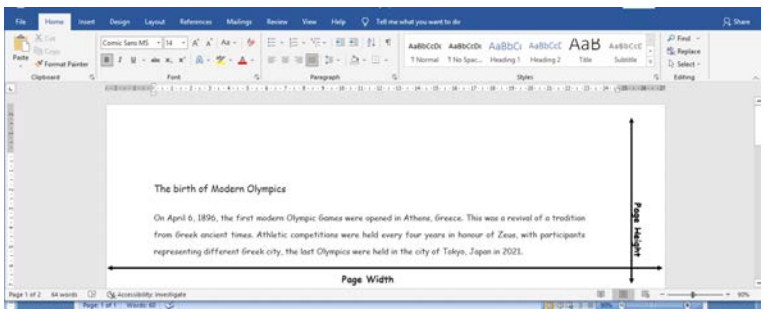
- **Portrait**

Portrait means that a document is in a vertical position as shown below in the screenshot . The document becomes taller. By default, the orientation in a word document is set to Portrait .



- **Landscape**

Landscape means that a document is in a horizontal position as shown below in the picture . The document becomes wider.

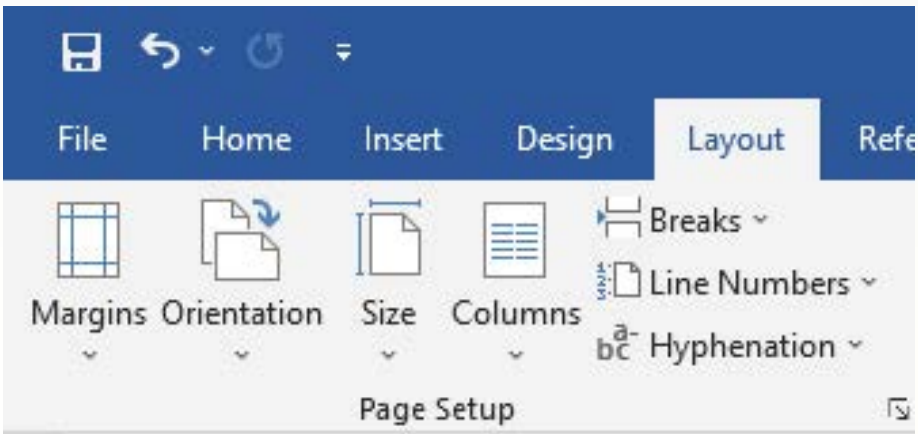


SETTING PAGE ORIENTATION TO LANDSCAPE

ACTIVITY 5

Activity 5: Setting Page Orientation to Landscape

- Step 1: I open the **The Birth of Modern Olympics.**
- Step 2: I click the **Layout tab.**



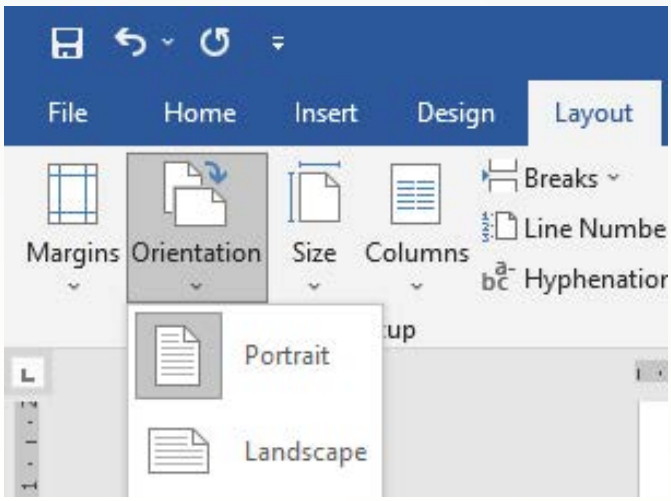
- Step 3: I click the **Orientation** button available in the Page Setup group.

- **Observation:**

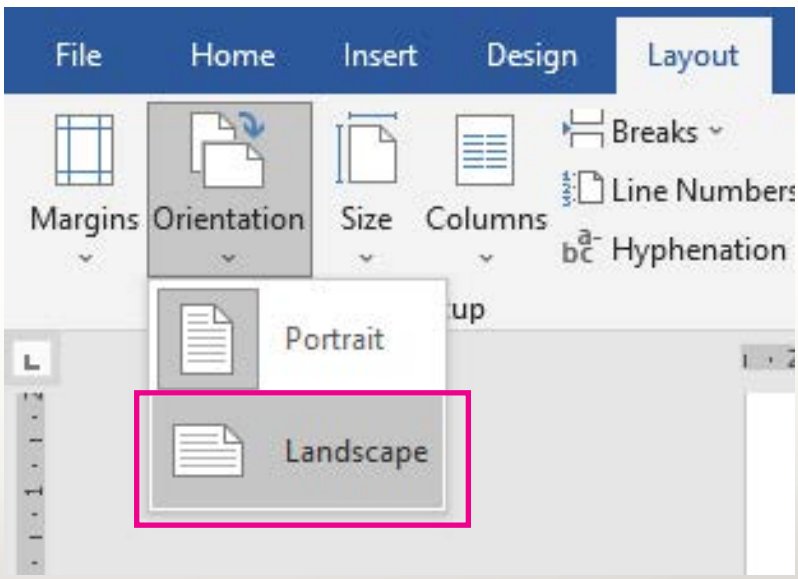
By default , the document is set up to Potrait.

SETTING PAGE ORIENTATION TO LANDSCAPE

ACTIVITY 5



- Step 4: Click on Landscape.



UNIT 3

SETTING PAGE ORIENTATION TO LANDSCAPE

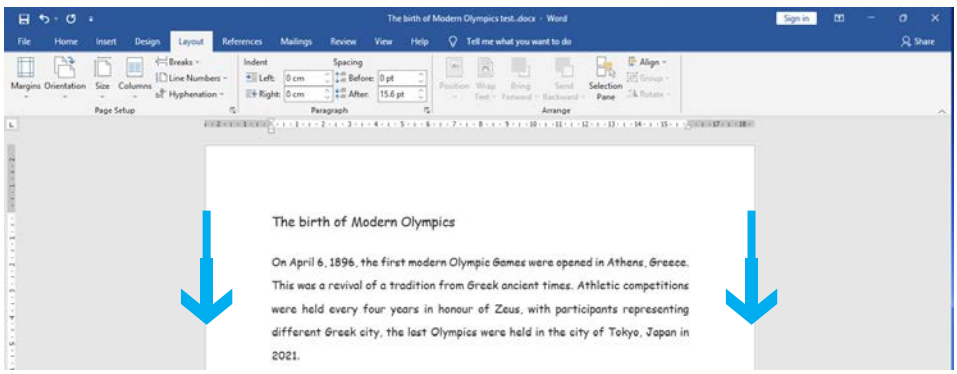
ACTIVITY 5



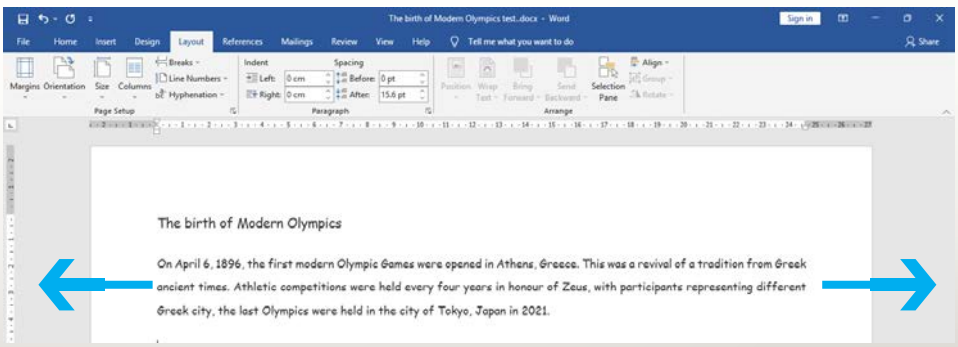
- **Observation:**

The page orientation changes from Portrait to Landscape.

Before : The page is taller in Portait as shown with the arrows.



After : The Page becomes wider as shown with the arrows.



PRINTING A DOCUMENT

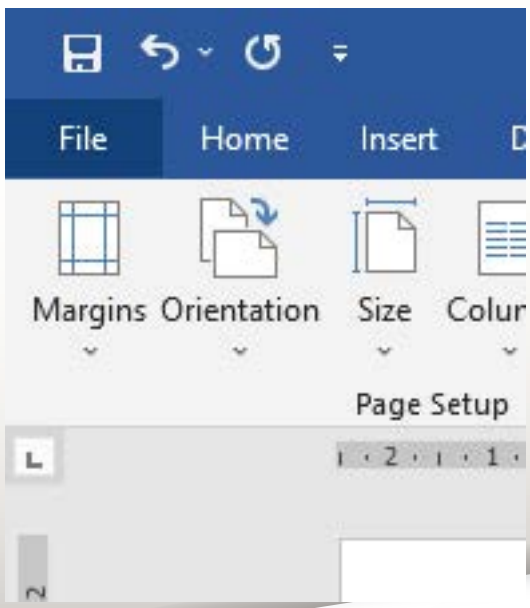
ACTIVITY 6

NOTE TO TEACHERS:

This activity should be performed as demonstration by the teacher.

Activity 6: Printing a document.

- Step 1: Open the file **Birth of Modern Olympics.**
- Step 2: Click on **fil .**



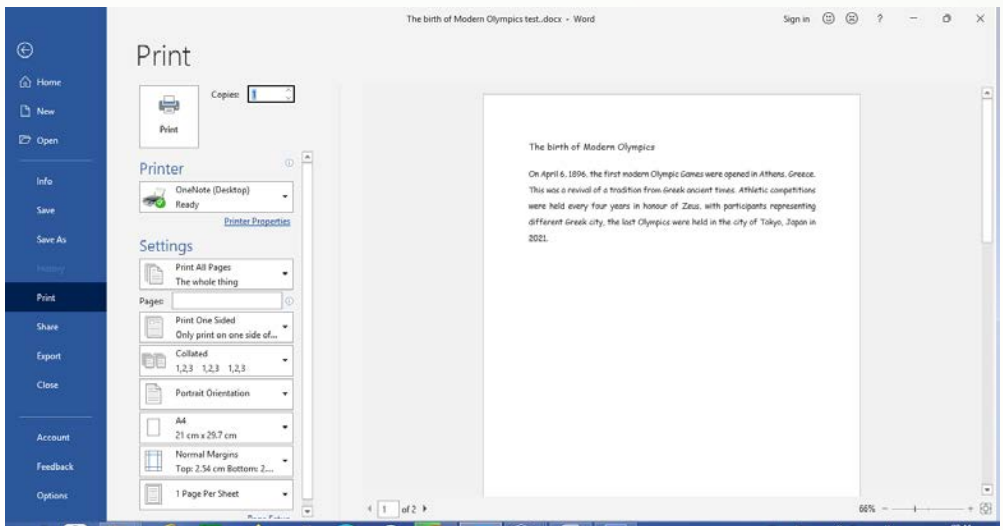
UNIT 3

PRINTING A DOCUMENT

ACTIVITY 6

- **Observation:**

The file tab o ens.



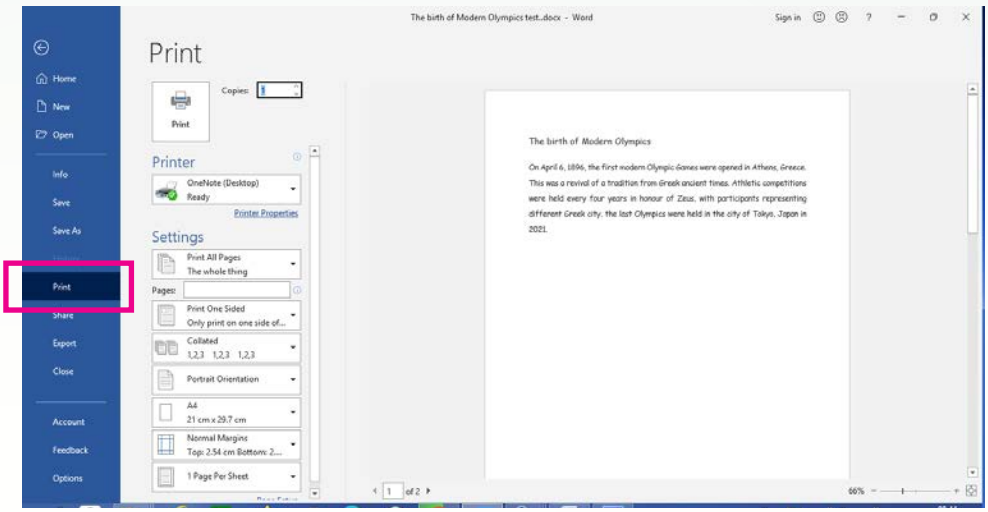
- Step 3: Click on **Print.**

- **Observation:**

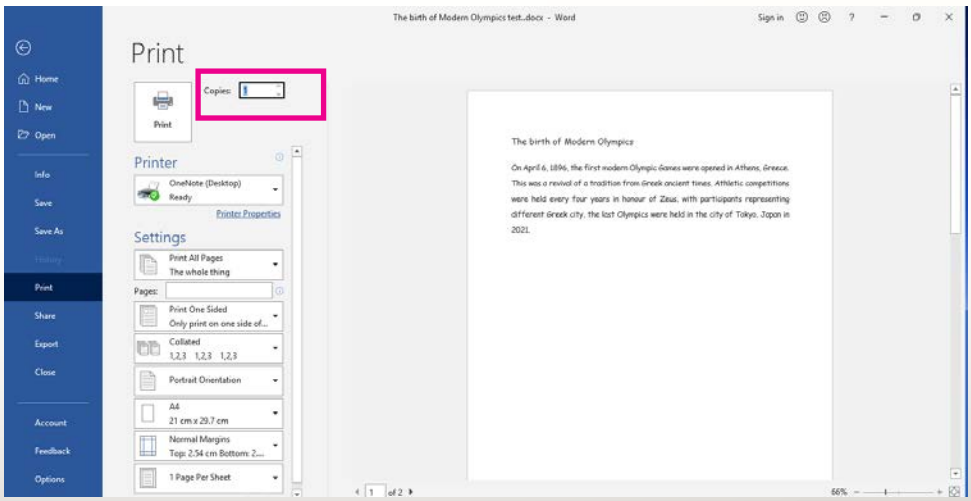
On printer tab, select the appropriate printer. It is ticked in green to indicate that the printer is available for printing.

PRINTING A DOCUMENT

ACTIVITY 6



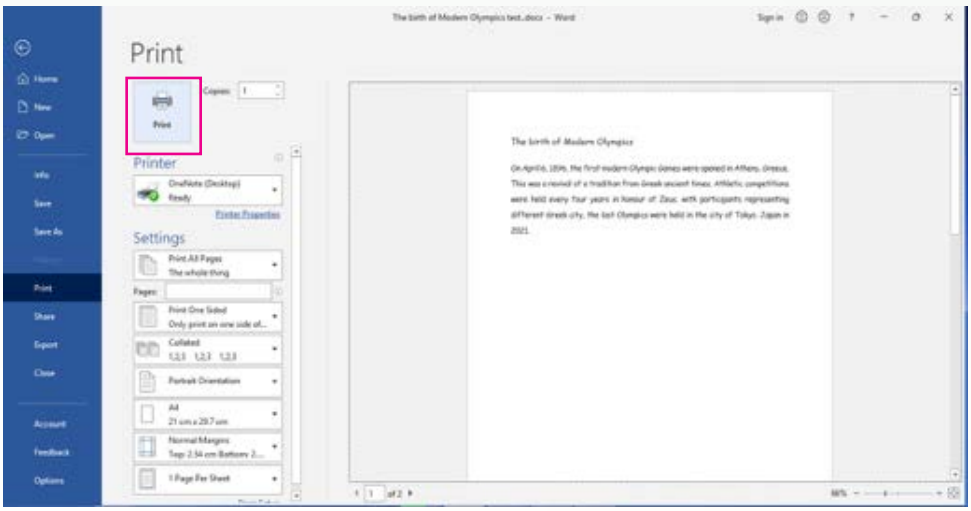
- Step 4: Select the number of copies to print .



PRINTING A DOCUMENT

ACTIVITY 6

- Step 5: Click on **Print.**



- **Observation:**

On printer tab, select the appropriate printer . It is ticked in green to indicate that the printer is available for printing.



EXTRA CHALLENGE



1. **Open Word 19.**
2. **Select a blank document.**
3. **Type the folowng Text below :**

Steeve goes to Football World Cup 2022

One day, Steeve called his brother Joel and said, 'Guess what! I have decided to go to watch Football World Cup 2022 which will be held in Qatar '. I have already made reservation for air ticket and hotel accommodation. Also, I have booked a ticket to assist to the final match of the competition. Dear Joel, I am sharing with you my happiness to go and watch this worldwide event and I simply hope to live magical moments there. I wanted you to be the first one to know about it.

4. **Save your work using the file name 'Steeve goes to WorldCup 2022.'**

EXTRA CHALLENGE



5. Make the title ‘Steeve goes to Football World Cup 2022’ bold , and underline it.
6. Italicize the words ‘ One day ‘.
7. Change the colour of the word Qatar from black to Red.
8. Change the page colour to Yellow.
9. Add a Page border of your choice to the page.
10. Using the Find and Replace tool, replace the word match by the word game.
11. Using the Thesaurus tool , search an appropriate word to change the word event .
12. Change the page orientation to Landscape.
13. Save your work.
14. Print the document with the help of your teacher.



UNIT 4

Computers in Everyday life

AIM:

- To recognize that computers can be used for learning.

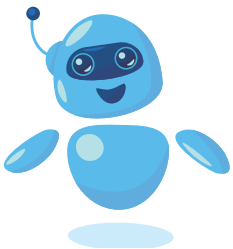
LEARNING OBJECTIVE:

By the end of this unit, pupils should be able to:

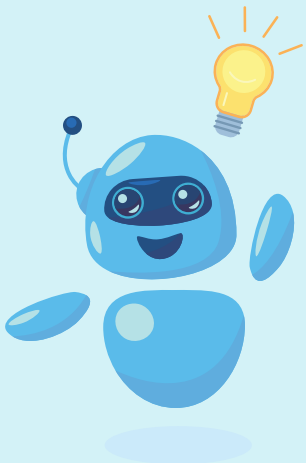
- Show an awareness of the different ways that computers are used in daily life.

UNIT 4

COMPUTERS IN EVERYDAY LIFE



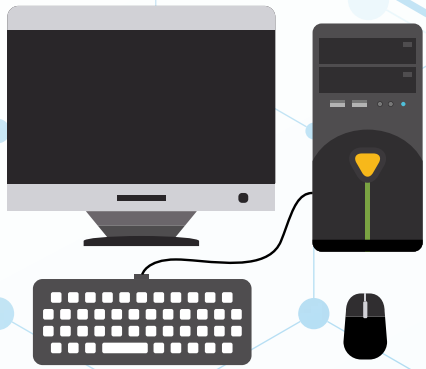
We shall now be looking more at how academic life has changed and the importance of computers in the lives of our students.



Snap Recap

We have learnt that computers have helped us a lot in communication and most recently, we have had the Pandemic of Covid19 where communication became essential to our living during the whole confinement period.

ADVANTAGES OF COMPUTER



1. Stores huge amounts of data.
2. Accuracy.
3. Increases your productivity.
4. Internet connection.
5. Organizes the information.
6. Keeps everyone connected.
7. Helps to automate.
8. Help physically challenged.

UNIT 4

COMPUTERS IN EVERYDAY LIFE



Computers are of different styles and models nowadays but still if we are too much engrossed in them, we may also disturb the good social life and health problems can arise.

Let us have a quiz on all we have been learning in our ICT classes.

UNIT 4

COMPUTERS IN EVERYDAY LIFE

EXTRA CHALLENGE



1. To draw shapes and make our very own drawings on computers, we use

A. Word
B. Paint
B. Excel
D. Pencil

2. We have a poster making to do for the forthcoming Music Day. We need also to do a presentation. What would we need to use?

A. Excel
B. Internet
B. PowerPoint
D. WhatsApp

3. We have to invite all our friends for the Open Day at School. We use

A. Speakers
B. System Unit
C. Excel
D. WhatsApp

COMPUTERS IN EVERYDAY LIFE

EXTRA CHALLENGE



4. I have to make a table and have formulae inserted so I would use

A. Word B. Excel

5. Our teacher gave us to do an essay on our summer holidays and we use

A. Excel B. Word

UNIT 4

COMPUTERS IN EVERYDAY LIFE

In recent years, learning has become more and more advanced and interactive.

We have Sankore Projectors and interactive whiteboards.



Sankore Classes

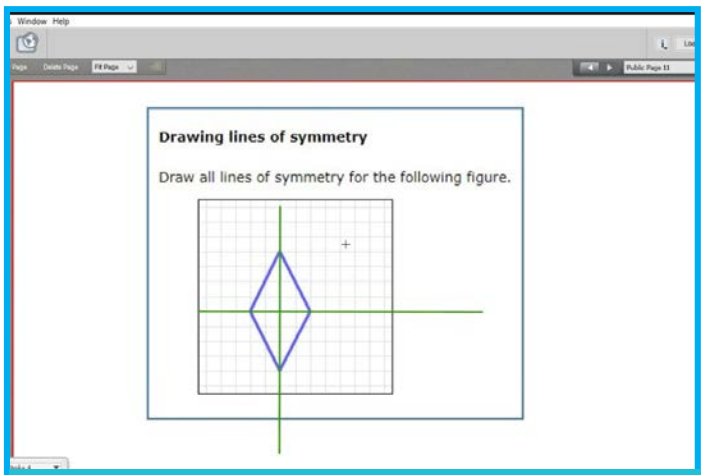
Isn't it so much fun to be using the interactive pen and do the classwork on the Sankore Whiteboard?



Interactive whiteboard

COMPUTERS IN EVERYDAY LIFE

What about drawing lines of symmetry instead of contemporary drawing using big rulers and chalk?



Symmetry on sankore

Lower Grades are even able to watch educational videos on the EDLP projector.



EDLP projector

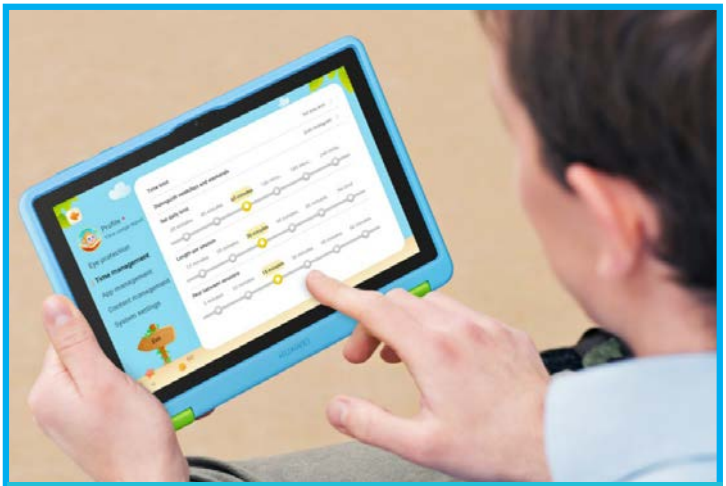
COMPUTERS IN EVERYDAY LIFE

Tablets were introduced to the younger generations and the tactile version of computers became a reality specially to those children who were not exposed to technology.



Use of Tablets

Through the use of tablets, some cognitive development had been achieved and learning became easier and could be grasped by the young learners.



Use of Tablets

UNIT 4

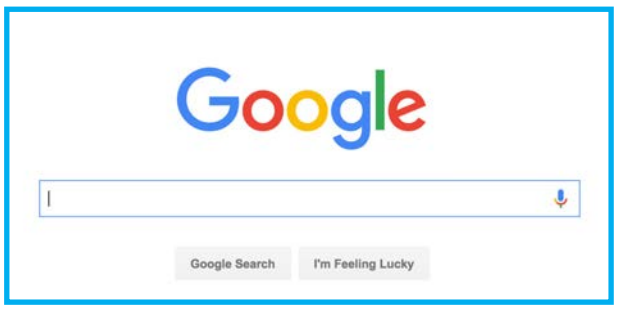
COMPUTERS IN EVERYDAY LIFE

Computers haven't only been limited to our school with innovative equipment but have transcended in our everyday life to help us learn.

Here are some examples of it:



Through Wikipedia



Google Search



Online classrooms



eLearning

EXAMPLE OF ONLINE CLASSES



Google Classroom

Google classroom



zoom

Zoom

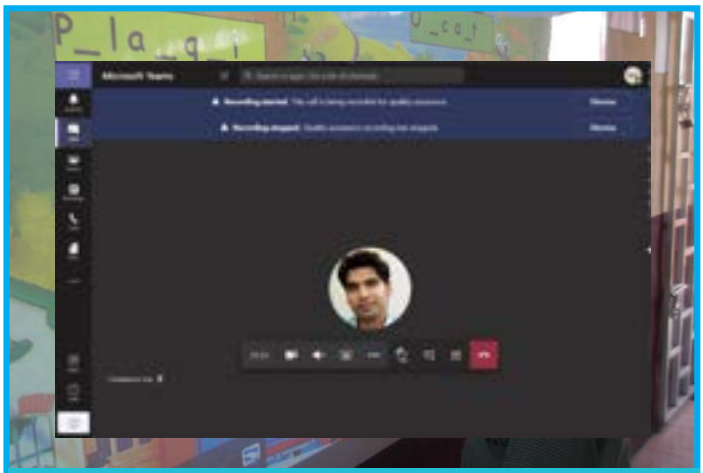


Microsoft Teams

Teams

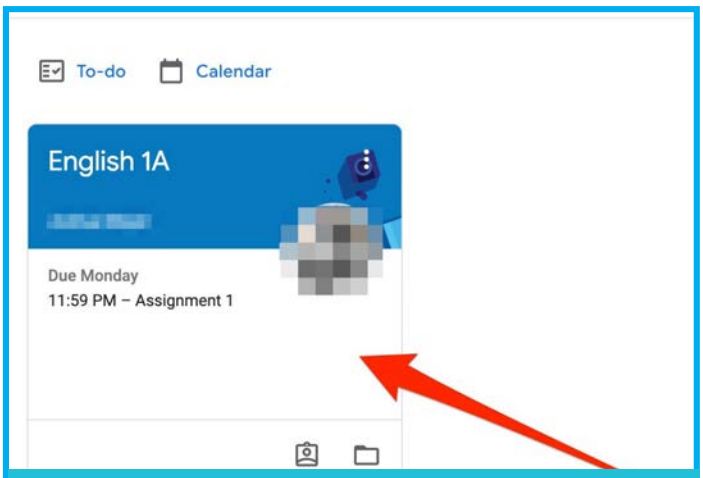
COMPUTERS IN EVERYDAY LIFE

One advantage in using teams is that you can start recording of the session to view it later on.



Record session

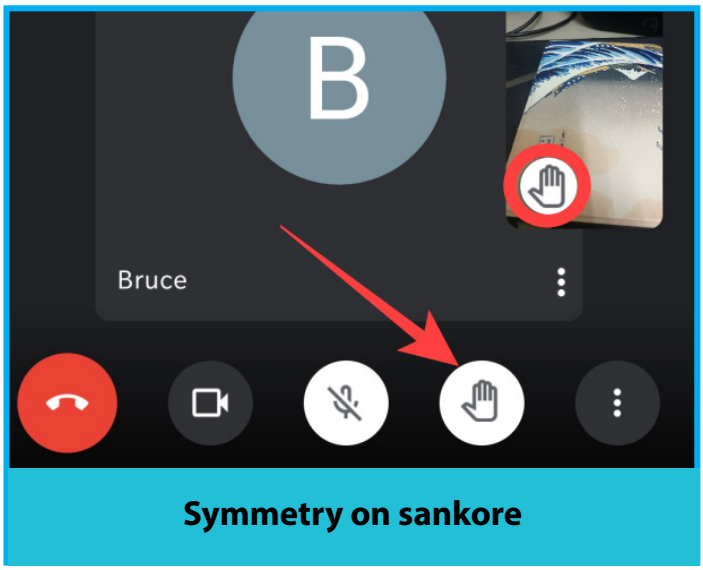
Teachers can even send notes and hold sessions of classes online without being physically present.



Online Notes

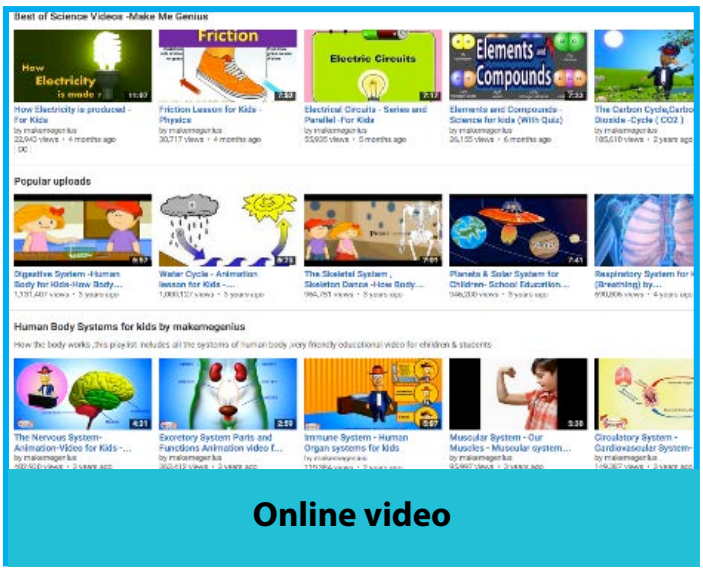
COMPUTERS IN EVERYDAY LIFE

Kids raise their hands like they were in actual class



Symmetry on sankore

YouTube and TEDx platforms where several videos are available.



Online video

COMPUTERS IN EVERYDAY LIFE

DIY on the net



DIY

E-coaching and Mentoring



E-coaching and Mentoring



UNIT 5

Spreadsheet: Using advanced features

AIM:

- To use advanced features of a Spreadsheet software.

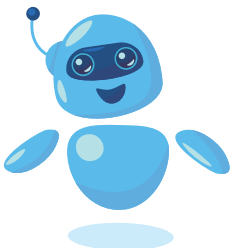
LEARNING OBJECTIVES:

By the end of this unit, pupils should be able to:

- Use auto-filter to view selected data.
- Use functions that perform maximum, minimum and count.
- Modify page setup.
- Print a worksheet.

UNIT 5

FILTERING DATA



We use the Sort & Filter tool to arrange data in ascending and descending order in Grade 5.

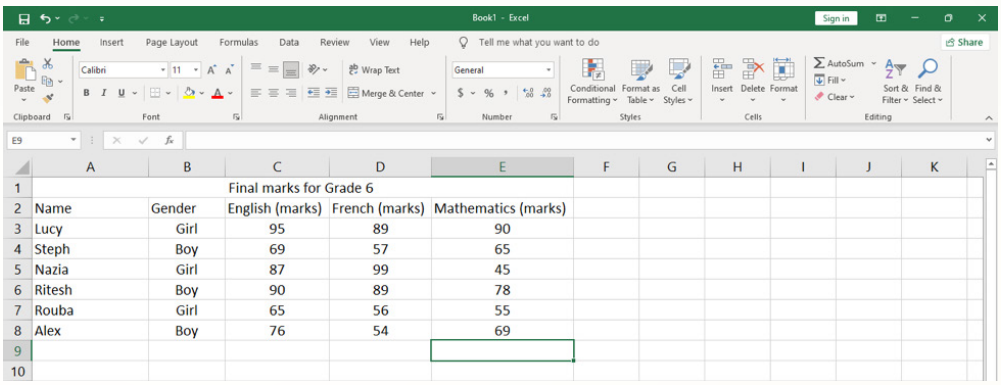
Spreadsheet software uses the Filter tool to display only some data in a worksheet and find information. For example, fil ers can be used to display boys only in a class where there are girls also.



ACTIVITY 1

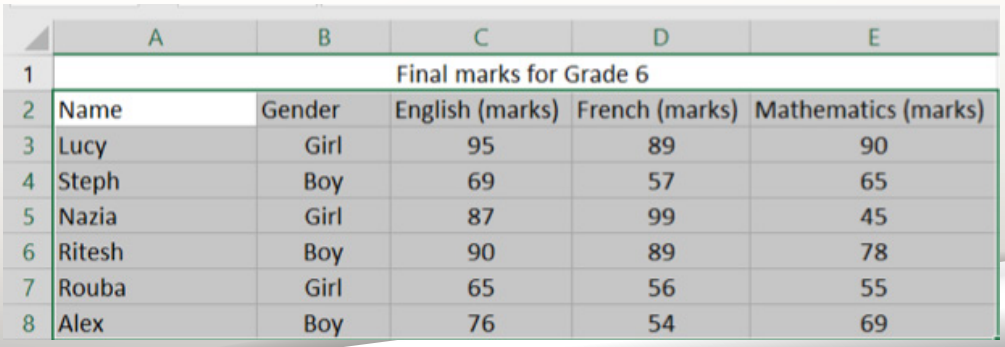
Activity 1: Filtering Data

- Step 1: Open Excel.
- Step 2: Type the following data as shown below:



	A	B	C	D	E
1			Final marks for Grade 6		
2	Name	Gender	English (marks)	French (marks)	Mathematics (marks)
3	Lucy	Girl	95	89	90
4	Steph	Boy	69	57	65
5	Nazia	Girl	87	99	45
6	Ritesh	Boy	90	89	78
7	Rouba	Girl	65	56	55
8	Alex	Boy	76	54	69
9					
10					

- Step 3: Select cells A2 to E8.

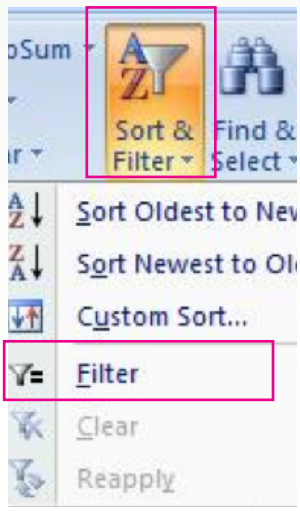


	A	B	C	D	E
1			Final marks for Grade 6		
2	Name	Gender	English (marks)	French (marks)	Mathematics (marks)
3	Lucy	Girl	95	89	90
4	Steph	Boy	69	57	65
5	Nazia	Girl	87	99	45
6	Ritesh	Boy	90	89	78
7	Rouba	Girl	65	56	55
8	Alex	Boy	76	54	69

FILTERING DATA

ACTIVITY 1

- Step 4: On the Home ribbon, click on Sort & Filter.



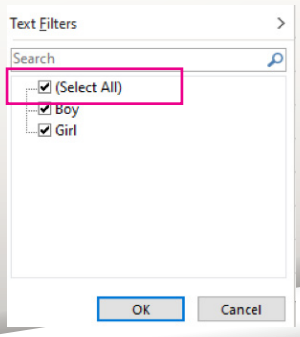
- Step 5: On the drop down menu, select 

- In the table, each header now has a " " next to it.



- Step 6: Click on next to Gender.

- Step 7: Click on (Select All) to uncheck. The tick disappears.



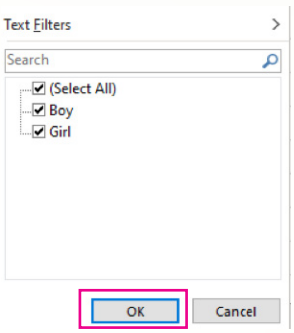
FILTERING DATA

ACTIVITY 1

- Step 8: Click on Boy. A tick appears next to it.



- Step 9: Click on OK.



- The result is as follows:

	A	B	C	D	E
1			Final marks for Grade 6		
2	Name	Gender	English (marks	French (marks	Mathematics (marks
4	Steph	Boy	69	57	65
5	Ritesh	Boy	90	89	78
3	Alex	Boy	76	54	69

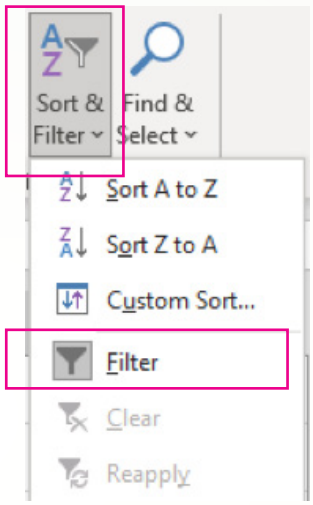
- Notice that next to Gender has changed to .
- Step 10: Using steps 6 to 9 above, display marks for Girls only.
- Step 11: Save the file as "Marks" on the desktop.

REMOVING FILTERS

ACTIVITY 2

Activity 2: Removing Filters

- Step 1: On the Home ribbon, click on Sort & Filter.
- Step 2: On the drop down menu, select Filter .



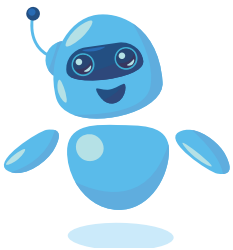
- All items are displayed again without filters .

	A	B	C	D	E
1	Final marks for Grade 6				
2	Name	Gender	English (marks)	French (marks)	Mathematics (marks)
3	Lucy	Girl	95	89	90
4	Steph	Boy	69	57	65
5	Nazia	Girl	87	99	45
6	Ritesh	Boy	90	89	78
7	Rouba	Girl	65	56	55
8	Alex	Boy	76	54	69

- Step 3: Save your work.

UNIT 5

MAX, MIN AND COUNT FUNCTIONS



We used functions in Grade 5 to calculate sum and average.

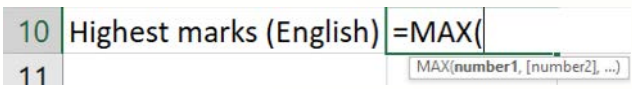
We will use more functions to find maximum and minimum. Follow the activities to learn about the MAX and MIN functions.



ACTIVITY 3

Activity 3: Calculating the highest and lowest price using MAX and MIN functions

- Step 1: Open the Marks workbook on the Desktop.
- Step 2: In cell A10, enter the following: Highest marks (English).
- Step 3: In cell B10, type: =MAX(



- Step 4: Select cells C3 to C8.

	A	B	C	D	E
1			Final marks for Grade 6		
2	Name	Gender	English (marks)	French (marks)	Mathematics (marks)
3	Lucy	Girl	95	89	90
4	Steph	Boy	69	57	65
5	Nazia	Girl	87	99	45
6	Ritesh	Boy	90	89	78
7	Rouba	Girl	65	56	55
8	Alex	Boy	76	54	69
9					
10	Highest marks (English)	=MAX(C3:C8			
11		MAX(number1, [number2], ...)			

MAX, MIN AND COUNT FUNCTIONS

ACTIVITY 3

- Step 5: Close the bracket =MAX(C3:C8)
- Step 6: Press Enter. The result is displayed:

10	Highest marks (English)	95

- Step 7: In cell A11, enter the following: Lowest marks (English).
- Step 8: In cell B11, type: =MIN(

10	Highest marks (English)	95
11	Lowest marks (English)	=MIN(
12		MIN(**number1**, [number2], ...)

- Step 9: Select cells C3 to C8.

	A	B	C	D	E
1	Final marks for Grade 6				
2	Name	Gender	English (marks)	French (marks)	Mathematics (marks)
3	Lucy	Girl	95	89	90
4	Steph	Boy	69	57	65
5	Nazia	Girl	87	99	45
6	Ritesh	Boy	90	89	78
7	Rouba	Girl	65	56	55
8	Alex	Boy	76	54	69
9					
10	Highest marks (English)	95			
11	Lowest marks (English)	=MIN(C3:C8			
12		MIN(**number1**, [number2], ...)			

- Step 10: Close the bracket =MIN(C3:C8)
- Step 11: Press Enter.

MAX, MIN AND COUNT FUNCTIONS

ACTIVITY 3

- The result is displayed.

10	Highest marks (English)	95
11	Lowest marks (English)	65

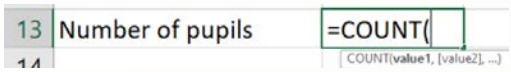
- Step 12: Use steps 1 to 6 to calculate the highest marks (French) in cell A12.
- Step 13: Use steps 7 to 11 to calculate the lowest marks (French) in cell A13.
- Step 14: Save your work.

THE COUNT FUNCTION

ACTIVITY 4

Activity 4: Calculate the number of students using the COUNT function

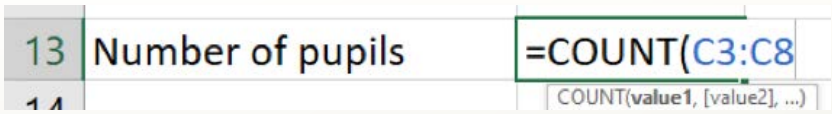
- Step 1: Open Marks file.
- Step 2: In cell A13, enter the following: Number of students.
- Step 3: In cell B13, type: =COUNT(



- Step 4: Select cells C3 to C8.

	A	B	C	D	E
1			Final marks for Grade 6		
2	Name	Gender	English (marks)	French (marks)	Mathematics (marks)
3	Lucy	Girl	95	89	90
4	Steph	Boy	69	57	65
5	Nazia	Girl	87	99	45
6	Ritesh	Boy	90	89	78
7	Rouba	Girl	65	56	55
8	Alex	Boy	76	54	69
9					

- Step 5: The following will appear:



- Step 6: Close the bracket =COUNT(C3:C8)
- Step 7: Press Enter. The number of pupils is 6.



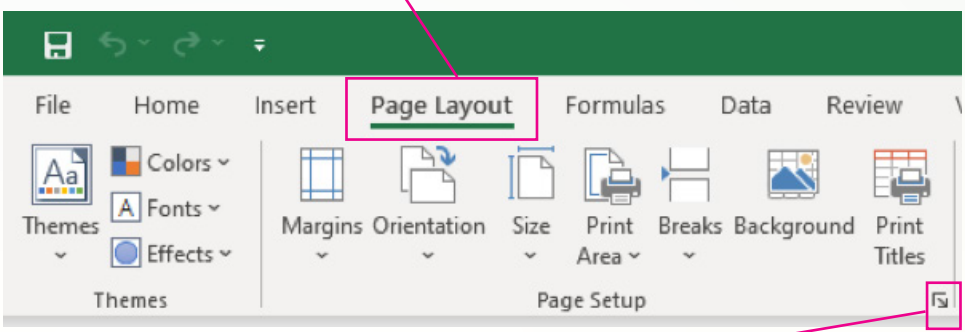
- Step 8: Save your work.

MODIFYING PAGE SETUP (METHOD 1)

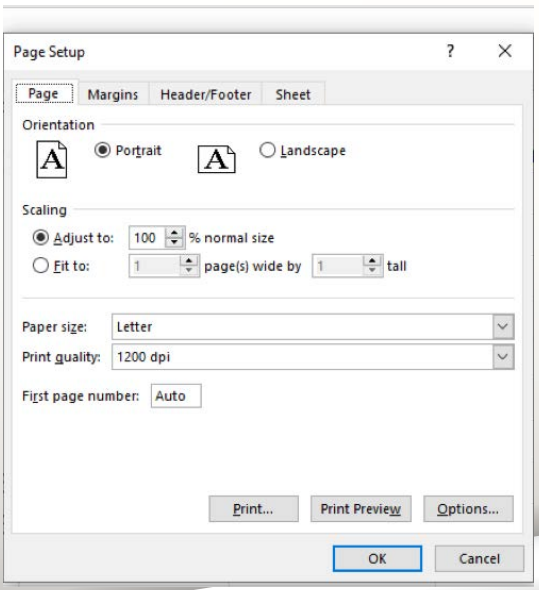
ACTIVITY 5

Activity 5: Modifying Page Setup (Method 1)

- Step 1: Open the Marks workbook on the Desktop.
- Step 2: Click the Page Layout tab.



- Step 3: Click on Page Setup arrow.
- Step 4: The Page Setup Dialog box opens.

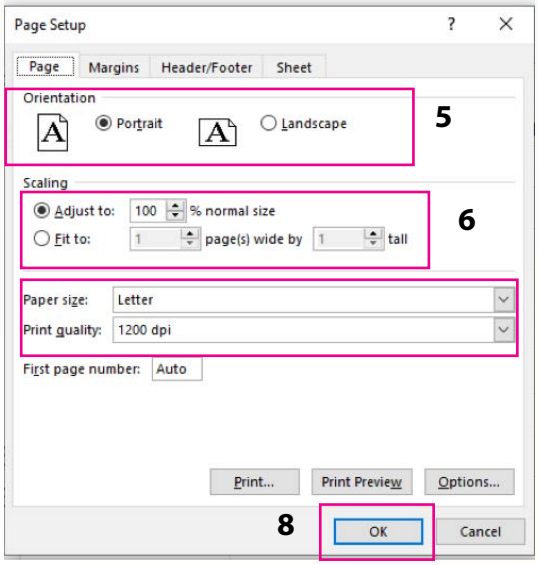


MODIFYING PAGE SETUP (METHOD 1)

ACTIVITY 5



The **Page Setup Dialog box** opens.



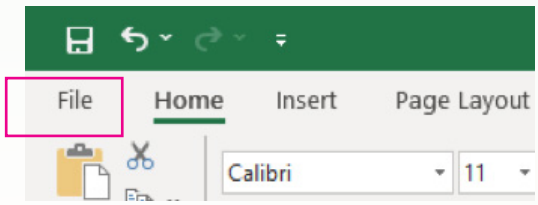
- Step 5: Select the Page Orientation (Portrait).
- Step 6: Select the appropriate percentage to fit a worksheet onto one page for printing.
- Step 7: Select the appropriate paper size for printing. Choose A4 for paper size.
- Step 8: Click ok.

MODIFYING PAGE SETUP (METHOD 2)

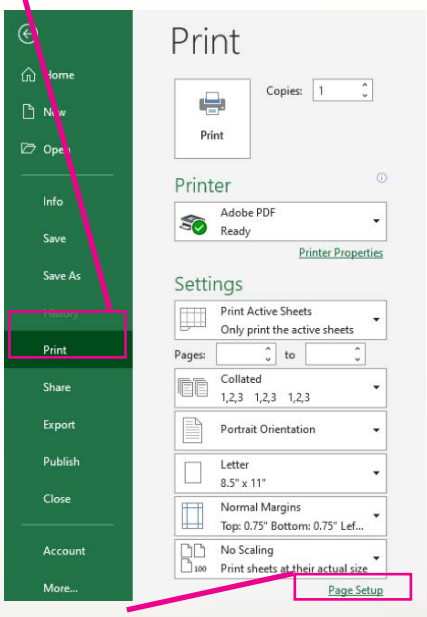
ACTIVITY 6

Activity 6: Modifying Page Setup (Method 2)

- Step 1: Using the Marks workbook, click the file tab.



- Step 2: Click **Print.**

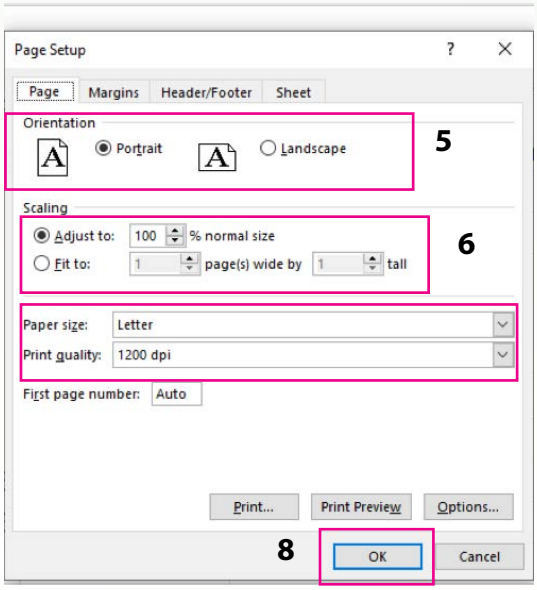


- Step 3: Click **Page Setup.**

MODIFYING PAGE SETUP (METHOD 2)

ACTIVITY 6

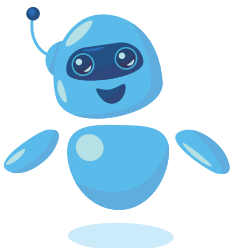
- Step 4: The **Page Setup Dialog box** opens.



- Step 5: Select the Page Orientation (Portrait).
- Step 6: Select the appropriate percentage to fit a worksheet onto one page for printing.
- Step 7: Select the appropriate paper size for printing. Choose A4 for paper size.
- Step 8: Click OK.

UNIT 5

PRINTING A WORKSHEET



You can print data, graph and charts in spreadsheet software.

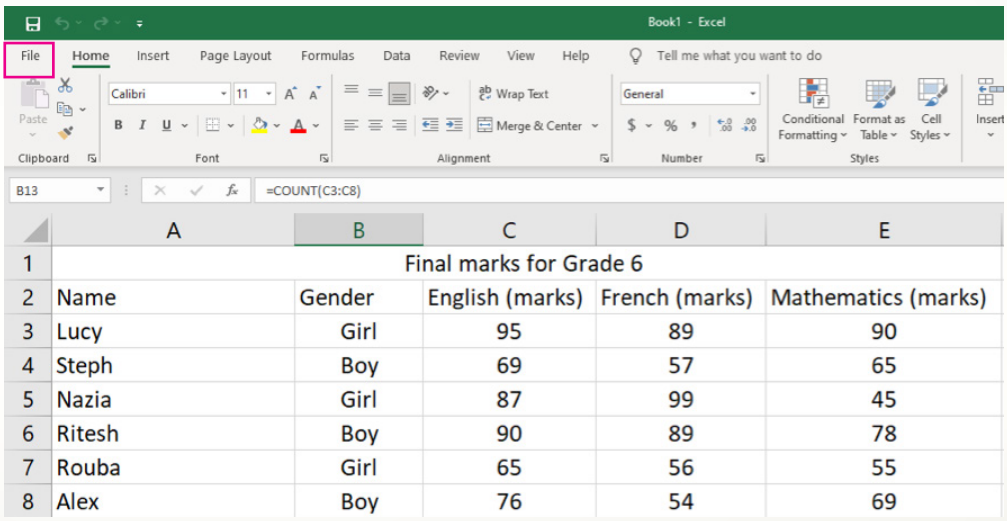
Follow the steps to learn how to print in spreadsheet software.



ACTIVITY 7

Activity 7: Printing a worksheet

- Step 1: Open the Marks workbook on the Desktop.
- Step 2: Click the file tab.

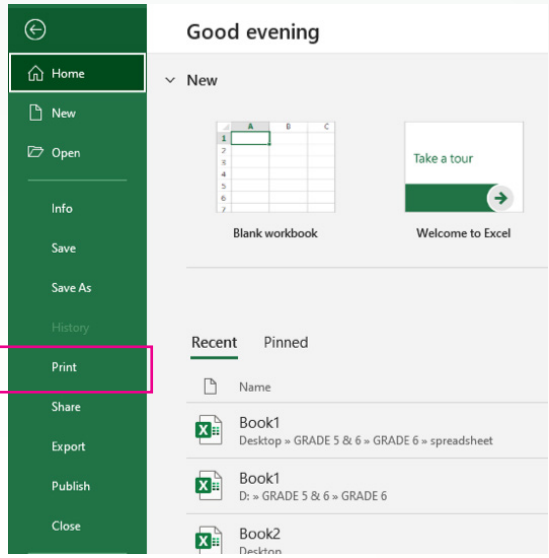


	A	B	C	D	E
1	Final marks for Grade 6				
2	Name	Gender	English (marks)	French (marks)	Mathematics (marks)
3	Lucy	Girl	95	89	90
4	Steph	Boy	69	57	65
5	Nazia	Girl	87	99	45
6	Ritesh	Boy	90	89	78
7	Rouba	Girl	65	56	55
8	Alex	Boy	76	54	69

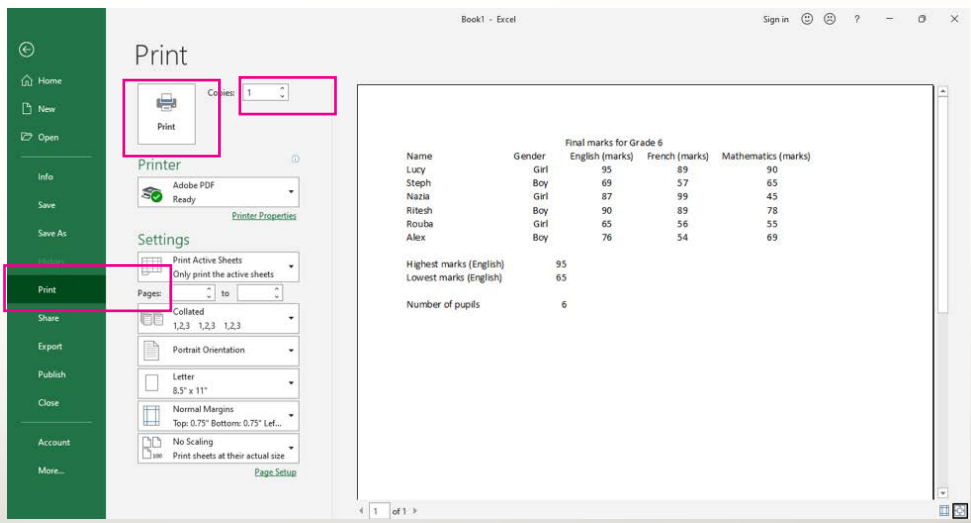
- Step 3: Click Print.

PRINTING A WORKSHEET

ACTIVITY 7



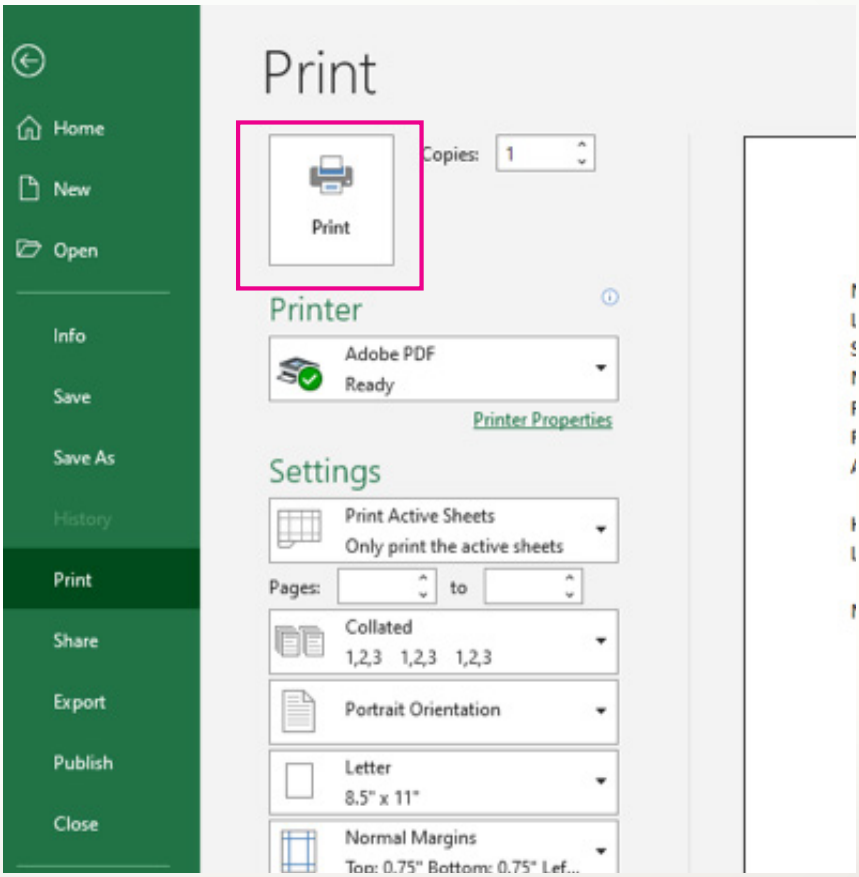
- The Print Preview appears as shown below:



PRINTING A WORKSHEET

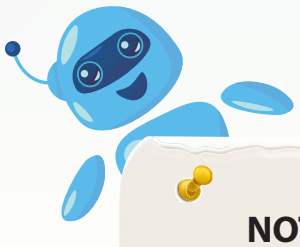
ACTIVITY 7

- Step 4: Input number of copies.
- Step 5: Click on Print.



PRINTING A WORKSHEET

ACTIVITY 7



NOTE TO TEACHERS:

This activity can be done in small groups to give a demonstration of how to print using the printer attached to the computer.

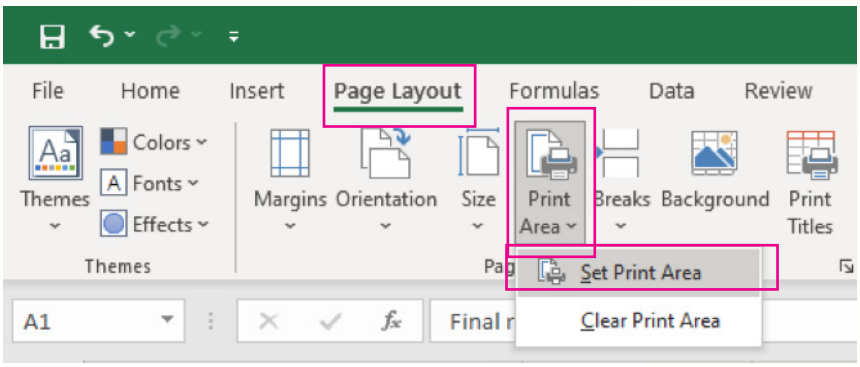


PRINTING ONLY A PART OF THE WORKSHEET

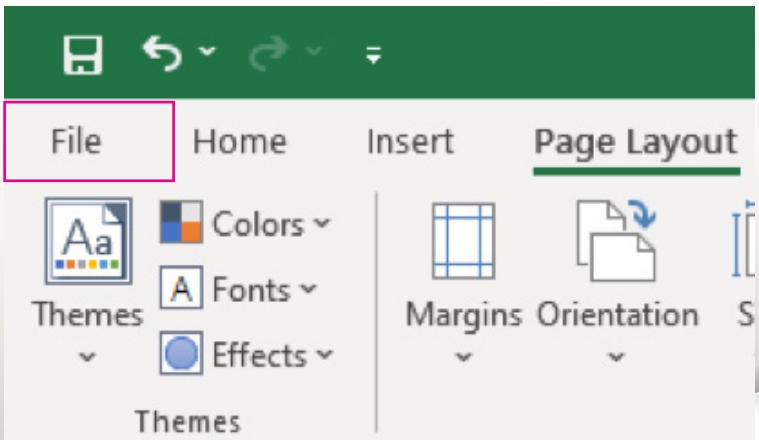
ACTIVITY 8

Activity 8: Printing only a part of the worksheet

- Step 1: Open the Marks workbook on the Desktop.
- Step 2: Select cells A1 to E13.
- Step 3: Click the Page Layout tab.



- Step 4: Click Print Area.
- Step 5: Click on Set Print Area.
- Step 6: Click the file tab.

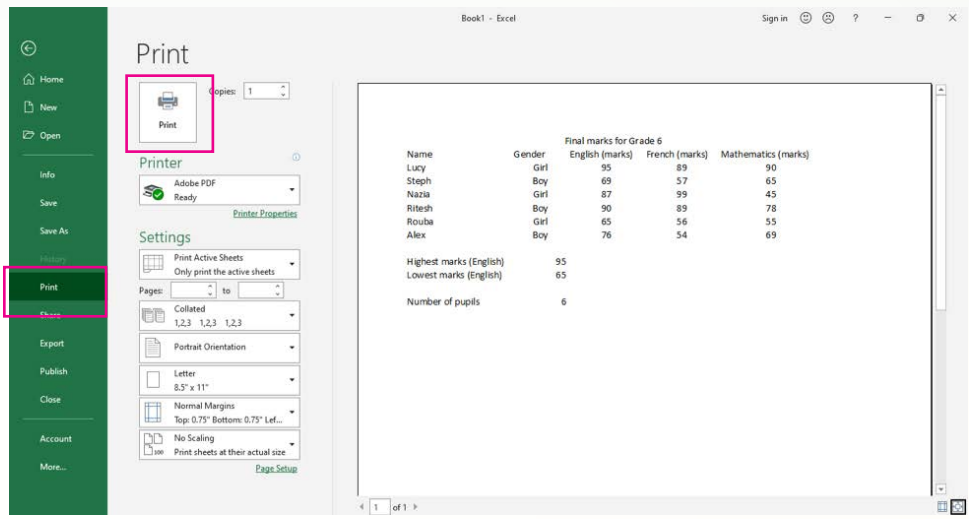


PRINTING ONLY A PART OF THE WORKSHEET

ACTIVITY 8

- The Print Preview appears as shown below:

- Step 7: Click Print .



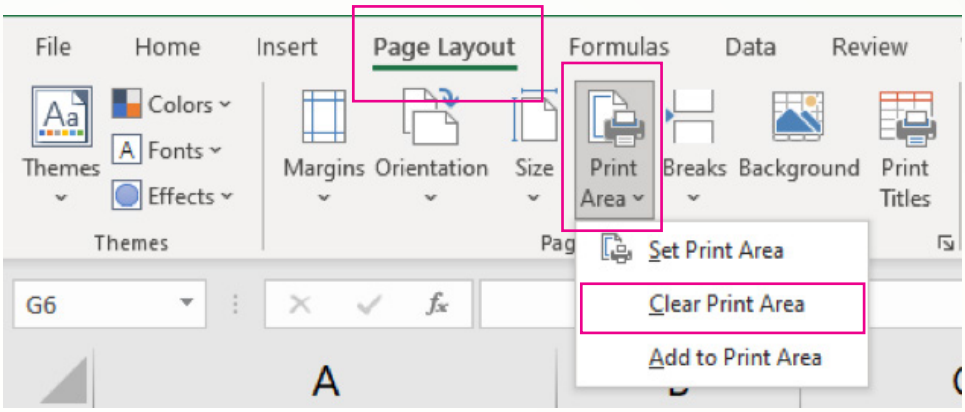


REMOVING PRINT AREA

ACTIVITY 9

Activity 9: Removing Print Area

- Step 1: Click the Page Layout tab.
- Step 2: Click Print Area.
- Step 3: Click Clear Print Area.



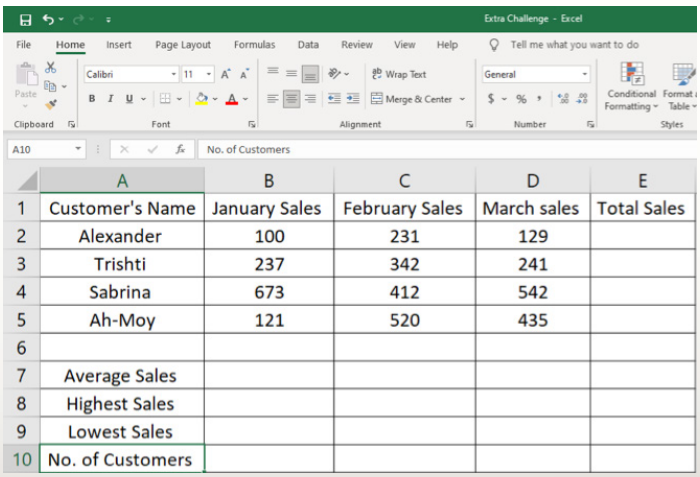


UNIT 5

EXTRA CHALLENGE



1. **Open Excel.**
2. **Select blank workbook.**
3. **Enter the following data:**



	A	B	C	D	E
1	Customer's Name	January Sales	February Sales	March sales	Total Sales
2	Alexander	100	231	129	
3	Trishti	237	342	241	
4	Sabrina	673	412	542	
5	Ah-Moy	121	520	435	
6					
7	Average Sales				
8	Highest Sales				
9	Lowest Sales				
10	No. of Customers				

4. **Adjust the width of Column A to fit the d ta.**

EXTRA CHALLENGE



5. Center aligns the text.
6. Save your work using the file name Total Sales.
7. Calculate Total Sales for the 4 customers in cells E2, E3, E4, and E5. Total sales= January sales + February sales + March sales
8. Calculate the Average Sales in cells B7, C7 and D7 for each month.
9. Calculate the Highest Sales in cells B8, C8 and D8 for each month.
10. Calculate the Lowest Sales in cells B9, C9 and D9 for each month.
11. Calculate the number of customers using the COUNT formulae.
12. Change the Page orientation to Landscape and adjust the scaling to 85%.
13. Set Print Area for cells A1 to E10.
14. Save your work.
15. Print the file with the help of our teacher.



UNIT 6

Powerpoint: Inserting Media and Printing Handouts

AIM:

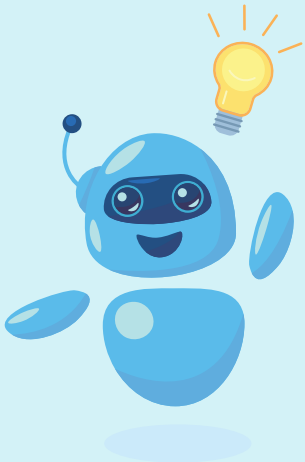
- To insert media for a specific purpose and print slides.

LEARNING OBJECTIVES:

By the end of this unit, pupils should be able to:

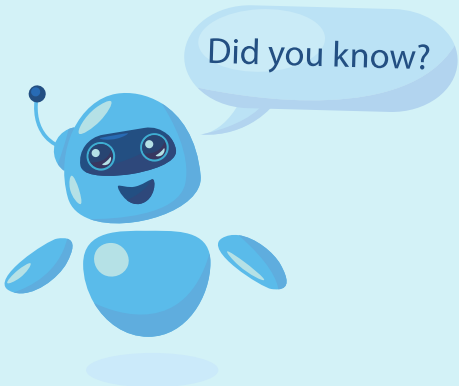
- Insert audio in a presentation.
- Insert video in a presentation.
- Create a presentation with animated features like audios and videos .
- Insert Chart in a presentation.
- Print a presentation.

UNIT 6



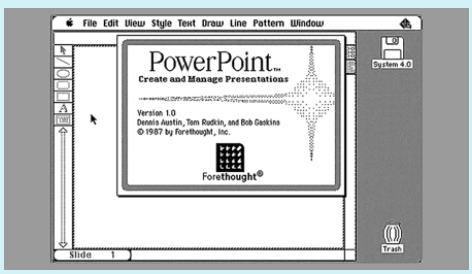
Snap Recap

You have already been introduced to using Powerpoint in the previous grades. In this unit, you will learn how to insert audio and video in a presentation.



Did you know ?

Powerpoint was released in 1987 and was originally called Presenter. See picture below of the first PowerPoint program:



ADDING SOUNDS AND VIDEO TO OUR PRESENTATION

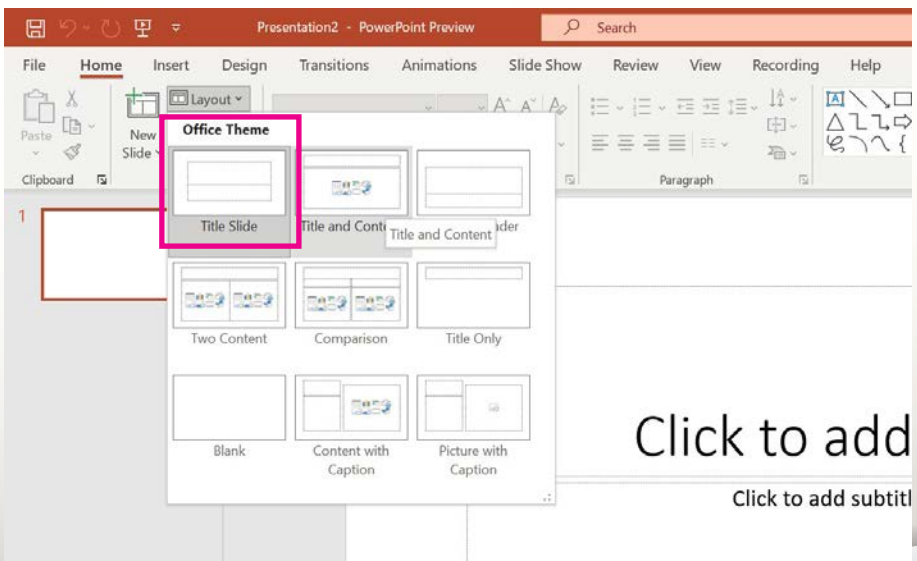
ACTIVITY 1

NOTE TO TEACHERS:

Please ensure to download a Mauritian flag picture and insert it in the Pictures folder.

Activity 1: Adding Sounds and Video to our presentation

- Step 1: Open Powerpoint 2019.
- Step 2: On the first slide, change the layout to Title and Content.



ADDING SOUNDS AND VIDEO TO OUR PRESENTATION

ACTIVITY 1

- Step 3: Type the following on the first slide:



- Step 4: Insert a second slide with the same layout, and type the following.
- Step 5: Add a picture of Mauritian flag in the same slide as shown below:



- Step 6: Save the file as Independence Day.

ADDING A SOUND TO PRESENTATION

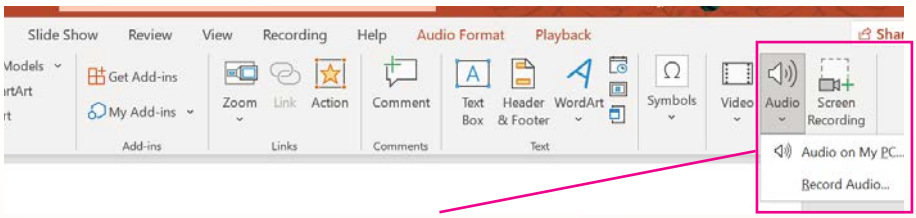
ACTIVITY 2

NOTE TO TEACHERS:

Please ensure to download an independence music and insert in the Music Folder.

Activity 2: Adding a Sound to Presentation

- **Add a sound to the slide 2 fla .**
- Step 1: On the Insert Tab, select the Audio button.

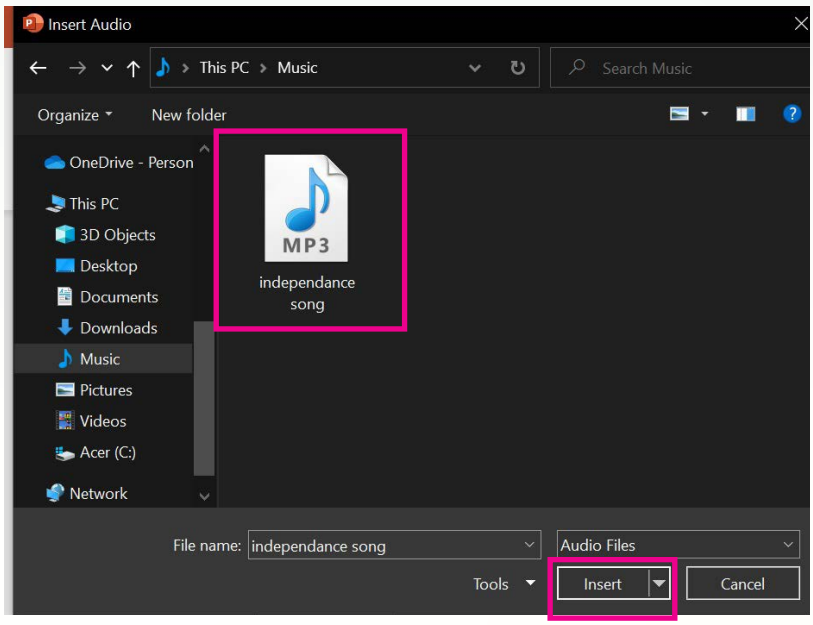


- Step 2: Choose Audio on My PC option.

ADDING A SOUND TO PRESENTATION

ACTIVITY 2

- Step 3: Choose independance song and click on insert.



- **Observation:**

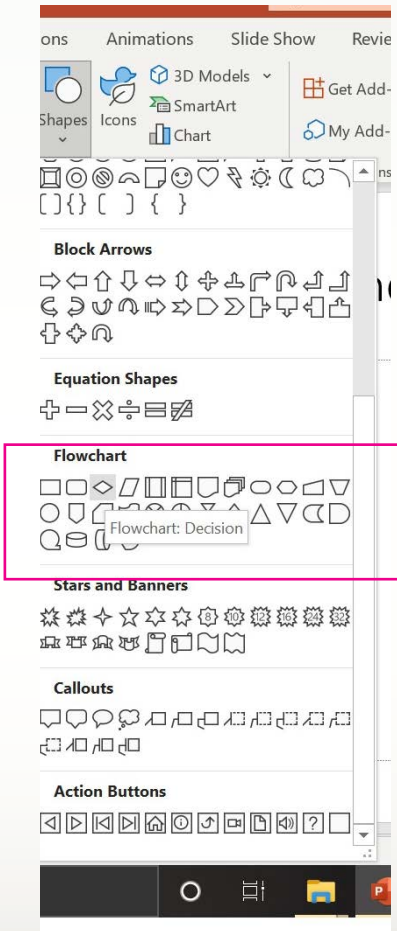
The music file will ap ear as shown below:



ADDING A SOUND TO PRESENTATION

ACTIVITY 2

- Step 4: Insert another slide to your presentation.
- Step 5: Add a shape as in the picture below:



Select the diamond flowchart

- Step 6: On the third slide, add the title "Our Independence Day".
- Step 7: Save your file.

UNIT 6

ADDING A VIDEO TO OUR PRESENTATION

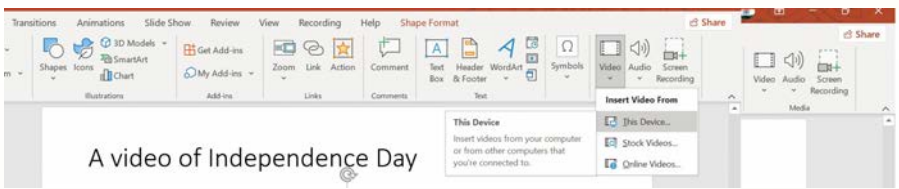
ACTIVITY 3

NOTE TO TEACHERS:

Ensure to download a video on flag raising.
It can be a recording of Independence Day celebration at school as well.

Activity 3: Adding a video to our presentation

- Step 1: Add a video to our presentation.
- Step 2: On the insert tab , select the video button like below:

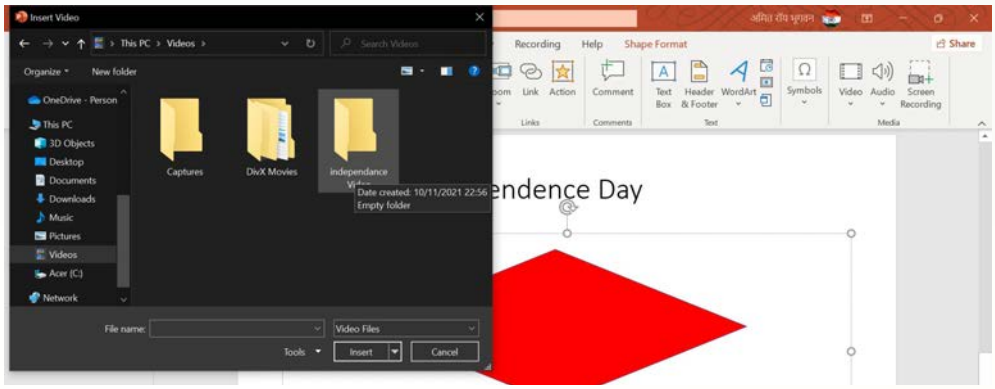


- Step 3: Choose the option **This Device**.

ADDING A SOUND TO PRESENTATION

ACTIVITY 3

The following will appear:



- Step 4: From Videos, select the folder Independence video and insert the video.

What do you notice?

_____

_____

ADDING SOUNDS AND VIDEO TO OUR PRESENTATION

EXTRA CHALLENGE



1. Insert two more slides to your presentation.
2. On the 4th slide, add the title "History of our independence".
3. Type the text below: Mauritius got its independence in the year 1968 and became the republic in 1992. The first President of Mauritius was Sir Veerasamy Ringadoo and the vice president was Sir Rabindrah Ghurburrun.
4. On the 5th Slide, insert a recording of your voice or a video on Sega, " Pren mo lamain donne to la main."
5. Save the presentation.
6. Add animation to your presentation and run a slideshow by pressing on F5 on your keyboard.

PRINTING

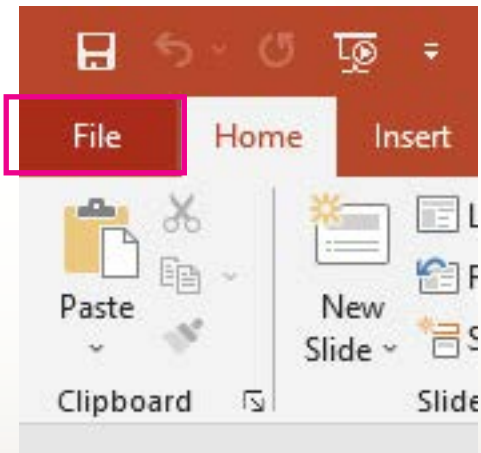
ACTIVITY 4

NOTE TO TEACHERS:

This activity should be performed as demonstration by the teacher.

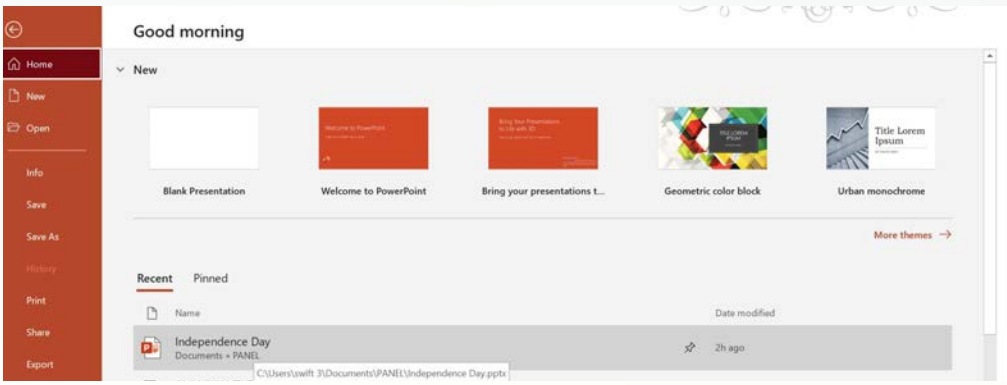
Activity 4: Printing

- Step 1: Select File.

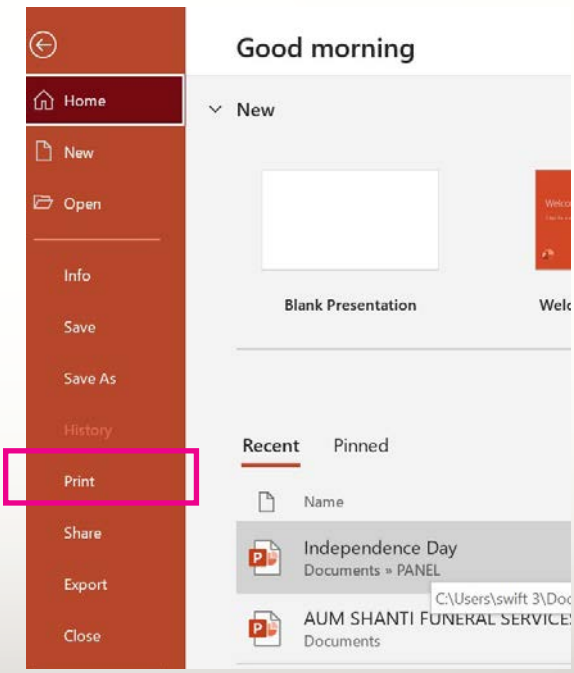


PRINTING

ACTIVITY 4



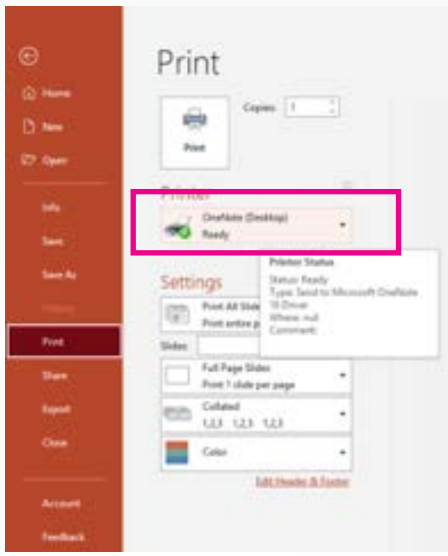
- Step 2: Click on Print



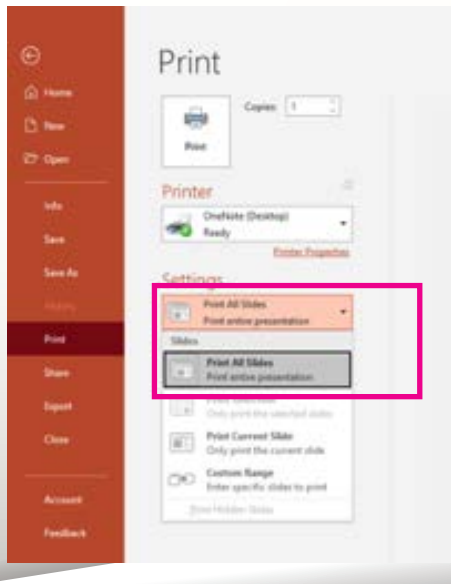
PRINTING

ACTIVITY 4

- Step 3: For Printer, select the printer you want to print to.



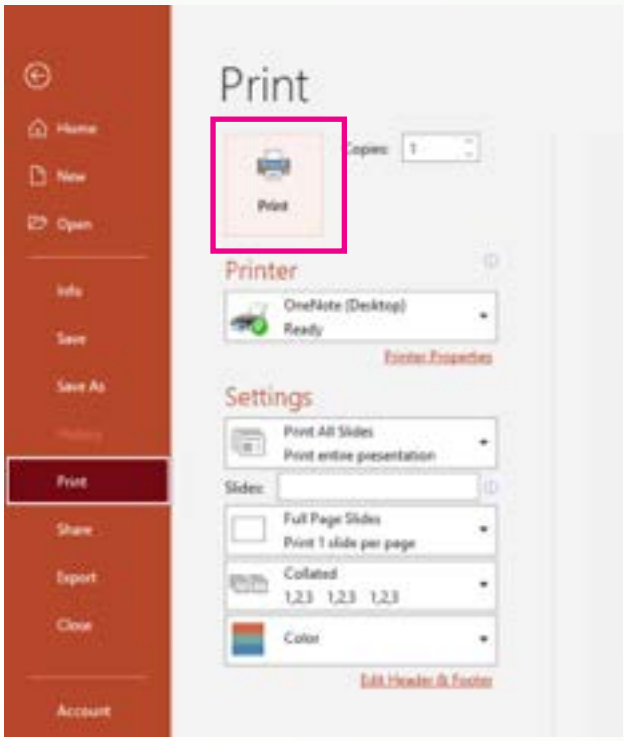
- Step 4: Select the slides you want to print



PRINTING

ACTIVITY 4

- Step 5: Select Print.



PRINTING PRESENTATION AS OUTLINE OR HANDOUT

ACTIVITY 5

NOTE TO TEACHERS:

Open any saved presentation so that the following can be demonstrated as well the printing example can be done to show the pupils of the difference and usage of handouts / outline of the printout. Use the Outline option instead of printing slides. The following activity can then be carried out by the pupils.

Activity 5: Printing Presentation as Outline or Handout

What can be done using this kind of print out?

Tick ✓ the appropriate options below:

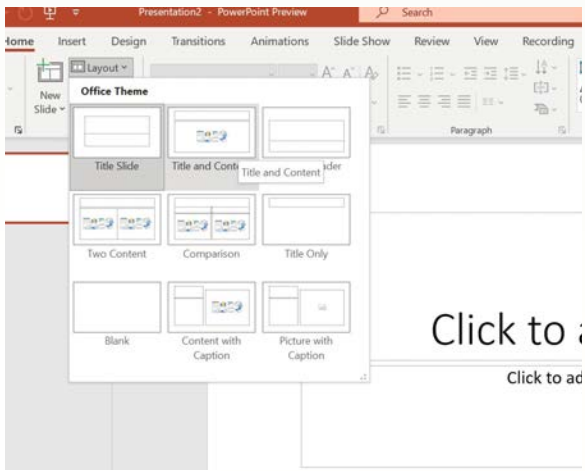
I can write notes on it.	
The slides are smaller.	
The slides aren't each on a page.	
It takes lots of pages.	
It saves pages.	
Easier to understand.	

ADDING CHART TO PRESENTATION

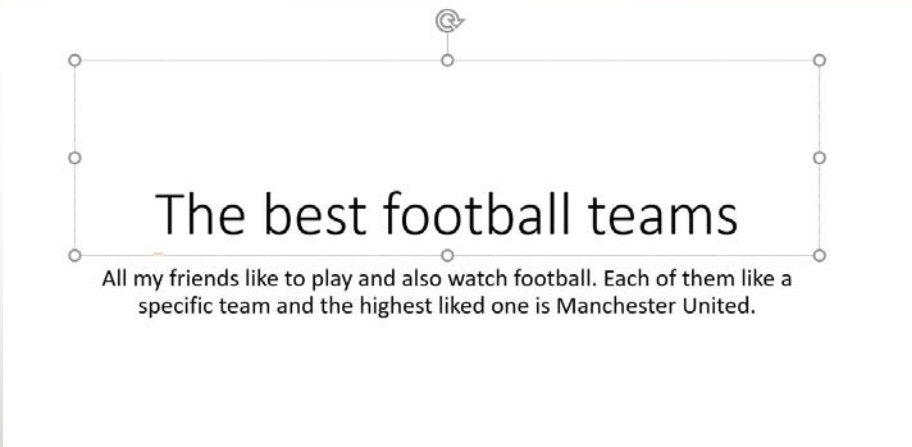
ACTIVITY 6

Activity 6: Adding Chart to Presentation

- Step 1: Open PowerPoint 2019.
- Step 2: Click on First slide and change the layout to title slide.



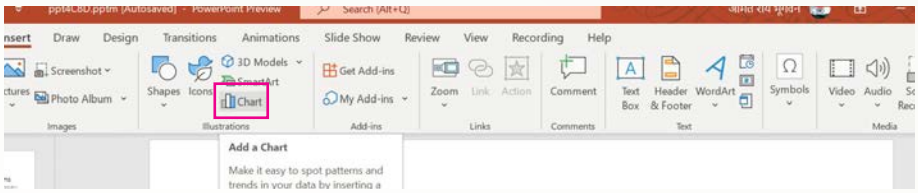
- Step 3: Type in text as shown in the picture below:



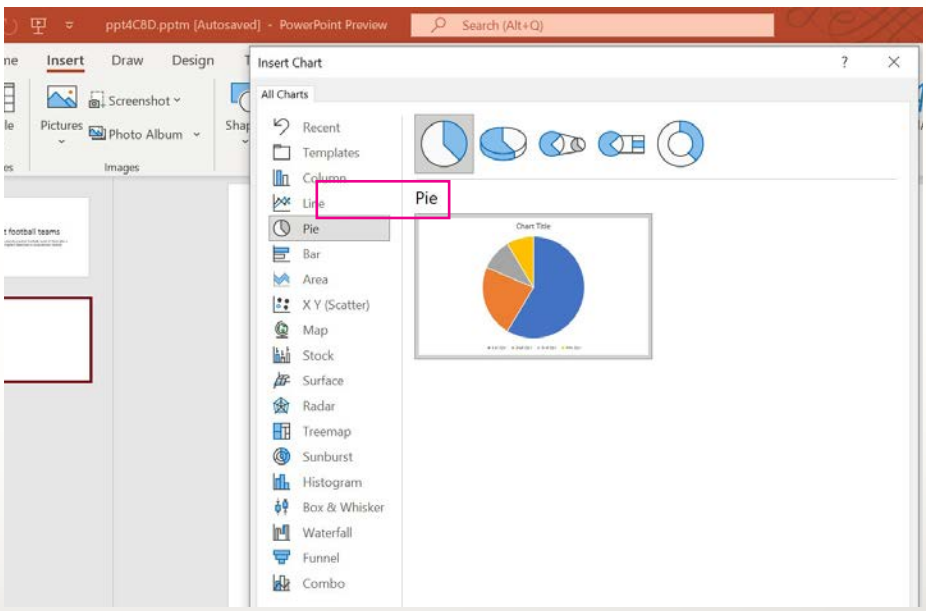
ADDING CHART TO PRESENTATION

ACTIVITY 6

- Step 4: Add another slide with blank layout
- Step 5: On the insert tab, select insert chart.



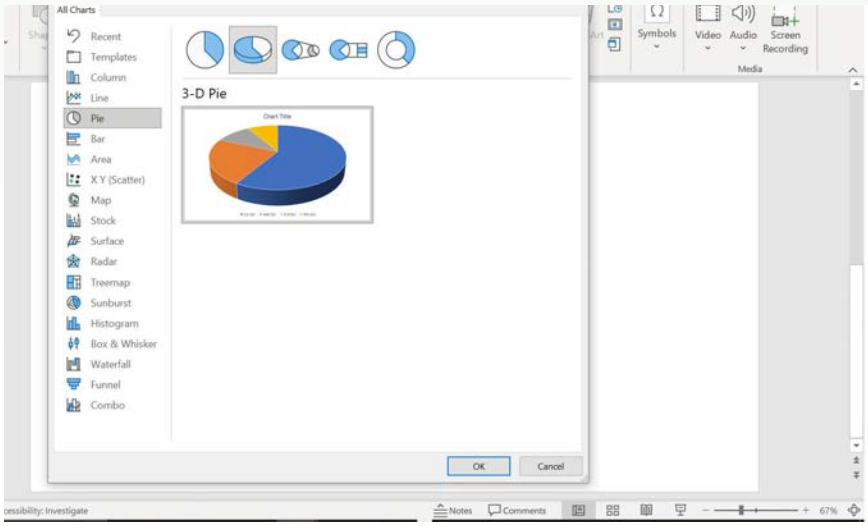
- Step 6: Click on Chart and select Pie. Type in text as shown in the picture below:



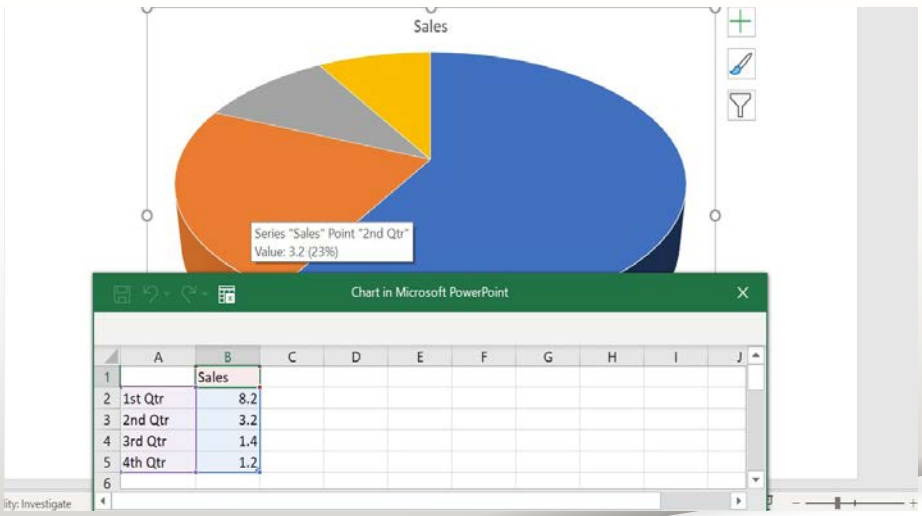
ADDING CHART TO PRESENTATION

ACTIVITY 6

- Step 7: Select this option for 3 D pie chart and click on OK.



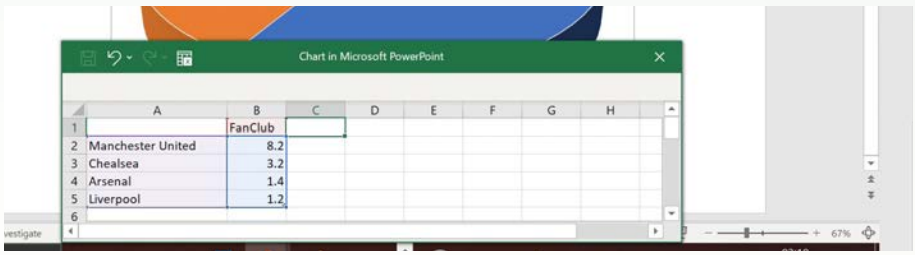
- Step 8: Another window will appear along with an excel sheet.



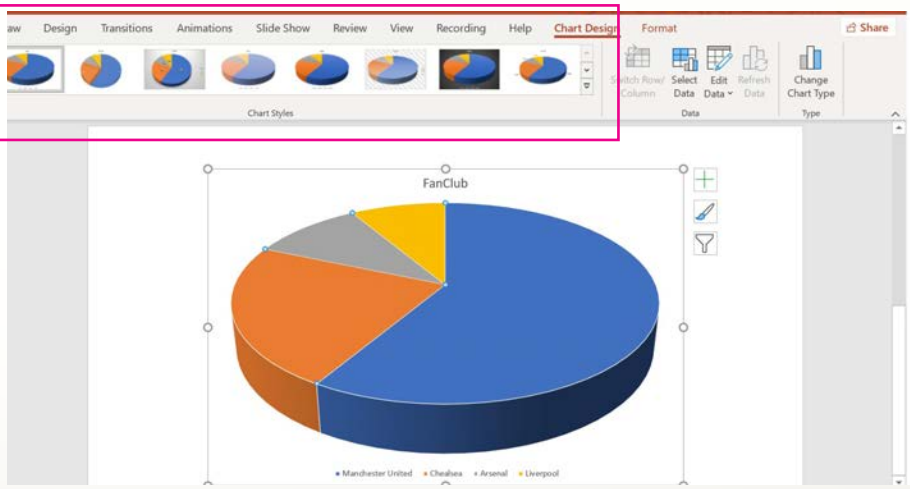
ADDING CHART TO PRESENTATION

ACTIVITY 6

- Step 9: Type in the following data:

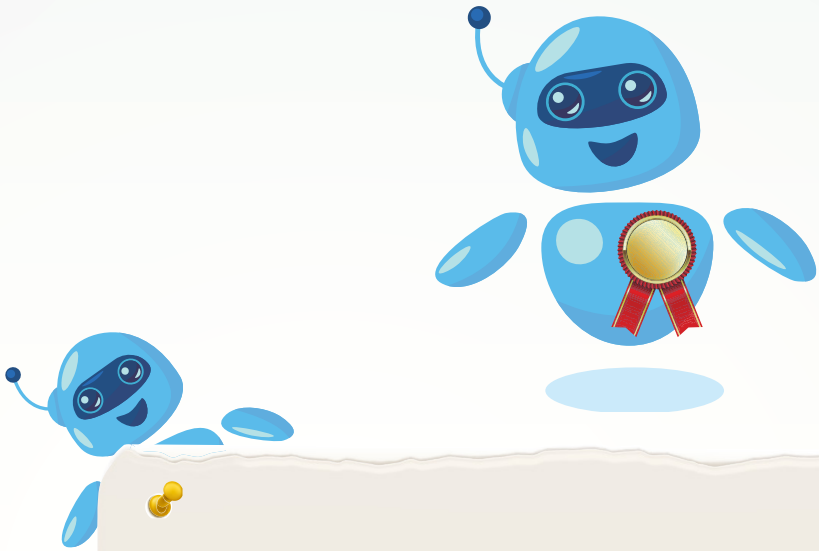


- Step 10: Observe that the pie chart has changed according to the data you have entered.



- You can select any option above for the chart design.
- Step 11: Save your work as PIECHART.
- Step 12: Run the slideshow by pressing F5 on your keyboard.

EXTRA CHALLENGE



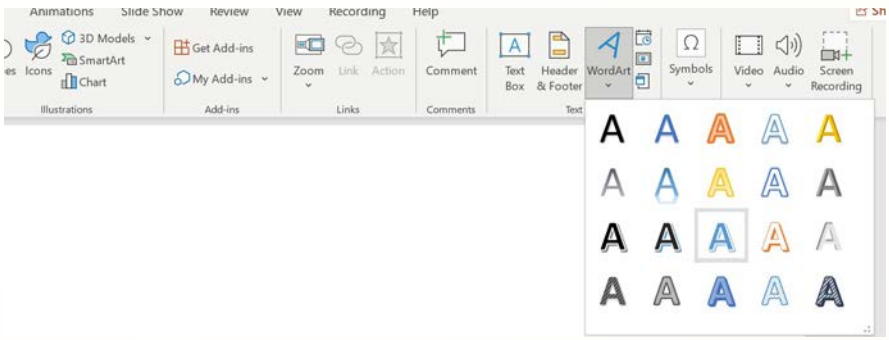
NOTE TO TEACHERS:

Advise the children to come with their recording and pictures, or help them with download of the pictures.
Also download the sound -audio of clap.

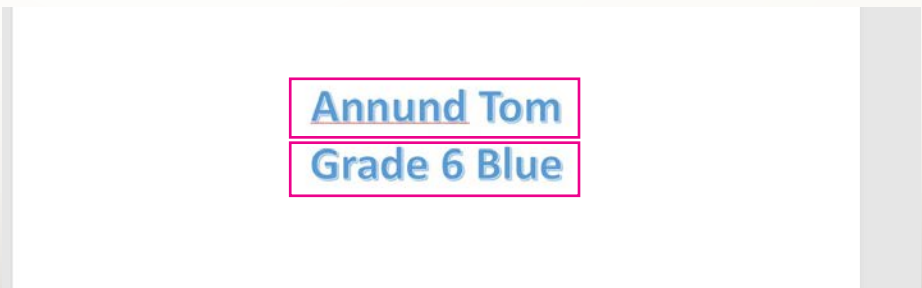
1. **Open a new blank presentation.**
2. **Set the layout to blank.**
3. **On the first slide, add your name using Word Art . On the insert tab, click on the button word art like below:**

EXTRA CHALLENGE





4. **Here is an example of how it will appear.**

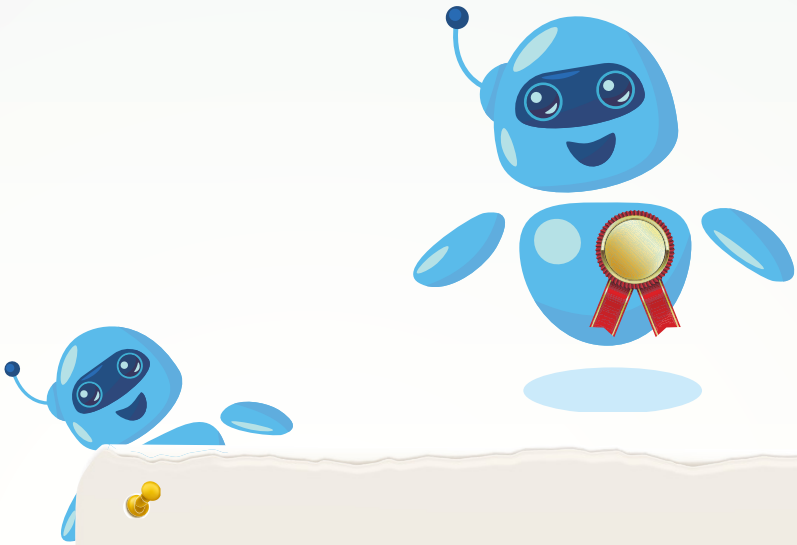


EXTRA CHALLENGE



5. On the second slide, add a video of you playing / doing your favourite hobby.
6. On the third slide , add text box and type why you like the hobby you have mentioned in second slide.
7. On the fourth slide, add a picture of your favourite football team or favourite actress.
8. On the fourth slide as well insert the sound Clap from Music Folder.

EXTRA CHALLENGE



NOTE TO TEACHERS:

On this part, pupils should be prepared well before to bring or download pictures on their hobbies so that they can do this activity.

1. **Open a new Presentation.**
2. **Select a blank presentation.**
3. **Add three more slides to the presentation with the layout title with content.**
4. **On the first slide, put the title My Hobbies and for the subtitle, you can type three hobbies that you have. On the second slide, add as title your first hob y for example swimming.**

EXTRA CHALLENGE



5. Also add a picture to your title.
6. Do the same for the other two slides and insert pictures of your favourite hobbies.
7. Save your work as My Hobbies.
8. Resize the pictures that you have inserted.
9. To each slide except the slide 1, insert a back button or arrow to be hyperlink to the first slid .
10. You can add more slides to the presentation and add more pictures on your hobbies like or example the games you like to play.
11. Add transition effect to each slide and as extra challenge – add animations to your text and pictures. Run the slideshow.



UNIT 7

Digital Literacy : Creating a Web Page

AIM:

- To Create a simple web page with Word 2019.

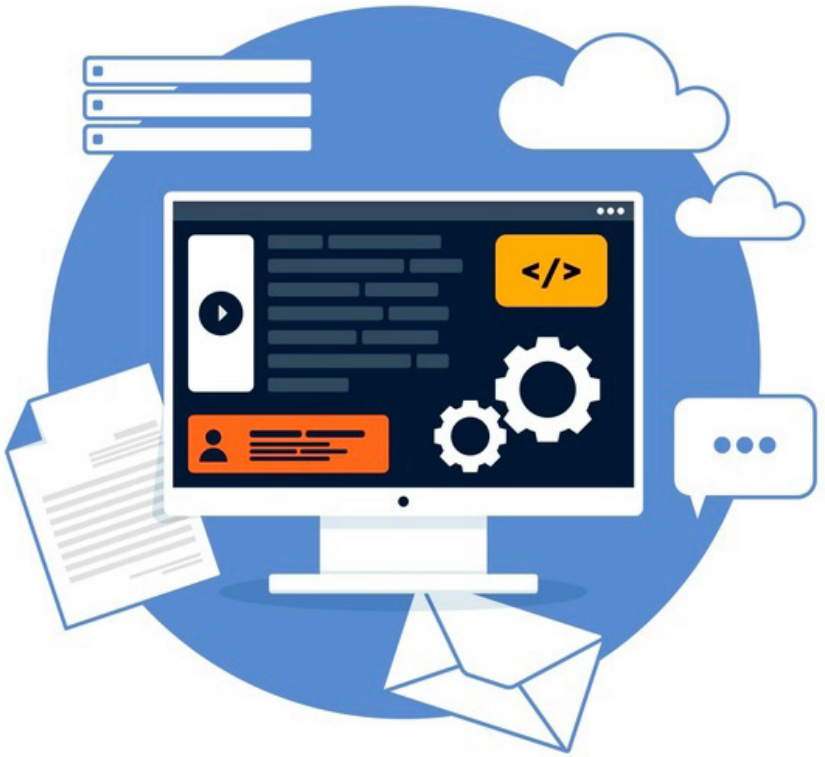
LEARNING OBJECTIVES:

By the end of this unit, pupils should be able to:

- Show an awareness of Internet and Email safety.
- Demonstrate an understanding of what is a web page.
- Identify the components that make up a web page.
- Add logo to a web page.
- Add headings to a web page.
- Add text to a web page.
- Add images to a web page.
- Add menus to a web page.
- Add links within a webpage.
- Print a web page.

UNIT 7

INTERNET SAFETY FOR KIDS



1. Be polite and show respect when communicating with others online.

2. Never give out your personal information such as your full name , phone number and e-mail address.

3. Visit only those websites that your teacher tells you.

4. Report any unpleasant messages or inappropriate websites to your teacher and parents.

UNIT 7

WORLD WIDE WEB



The **World wide web** (also known as the Web) is now an important part of our everyday lives.

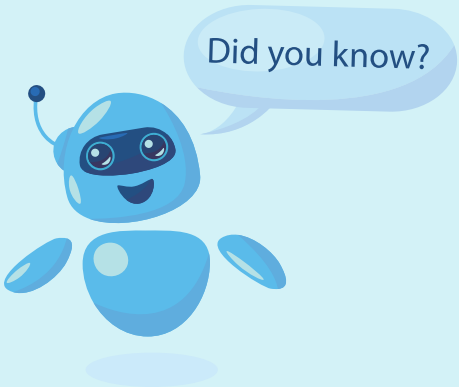
The Web helps us
- to give us information that we need to work.
- to discover and learn new things.
- to enjoy during our leisure time.

WEB PAGE



A web page is a document from the internet which can be seen with a web browser. A web page allows anyone to share knowledge and experiences with people across the world .

Common web pages which are visited daily across the world include:
- www.google.com
- www.yahoo.com
- www.wikipedia.org



Did you know ?

The first web page was invented in 1991.

It was created by Mr Tim Berners –Lee.

Type http://info.cern.ch in a web browser and click on 'Browse the First website.'

Today there are nearly two billions websites.

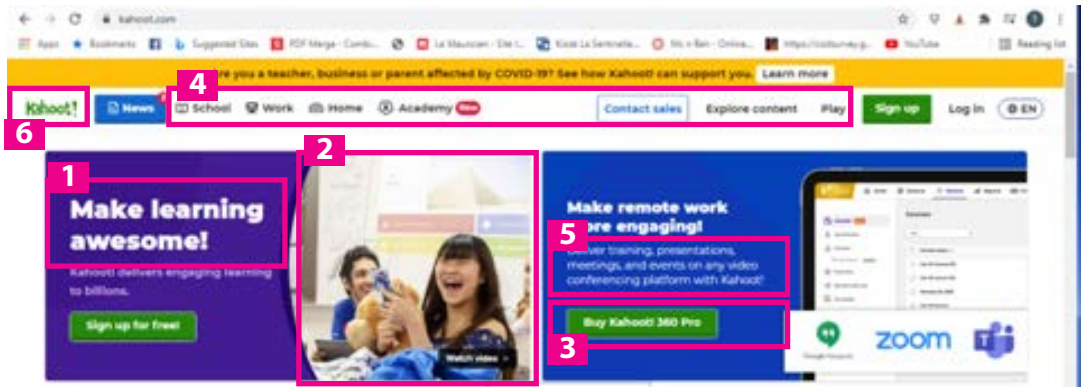
The picture below shows the first web page created :



WORLD WIDE WEB

Before creating a web page , it is important that you know what are the components of a wep page.

The main components are listed below as shown in the picture:



1. Headings
Short Description that tells you what a web page is.

2. Images
Inserting images in a web page makes a web page interesting and attractive.

3. Links
Clicking on links can help you to find additional information on a subject. When you click on link, you leave the main page to go to a new one. A link can be a text or an image.

4. Menu
A menu helps a user to find its way throughout any web pages. It takes a user directly to another part of a given webpage.

5. Text
A text is used on any webpage to give information.

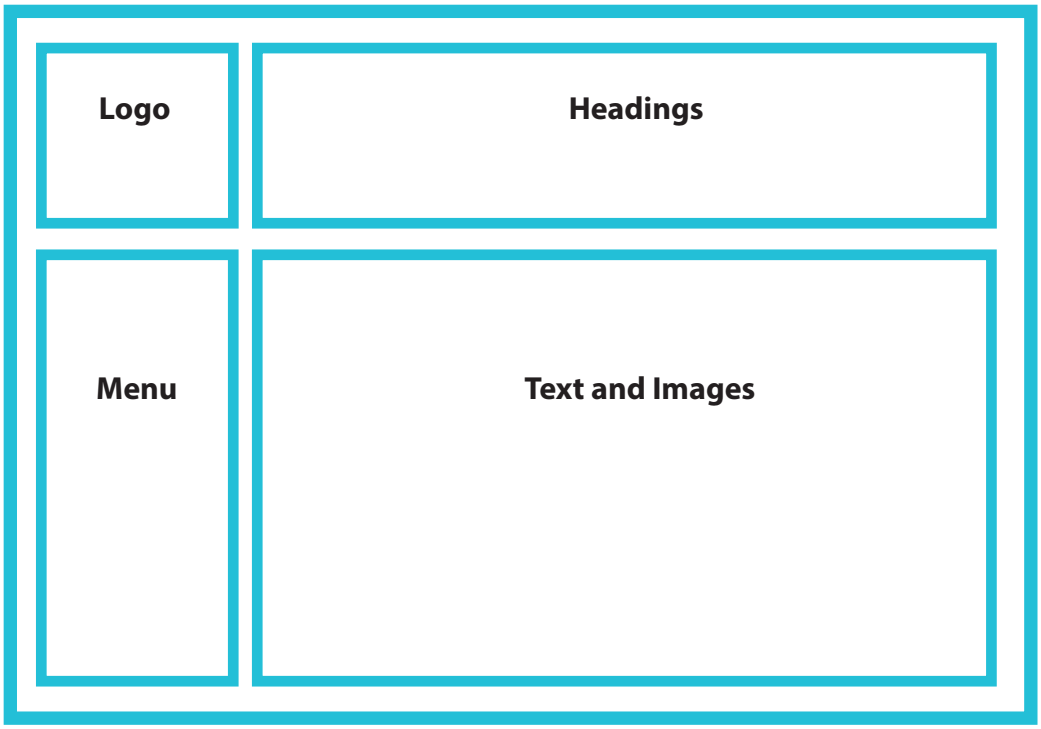
6. Logo
The logo is usually found at the top of a webpage. It tells you who is the owner of the web page .

UNIT 7

DESIGNING A WEB PAGE

Before creating a web page , it is important to make a plan . The plan is a simple rectangle that will outline all the components of a web page. This type of design is called a **wireframe**. Different web pages have different wireframes .

An example of a **wireframe** is shown below:



NOTE TO TEACHERS:

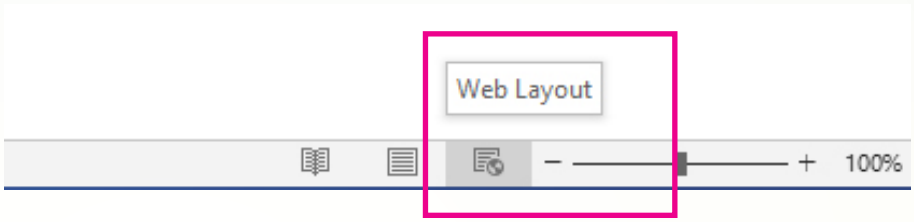
In this unit, teachers should download four pictures related to Odysseo, Casela Nature Park, Curious Corner of Chamarel and La Vanille Nature Park and insert them in Pictures folder so as to enable pupils to carry out the following activities.

ADDING A LOGO

ACTIVITY 1

Activity 1: Adding a Logo

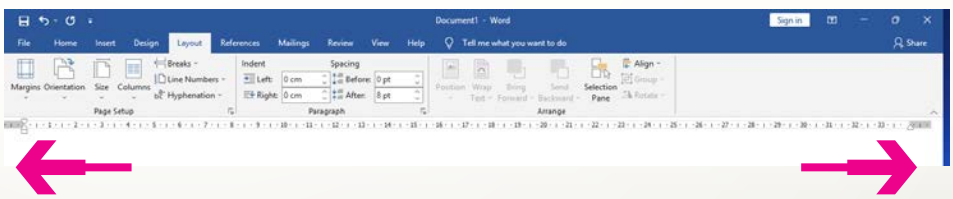
- Step 1: Open Word 2019 and select a blank document.
- Step 2: Click on Web Layout at the bottom right of the blank document.





- **Observation:**

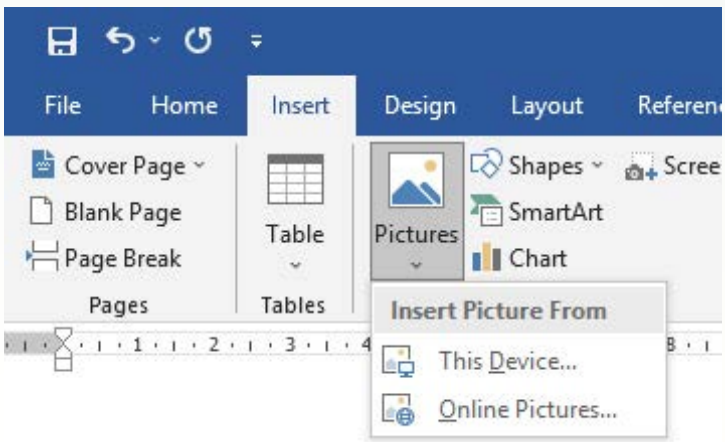
The page orientation will become wider.



ADDING A LOGO

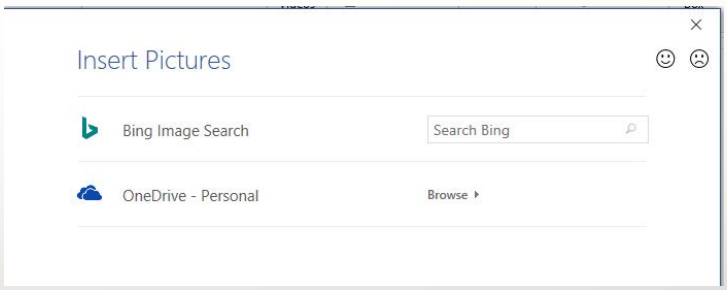
ACTIVITY 1

- Step 3: Click on Insert and select **online pictures.**



- **Observation:**

The Insert Picture Dialog menu will open.



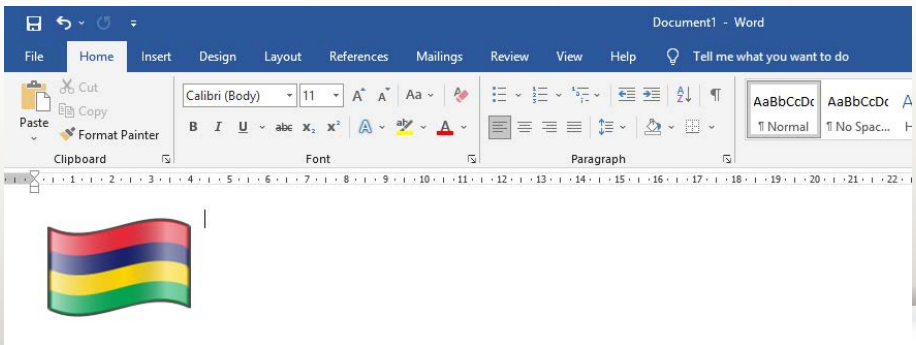
ADDING A LOGO

ACTIVITY 1

- Step 4: Type **Flag of Mauritius** in the Bing Image Search.



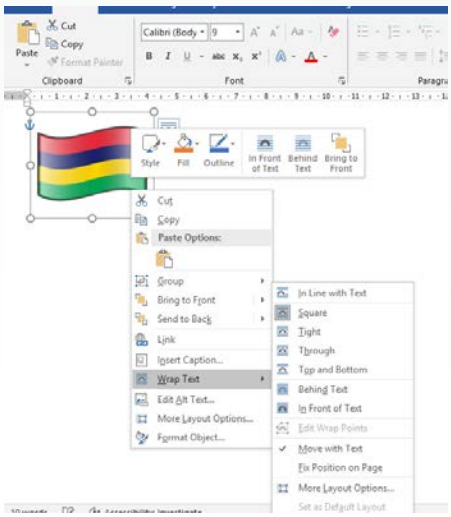
- Step 5: A list of Mauritius Flags will appear . Scroll down and insert the circle 'Mauritius Flag' as shown in the picture above.
- Step 6: **The Mauritius Flag** will appear. Resize and place it to the left side of your document as shown in the picture below.



ADDING A LOGO

ACTIVITY 1

- Step 7: Right Click on the picture, select **Wrap Text** and click on **Through**.



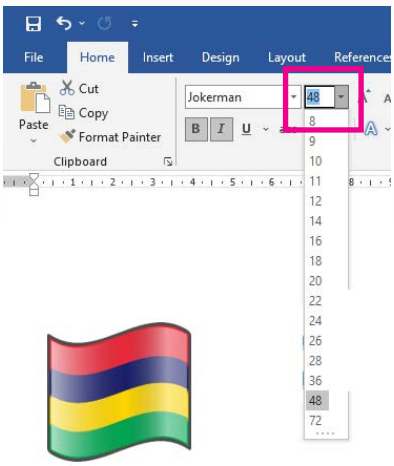
- Step 8: Save the file as **Leisure Places in Mauritius** on your desktop.

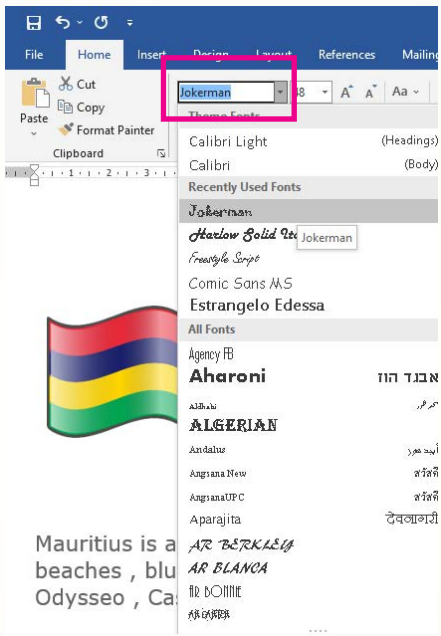
ADDING HEADING TO A WEBPAGE

ACTIVITY 2

Activity 2: Adding Heading to a webpage

- Step 1: Type **Leisure Places in Mauritius** using Theme Font **Jokerman** and **font size 48** next to the logo as shown in the two pictures below:





- **Observation:**

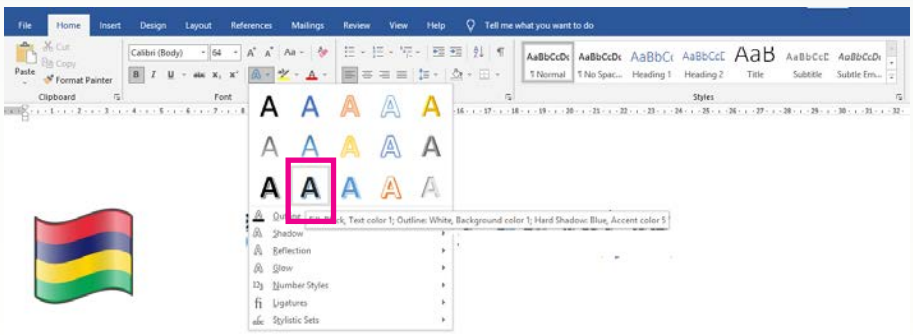
The Heading will appear as shown below in the picture.



ADDING HEADING TO A WEBPAGE

ACTIVITY 2

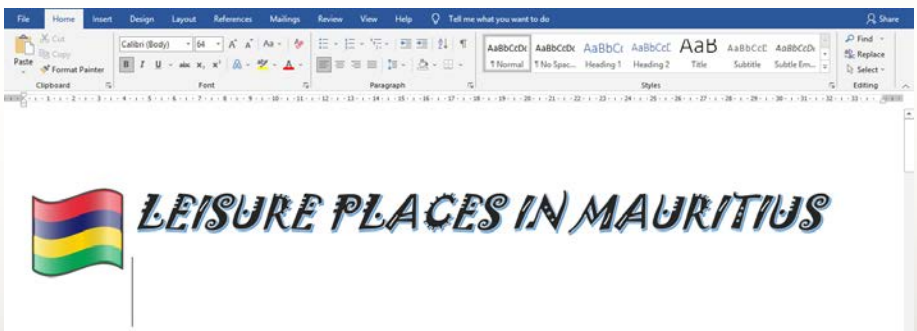
- Step 2: Add a text effect to the headings by using this specific text effect as shown in the circle below:





- **Observation:**

The headings colour will change to a smarter one.



- Step 3: Save the file as **Leisure Places in Mauritius** on Desktop.

ADDING TEXT TO A WEBPAGE

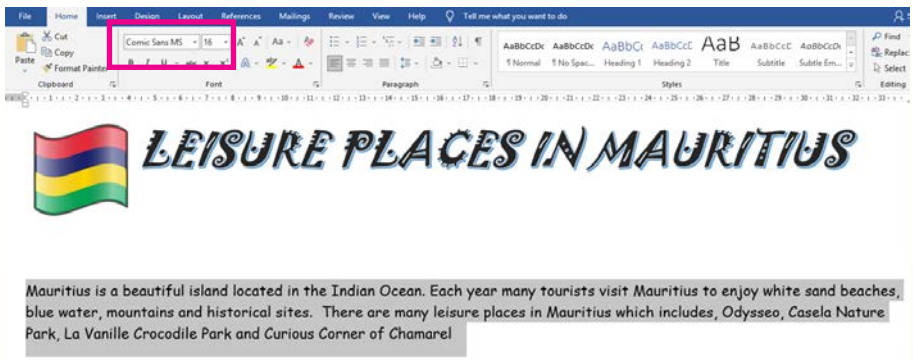
ACTIVITY 3

Activity 3: Adding text to a webpage

- Step 1: Type the specific text below the heading.

Mauritius is a beautiful island located in the Indian Ocean. Each year many tourists visit Mauritius to enjoy white sand beaches, blue water, mountains and historical sites. There are many leisure places in Mauritius which include Odysseo, Casela Nature Park, La Vanille Crocodile Park and Curious Corner of Chamarel.

- Step 2: Highlight the text you type and change its **font size to 16** and its **theme font to Comic Sans Ms.**



ADDING MENU TO A WEBPAGE

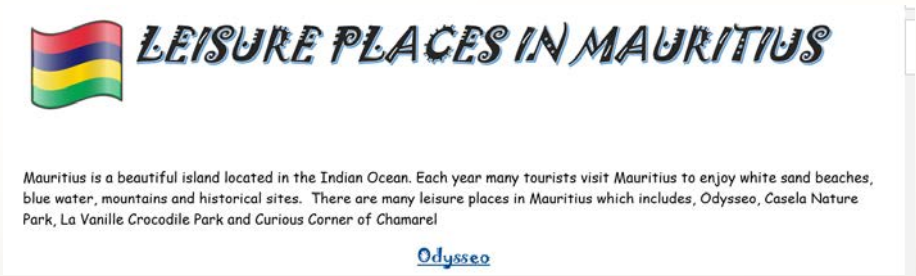
ACTIVITY 4

Activity 4 : Adding Menu to a webpage

- Step 1: Type the word **Odysseo** just below the paragraph you have typed.
- Step 2: Center align the word **Odysseo** so that it appears on the centre of the document.
- Step 3: Change its **font size to 20** and theme font to **Jokerman**.
- Step 4: Change the font colour of the word **Odysseo** to blue.



- **Observation:**

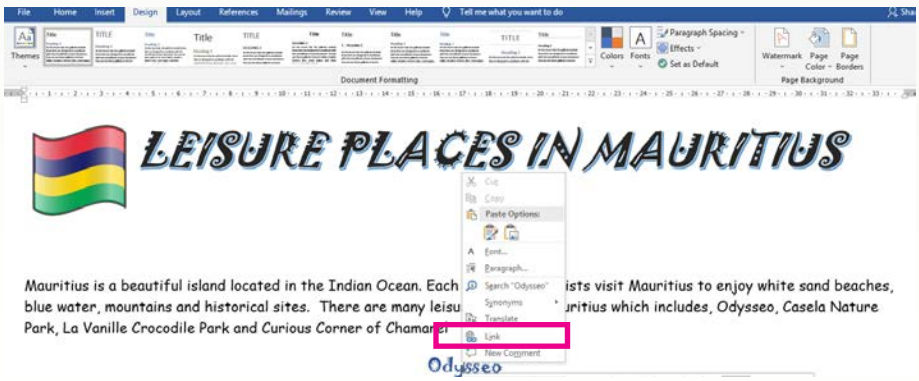


ADDING LINK TO A WEBPAGE

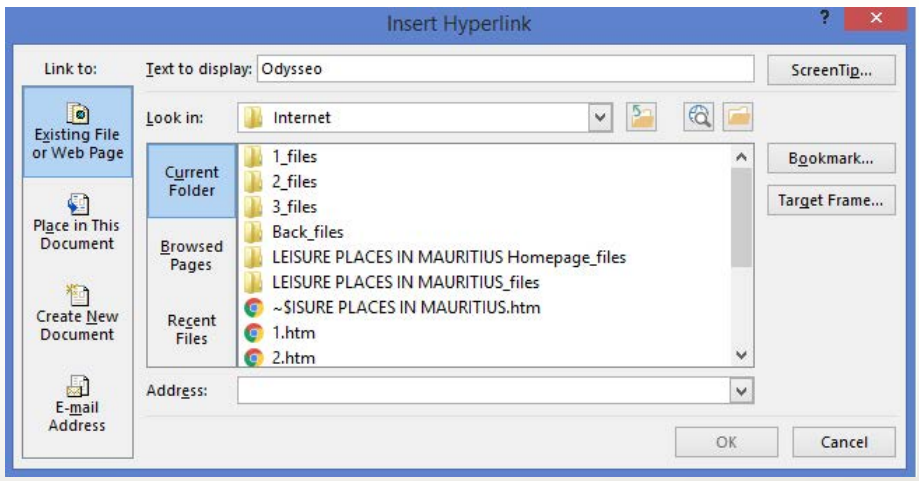
ACTIVITY 5

Activity 5 : Adding link to a webpage

- Step 1: Right click on the word **Odysseo** and click on link.



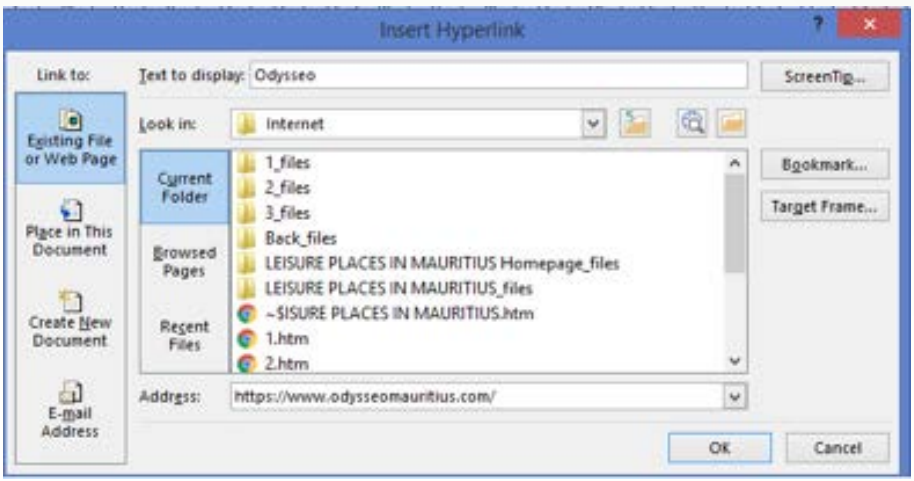
- Step 2: A hyperlink box will open.



ADDING LINK TO A WEBPAGE

ACTIVITY 5

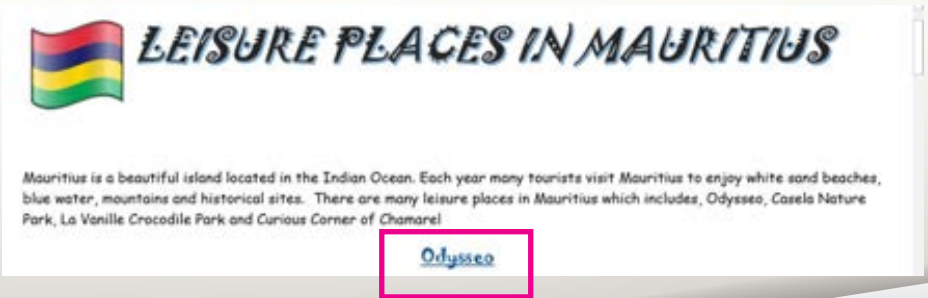
- Step 3: Type https://www.odysseomauritius.com/ in the address bar then click ok.





- **Observation:**

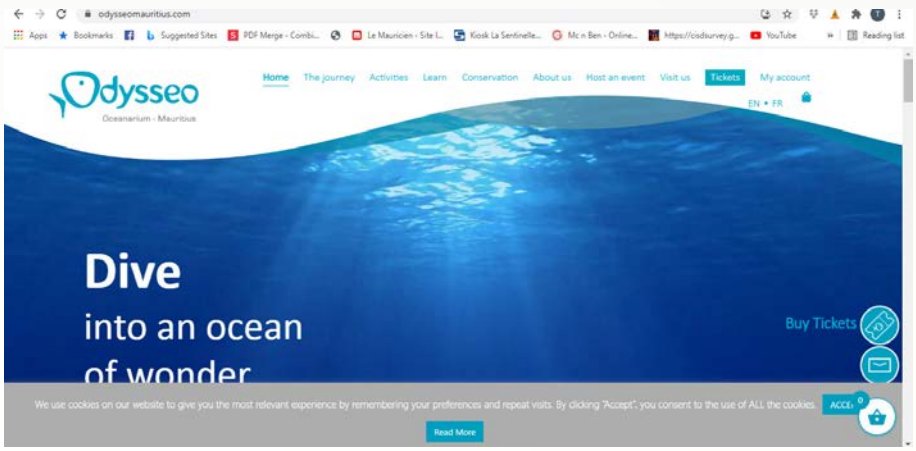
The word Odysseo is now underlined. It means that the word has been linked to its website.



ADDING LINK TO A WEBPAGE

ACTIVITY 5

- Step 4: Press on **Ctrl Key** on your keyboard and press on your **mouse** on the word Oydseeo at the same time. The **Odysseo** website will open.



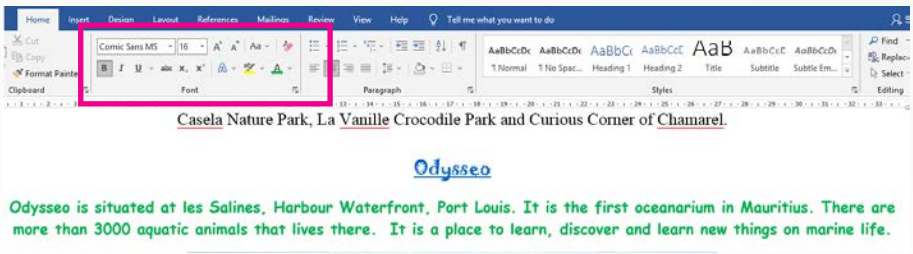
- Step 5: Close the browser and return to your word document.
- Step 6: Type the specific text below **Odysseo**.

Odysseo is situated at les Salines , Harbour Waterfront , Port Louis . It is the first oceanarium in Mauritius . There are more than 3000 aquatic animals that live there . It is a place to learn , discover and learn new things on marine life.

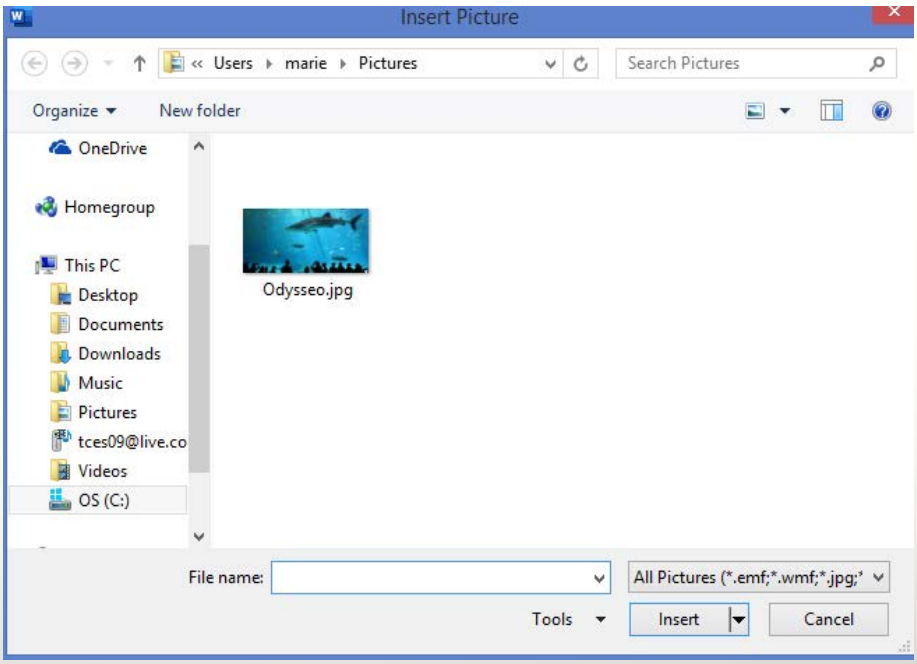
ADDING LINK TO A WEBPAGE

ACTIVITY 5

- Step 7: Highlight the text you type and change its font size to **16** and its theme font to **Comic Sans Ms** and its text colour to **Green**.



- Step 8: Save your work.
- Step 9: Insert **Odysseo** picture from the **Pictures folder**.



ADDING LINK TO A WEBPAGE

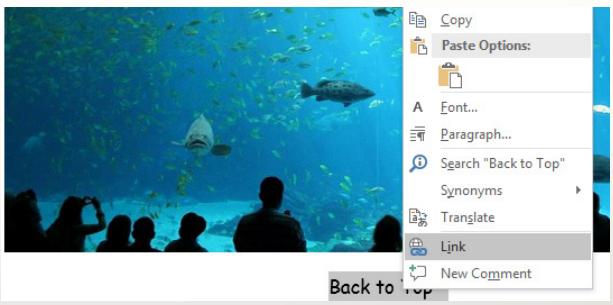
ACTIVITY 5

- Step 10: Center Align the **Odysseo** picture.

- **Observation:**



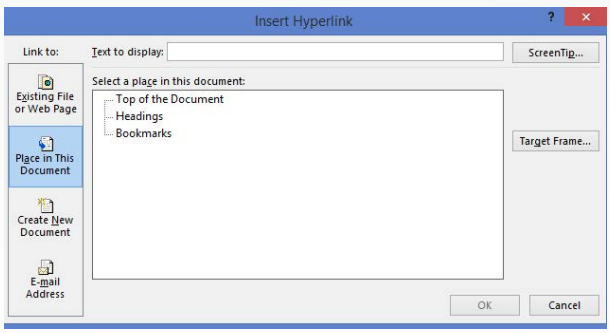
- Step 11: Below the **Oysseo** picture now type **Back to** .
- Step 12: Center align **Back to Top**.
- Step 13: Right Click on **Back to Top** and click **Link.**



- Step 14: Click on **Place in This Document** and Select Top of the Document as shown on the green circle and click **ok**.

ADDING LINK TO A WEBPAGE

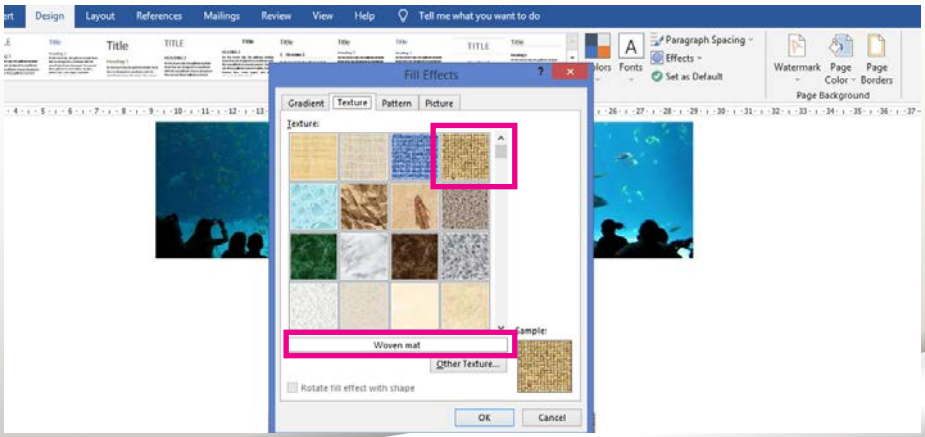
ACTIVITY 5



- Step 15: Click on **Design** , select **Page Color** and click **Fill Effects**.



- Step 16: Select **Texture** and click on **Woven mat Texture** and click ok.



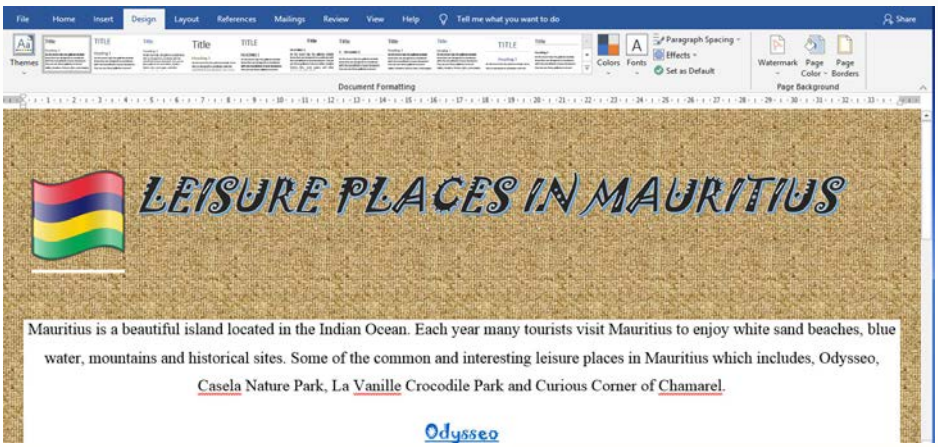
ADDING LINK TO A WEBPAGE

ACTIVITY 5



- **Observation:**

The Page colour will change to Woven Mat.



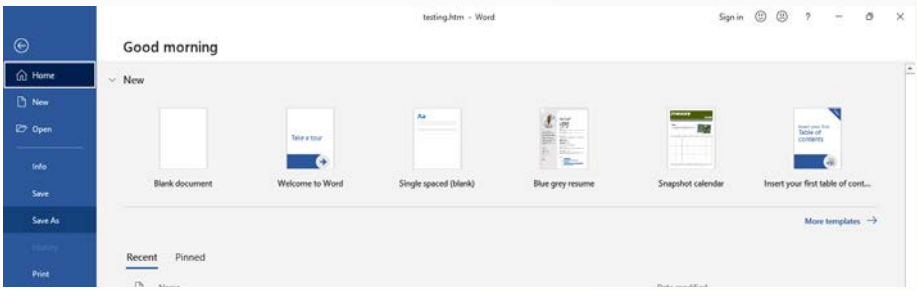


SAVING A WEBPAGE

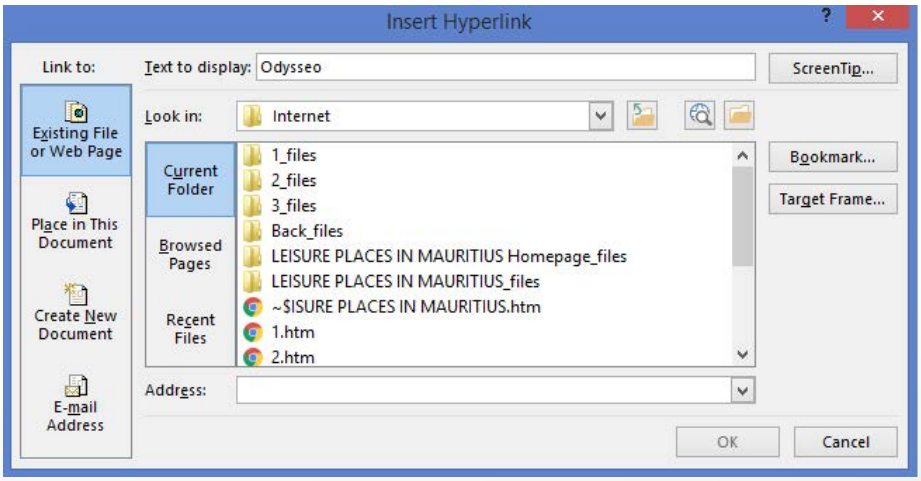
ACTIVITY 6

Activity 6 : Saving a webpage

- Step 1: Click on File , select **Save As.**



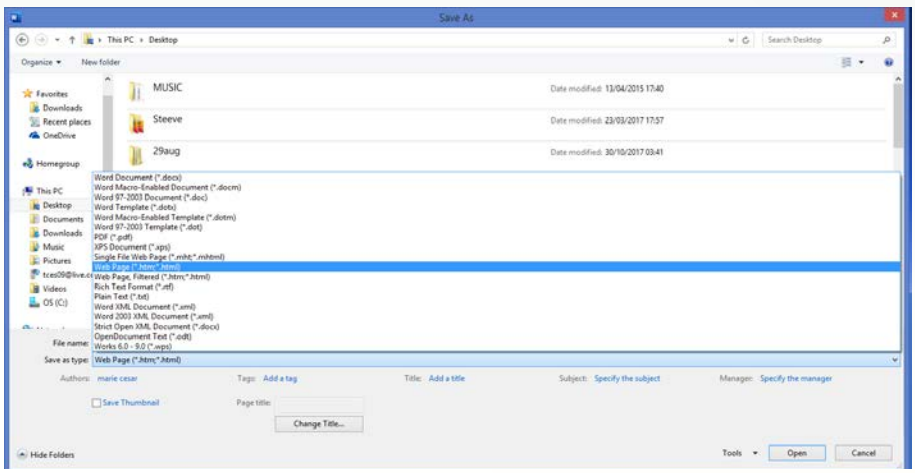
- Step 2: Click on **Browse** and Select **Desktop.**



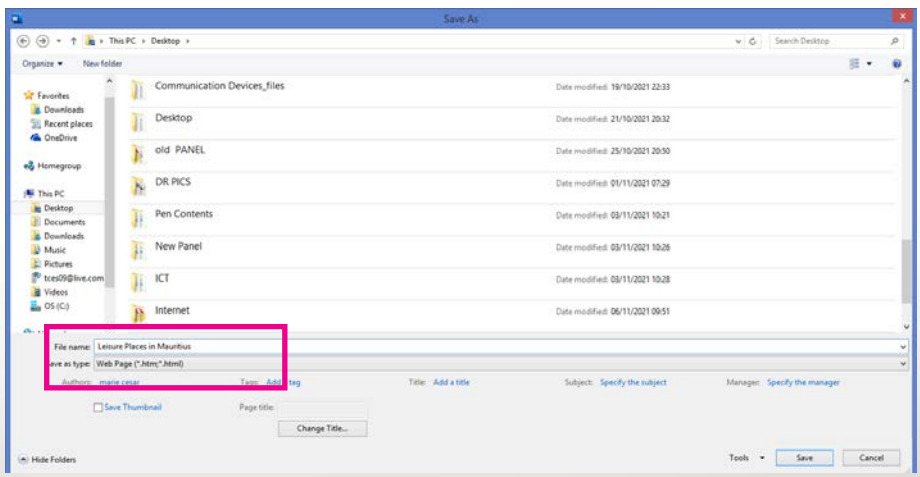
SAVING A WEBPAGE

ACTIVITY 6

- Step 3: In the Save as Type , select **Web Page (.htm , html)**.



- Step 4: Now in the File Name : type ' **Leisure Places in Mauritius** ' and click on **Save**.



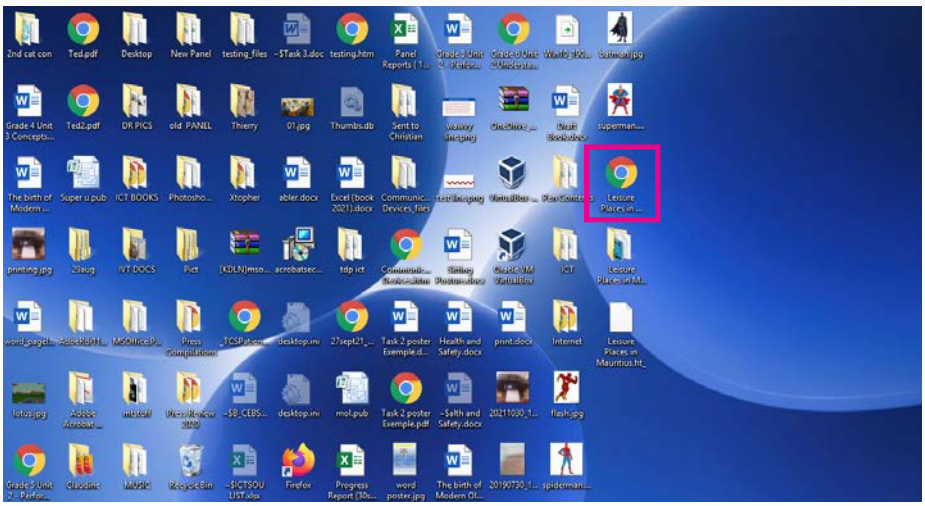
- Step 5: Close the file.

OPENING AND SURFING THE WEBPAGE

ACTIVITY 7

Activity 7 : Opening and Surfing the Webpage

- Step 1: Look on the Desktop for the Icon Leisure Places in Mauritius and click on it.



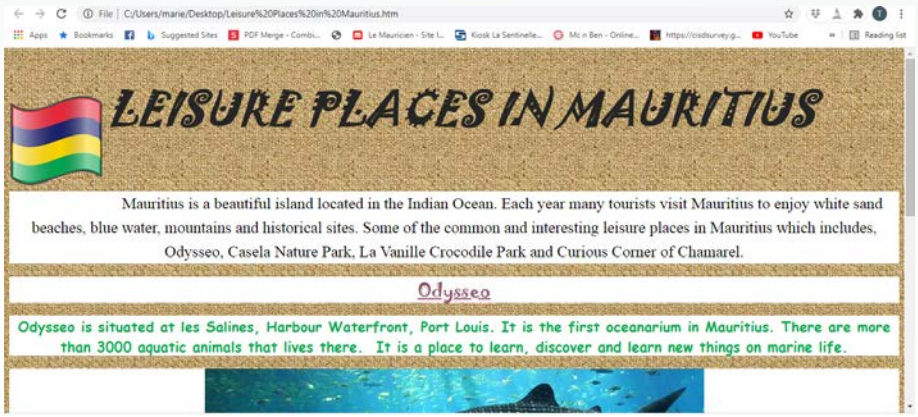


Hurray!!!!

You have created your first webpage.

OPENING AND SURFING THE WEBPAGE

ACTIVITY 7



- **Now by yourself , surf on the webpage you have created.**
- **Close it after surfin .**

NOTE TO TEACHERS:

They should explain to their pupils that this is only an offline web page.

DESIGNING A WEB PAGE

EXTRA CHALLENGE



1. Open Lesiure Places in Mauritius file y using Word 2019.
2. After the Odysseo paragraph , type Casela Nature Park and link it to https://caselaparks.com/.
3. Type the text below Casela Nature Park .

Casela Nature Park is situated in the west of Mauritius. The park offers a variety of activities for its visitors to discover like African Safari tour, zip lining, walks with lions and many others.

4. Insert Casela Nature Park picture from Pictures folder.
5. Center align the Casela Nature Park picture.
6. Type La Vanille Nature Park below the Casela Nature Park picture….
7. Link it to https://www.lavanille-naturepark.com/index.php/en/home-1.

DESIGNING A WEB PAGE

EXTRA CHALLENGE



8. Type the text below La Vanille Nature Park.

La Vanille Nature Park is situated in the south of Mauritius, more precisely in the village of Rivière des Anguilles. It was created in 1985 and was previously known as La Vanille Crocodile Park . It is the home for a variety of different plants and animals species which are protected there .

9. Insert La Vanille Nature Park picture from the Pictures Folder.

10. Center align the La Vanille Nature Park.

11. Type Curious Corner of Chamarel below the La Vanille Nature Park picture.

12. Link it to : https://www.curiouscornerofchamarel.com/

13. Type the text below Curious Corner of Chamarel.

DESIGNING A WEB PAGE

EXTRA CHALLENGE





NOTE TO TEACHERS:

They should explain to their pupils that this is only an offline web page.



UNIT 8

Multimedia: Creating a movie

AIM:

- To develop advanced Multimedia skills.

LEARNING OBJECTIVES:

By the end of this unit, pupils should be able to:

- Create a short movie that includes pre-loaded pictures and sounds.

UNIT 8

MOVIES



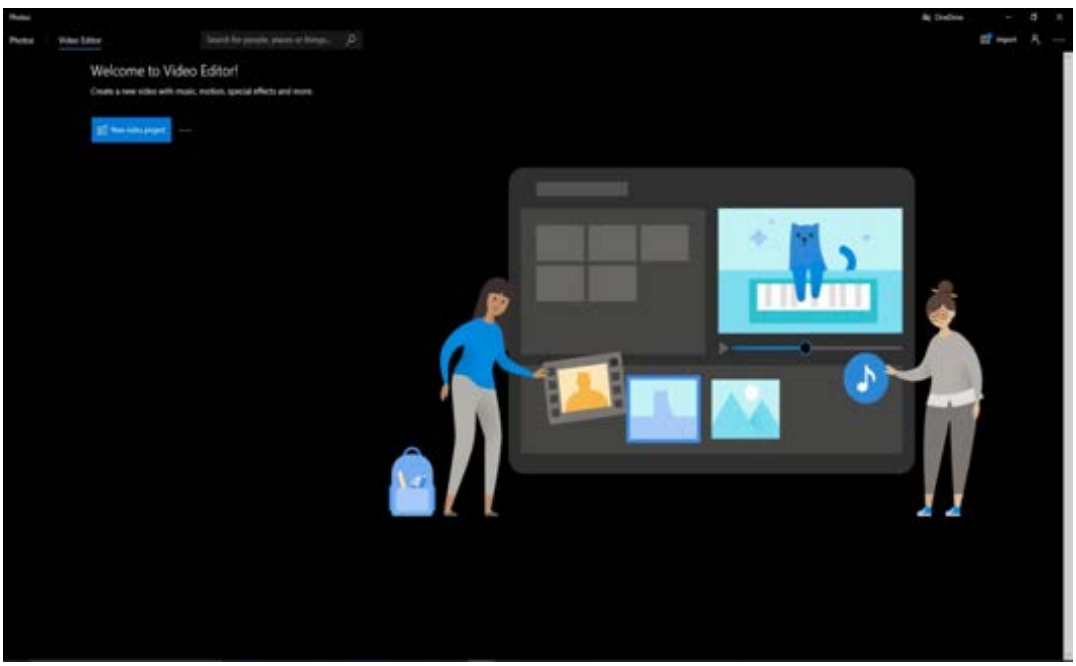
Movies, also known as **movie clips**, are a type of visual communication which use moving pictures and sound to tell stories or inform (help people to learn).

To create a short movie, we will use the software called Video Editor available in Windows 10.



Video editor

Video editor is a video editing software. It is used to create and edit videos.

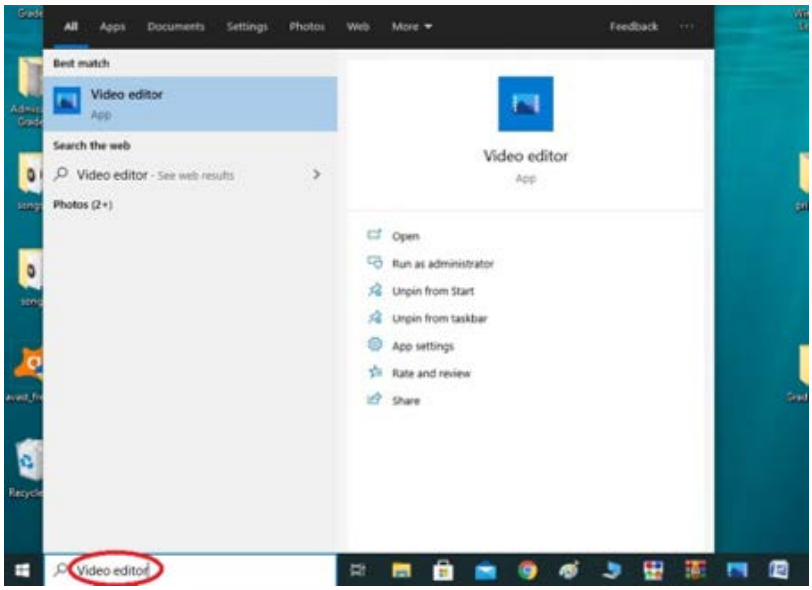


SHORT MOVIES

ACTIVITY 1

Activity 1 : Creating a short movie that includes pre-loaded pictures and sound.

- Step 1: Type Video Editor in the Search box on your Taskbar and press Enter to open it.



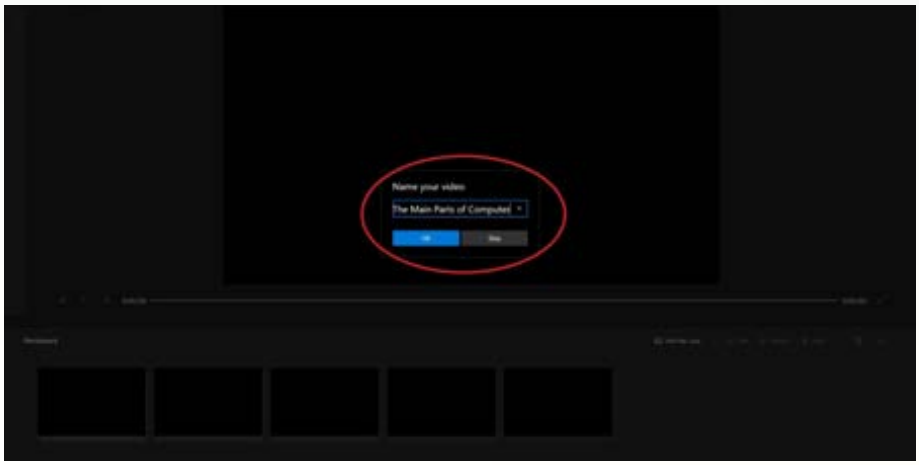
- Step 2: Click on New Video Project.



SHORT MOVIES

ACTIVITY 1

- Step 3: Type the name “The Main Parts of the computer” in the box and click on OK.



Adding background to the movie title

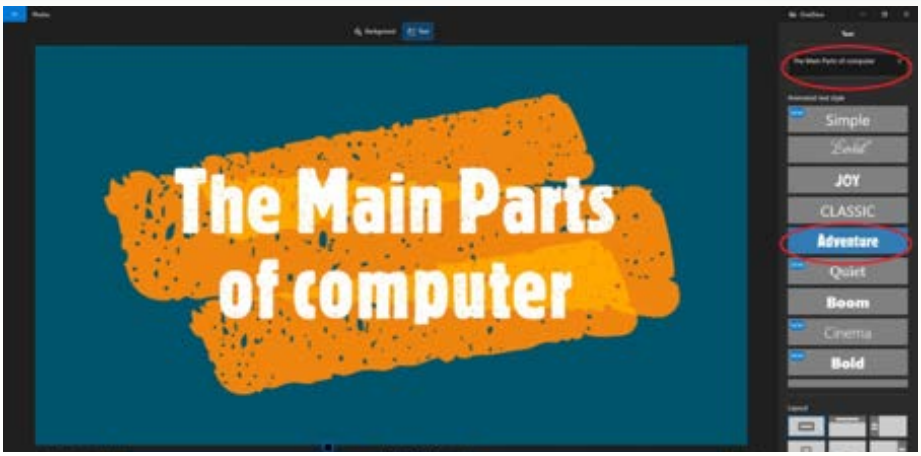
- Step 4: Click on Add title card and then Click on Background and choose your colour. Click on Done.



SHORT MOVIES

ACTIVITY 1

- Step 5: Click on Text. In the text box, type "The Main Parts of computer" and choose the Animated text style Adventure then click on Done.



NOTE TO TEACHERS:

Teachers must create the folder Short Movie on the desktop and save all the pictures needed. Teachers can download the pictures on the Internet.

Inserting images to movie

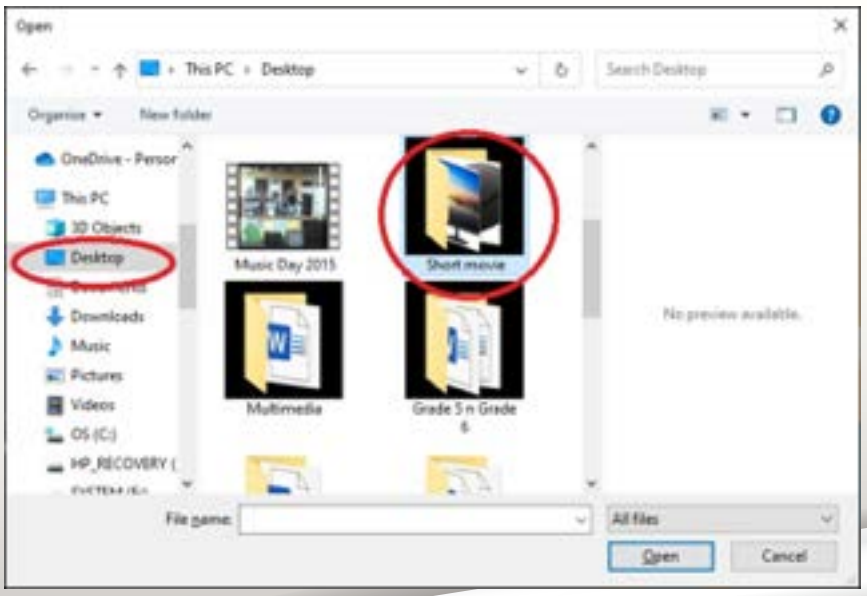
- Step 6: Click on Add in the Project library section and choose From this PC.

SHORT MOVIES

ACTIVITY 1



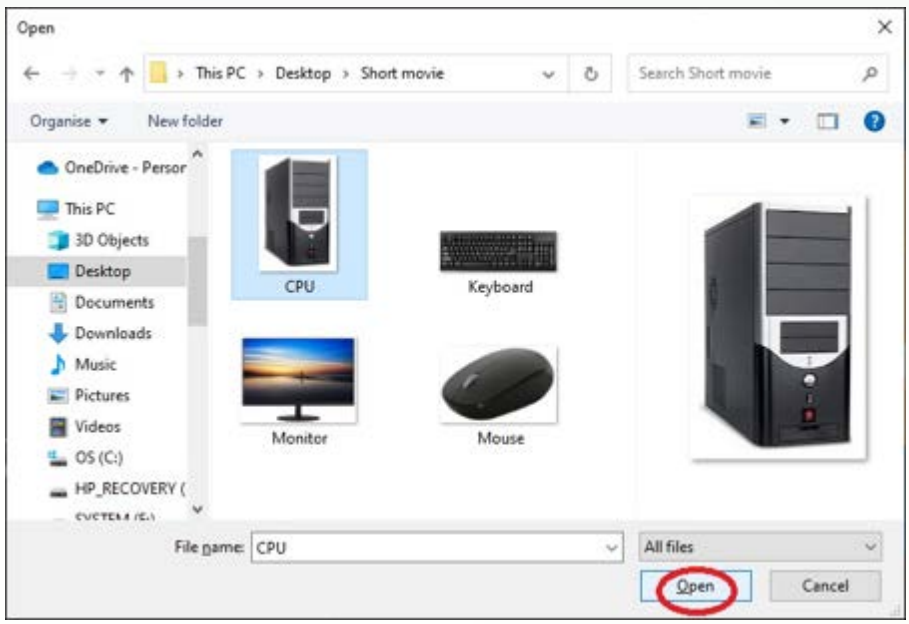
- Step 7: Click on Desktop in the Open Dialog box and choose the folder Short movie and click on Open.



SHORT MOVIES

ACTIVITY 1

- Step 8: Then click on each picture and click on Open. Repeat the same steps for all remaining pictures in the folder.

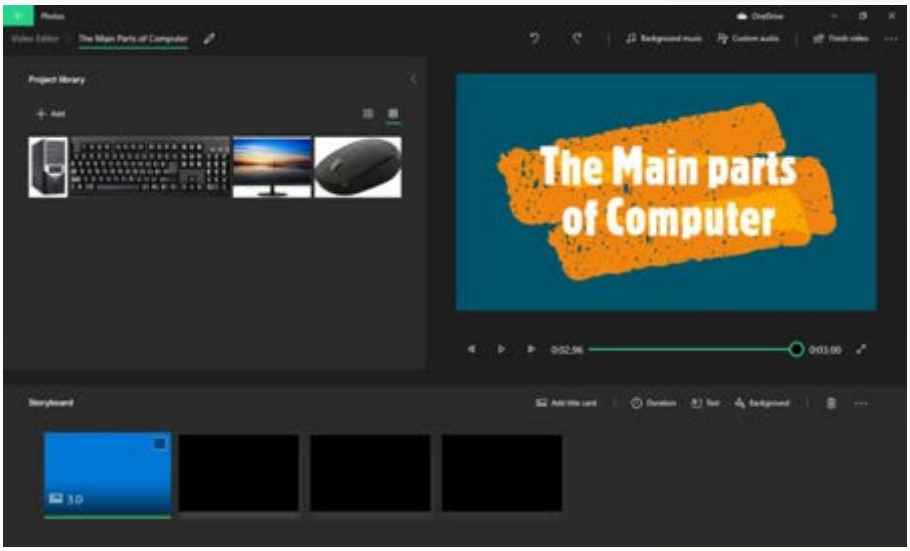


- **Observation:**

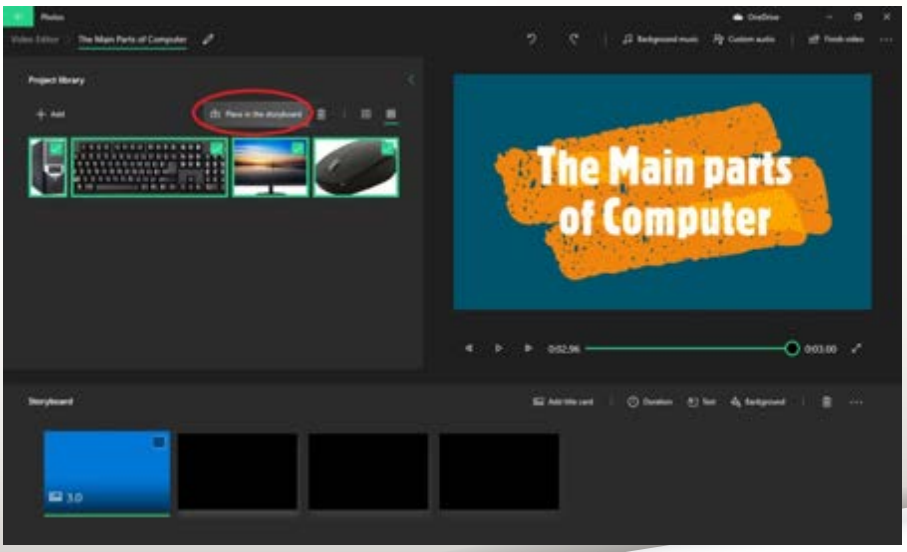
The 4 pictures will be added to the Project library pane.

SHORT MOVIES

ACTIVITY 1



- Step 9: Click on all 4 pictures and **Click on Place in the storyboard.**

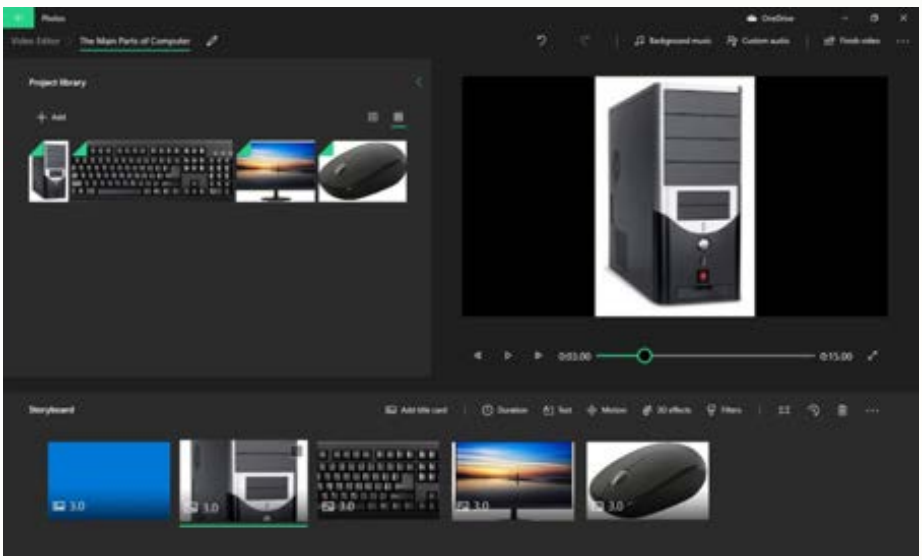


SHORT MOVIES

ACTIVITY 1

- **Observation:**

The 4 pictures will be added to your Storyboard as shown below:



- Step 10: Add the text : System Unit, Keyboard, Monitor and Mouse for each frame of your movie along with different Animated text style of your choice.

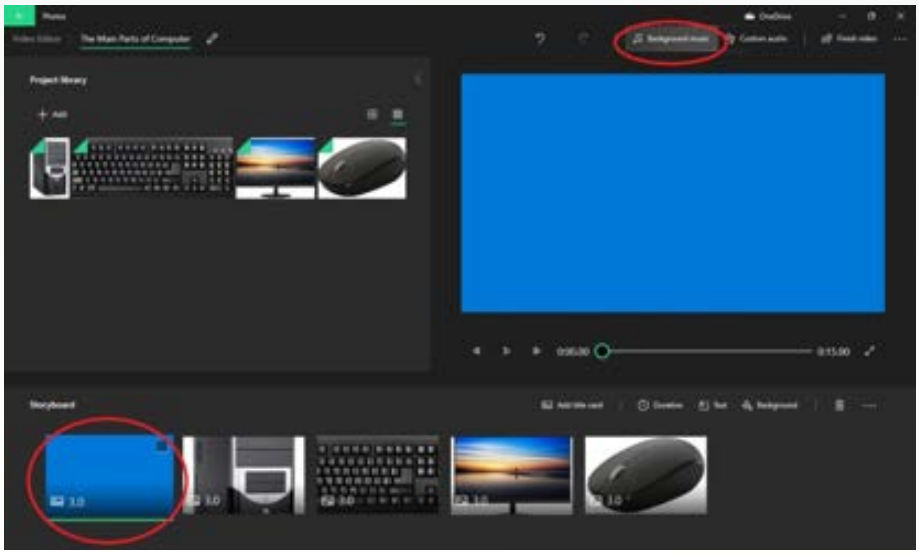
Inserting sound to the movie

You can add sound in your movie.

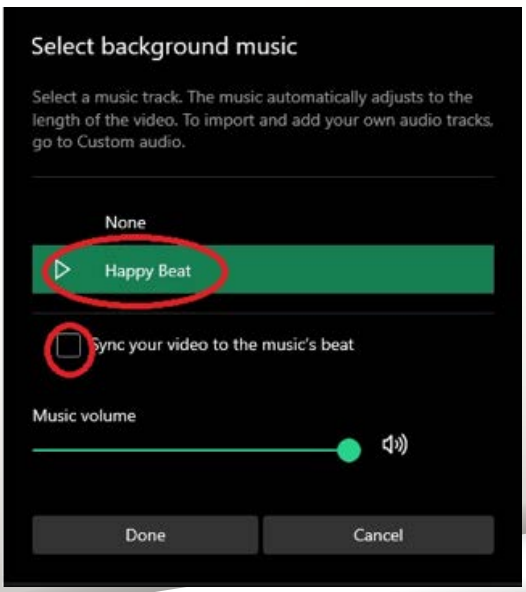
- Step 11: Click on each frame in your storyboard and click on Background music.

SHORT MOVIES

ACTIVITY 1



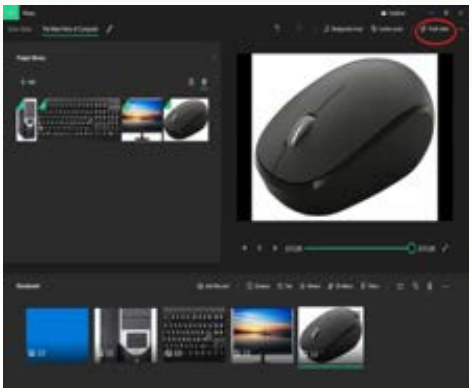
- Step 12: Choose a background music, uncheck the Sync your video to the music's beat box and click on Done.

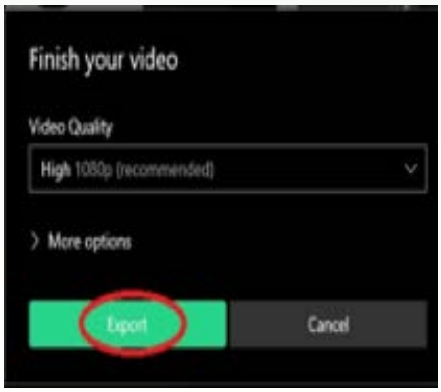


SHORT MOVIES

ACTIVITY 1

- Step 13: To save your movie, click on Finish video and click on Export.





- Step 14: In the Save As dialog box, choose your appropriate folder and save your movie as **The Main Parts of Computer.**
- Step 15: Your movie will be automatically played after it has been saved. To play the movie again, click on play button.



UNIT 8