6

TLE (ICT)
Quarter 1

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The Editors

TLE (ICT)
Grade 6

Guide in Using PIVOT Learner's Material

For the Parents/Guardian

This module aims to assist you, dear parents, guardians, or siblings of the learners, to understand how materials and activities are used in the new normal. It is designed to provide the information, activities, and new learning that learners need to work on.

Activities presented in this module are based on the Most Essential Learning Competencies (MELCs) for TLE (Agriculture) as prescribed by the Department of Education.

Further, this learning resource hopes to engage the learners in guided and independent learning activities at their own pace and time. Furthermore, this also aims to help learners acquire the needed 21st century skills while taking into consideration their needs and circumstances.

For the Learners

The module is designed to suit your needs and interests using the IDEA instructional process. This will help you attain the prescribed grade-level knowledge, skills, attitude, and values at your own pace outside the normal classroom setting.

The module is composed of different types of activities that are arranged according to graduated levels of difficulty—from simple to complex. You are expected to **answer all activities on separate sheets of paper** and submit the outputs to your respective teachers on the time and date agreed upon.

PARTS OF PIVOT LEARNER'S MATERIAL

	Parts of the LM	Description
Introduction	What I need to know	The teacher utilizes appropriate strategies in presenting the MELC and desired learning outcomes for the day or week, purpose of the lesson, core content and relevant samples. This allows teachers to maximize learners awareness of their own knowledge as regards content and skills required for the lesson
	What is new	
Development	What I know	The teacher presents activities, tasks, contents of value and interest to the learners. This shall expose the learners on what he/she knew, what he/she does not know and what she/he wanted to know and learn. Most of the activities and tasks must simply and directly revolved around the concepts to develop and master the skills or the MELC.
	What is in	
	What is it	
Engagement	What is more	The teacher allows the learners to be engaged in various tasks and opportunities in building their KSA's to meaningfully connect their learnings after doing the tasks in the D. This part exposes the learner to real life situations /tasks that shall ignite his/ her interests to meet the expectation, make their performance satisfactory or produce a product or performance which lead him/ her to understand fully the skills and concepts .
	What I can do	
	What else I can do	
Assimilation	What I have learned	The teacher brings the learners to a process where they shall demonstrate ideas, interpretation, mindset or values and create pieces of information that will form part of their knowledge in reflecting, relating or using it effectively in any situation or context. This part encourages learners in creating conceptual structures giving them the avenue to integrate new and old learnings.
	What I can achieve	

This module is a resource of information and guide in understanding the Most Essential Learning Competencies (MELCs). Understanding the target contents and skills can be further enriched thru the K to 12 Learning Materials and other supplementary materials such as worksheets/activity sheets provided by schools and/or Schools Division Offices and thru other learning delivery modalities including radio-based and TV-based instruction (RB/TVI).

CLMD CALABARZON

Using the Advanced Features of a Slide Presentation

Lesson

I

In this lesson you are expected to be able to use the advanced features of a slide presentation tool to create a multimedia presentation with text, graphics, and photos; hyperlinked elements; animation; and embedded audio and/or video.

A **Multimedia presentation** program is a **software** package used to display information in the form of a slide show. Study the figure below

```
         ┌─────────────────────────────┐
         │   MULTIMEDIA PRESENTATION    │
         │            TOOL              │
         └─────────────────────────────┘
```

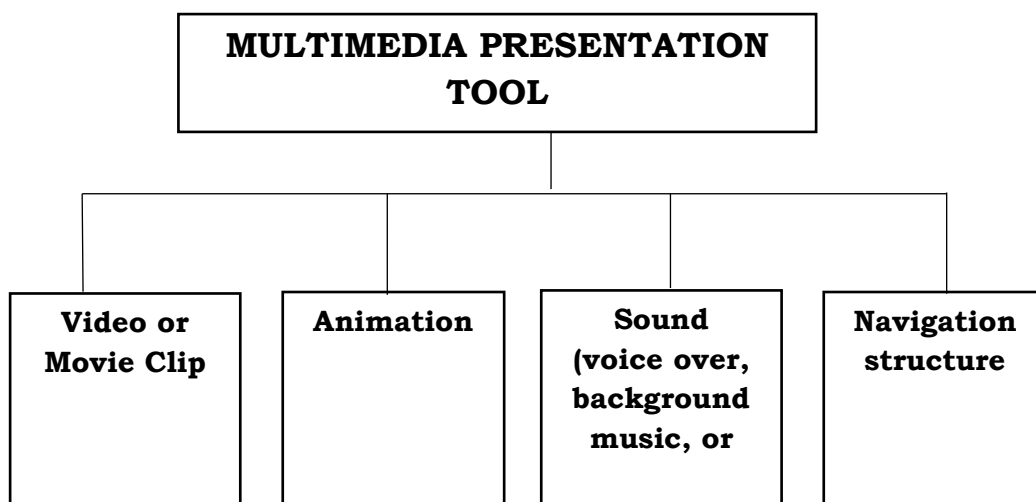| Video or Movie Clip	Animation	Sound (voice over, background music, or	Navigation structure

Figure 1. Multimedia presentation tool and its elements.

Multimedia presentation is an effective tool used in different fields such as business and education. It allows faster and easier grasp of ideas and concepts.

A multimedia presentation can be easily created and edited using Microsoft PowerPoint. You can add videos, soundtracks, and animation to it. Individual video clips can be dragged and set into the presentation. Animations can also be added to a specific slide. Sound clips, videos, or even still pictures can be used to enhance the presentation.

How to Add Video Clips from File

Audio and video are great tools to make any presentation interesting and exciting. Here are the steps in adding video clips from file:

Step 1: Choose the slide that you want to use. Click **INSERT** tab from the Menu bar. Then go to **MEDIA CLIPS.**

Step 2: Choose the **VIDEO button**. Click on the small downward arrow below the Video button. Several options will be present but simply choose **Video on my PC**.

Step 3: Find the Video that you want to Insert. Click on the selected Video once then click the **Insert button.**

Step 4: To modify the playback options of the video, click it once. You may customize using the options from the menu bar at the **Video Format.**

How to Add Audio from File

Adding music tracks, voice overs, or sound effects to a PowerPoint presentation will make the presentation interesting and enjoyable. Here are the steps to follow when adding them.

Step 1: Choose the slide where you want the Audio to appear. From the menu, click the **INSERT tab**. Then go to **MEDIA CLIPS.**

Step 2: Click the **Audio button.** Click the downward arrow below the Audio button and select Audio on my PC. Then, click OK.

Step 3: Find the Audio that you want to Insert. Click on the selected Audio once then click the **Insert button.**

Step 4: Reposition the sound icon that will appear on your slide.

How to Put Animation to Slides

Animation is a sequence of effects to your slides and its content that gives the illusion of continuous motion when rapidly displayed one after the other.

Step 1: Click on the image, text, or textbox you would like to animate. Choose **ANIMATIONS tab** from the menu bar.

Step 2: Choose the type of animation that you prefer. Then choose **ADD Animation** to see the several options found in entrances, exits, emphasis and paths.

Step 3: Preview the effect by either going to slideshow mode clicking **PREVIEW or PLAY button** or pressing **F5 key** on your keyboard.

How to Add Hyperlink

You may insert hyperlinks in text or images to connect them to another slide, file or a website. Here are the steps to follow when adding hyperlinks.

Step 1: Choose the text or image you want to have as a link in your slide.

Step 2: Highlight then right-click on it. Choose the **HYPERLINK** option.

Step 3: Choose from the options found in the **HYPERLINK** dialog box. Once done click **OK**.

Step 4: To confirm the link, see to it that the text becomes colored and is underlined. Then press **F5 key** to preview the slide and click the hyperlinked text. For linked images, you may preview it then click the image.

D

Learning Task 1: Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. This are tools used to make any presentation interesting and exciting.
    - a. audio and video
    - c. hyperlinks
    - b. animations
    - d. text and graphics

2. It is a program software package used to display information in form of a slide show.
    - a. animations
    - c. multimedia presentation
    - b. hyperlinks
    - d. navigation structure

3. _____is a sequence of effects to your slides which content gives the illusion of continuous motion when rapidly displayed one after the other.
    - a. hyperlinks
    - c. text and graphics
    - b. animations
    - d. audio and video

4. _____are the outputs of a process, team or organization in the form of documents that enable effective actions.
    - a. knowledge process
    - c. entrepreneurship
    - b. knowledge product
    - d. knowledge presentation

5. It is a link from a hypertext file or document to another location or file, typically activated by clicking on a highlighted word or image on the screen.
    - a. navigation structure
    - c. hyperlinks
    - b. animation
    - d. photos

Learning Task 2: Identify what is being asked. Write your answers on your notebook.

_____1. What Microsoft Office program is used for Multimedia Presentation?

_____2. Which of the following is NOT a tool in Multimedia Presentation?

_____3. Adding _____to a PowerPoint presentation will make the presentation interesting and enjoyable.

_____4. What keyboard key is used to run a slide show?

_____5. It can be used to enhance the presentation.

Learning Task 3: Write TRUE on the line if the statement is correct and FALSE if it is not. Write your answers on your notebook.

_____1. Multimedia presentation is an effective tool used in different fields such as business and education.

_____2. A multimedia presentation can be easily created and edited using Microsoft PowerPoint.

_____3. Files are great tools to make any presentation interesting and exciting.

_____4. Adding music tracks, voice overs, or sound effects to a PowerPoint presentation will make the presentation interesting and enjoyable.

_____5. Slides is a sequence of effects to your slides and its content that gives the illusion of continuous motion when rapidly displayed one after the other.

Learning Task 4: Arrange the jumbled letters to form a word. Use the clue indicated below. Write your answers on your notebook.

1. M M O C A C I N T I O N _____

It is inevitable when dealing with other people.

2. **E S P U O R G** _____

It is a convenient way to share messages, photos, and ideas and keep people with same interests stay connected.

3. **F E R E N C I N G C O N E L E T** _____

It is an online meeting wherein two or more people can see, hear, and talk to each other using computer networks to send audio and video data in real time.

4. **P E Y K S** _____

It is an example of a video conferencing.

5. **T E N R E T N I** _____

It is used in video conferencing and e-groups.

Learning Task 5: Write True if the statement is correct. Write False if the statement is incorrect and change the underlined word/s to make the statement correct.

_____1. E-groups, also known as online or web communities, are groups of people who use Internet services.

_____2. An e-group can improve work and increase efficiency. Work is done faster and a better product result.

_____3. Using e-groups is expensive for a company because it allows a group to meet team goals quickly without having to travel.

_____4. E-groups are accessible 24/7, anywhere if there is an Internet connection.

_____5. The whole set-up of e-groups relies mainly on video.

Learning Task 6: Write <u>True</u> if the statement is correct. Write <u>False</u> if it is incorrect, change the underlined word/s to make the statement correct. Write your answers in your notebook.

_____1. Skype is an example of an <u>e-group.</u>

_____2. <u>Video conferencing</u> can be considered as an evolved and more personalized chat because parties involved can see other face-to-face using the microphone.

_____3. In <u>businesses,</u> it may enable students to see each other, share documents, and discuss lecture even if they are in different cities or even countries.

_____4. Video conferencing also known as <u>web communities</u> wherein two or more people can communicate in computer networks to send audio and video data in real time.

_____5. Using video conferencing <u>reduces</u> travel time and expenses since it allows people to communicate to several places in an instant without having to leave the office.

Learning Task 7: Read the poem and answer the questions. Found in the next page.

<div style="border:1px solid">

LIFE WITHOUT TECHNOLOGY
by Power Poetry

Life without technology…
Isn't really a life at all because nowadays technology is life.
Why chat in person when I can chat online?
After all, I have more friends on Facebook than I do in "real life."

Our world is so digital.
Critical thinking is no longer a necessity.
Reality is now confined in an
Eighty inch by forty inch HD TV.

We can't see.
We are blinded by the light that comes from our phones.
A home
Is now just a button we press
To escape the mess of a
Multi-tasking establishment.

We walk past one another
As if human interaction is
Outdated,
Overrated.
140 spaces,
Our updated statuses have drowned out the
Muttered sounds of different conversations.

It's as if we've been chipped
And had our hearts ripped out
And replaced by different bits
And pieces of animatronic gears.

I fear that we will never hear
The rustling of papers and leaves
Because we'll be too busy typing away
At our keyboards.

</div>

Before, children used to play outside,
In the snow and in the sand.
But now, kids half my age
Do those same things on an iPad.

Kids will never learn to surf the ocean waves
Because they're too busy surfing from page to page
On the World Wide Web.
It's like a spider that has injected its venom,
A virus that's crawling its way to our
God-given hard drive.

We have forgotten what it feels like to live our lives offline.
We can no longer recall
The sound of shoes against the asphalt
Because by the time we're out the door,
We're already listening to our iPods.

We only converse with Siri:
"Speak to text", "search the web", "can you give me directions?"
I've shunned both Mother Nature and Father Time in the face.
But I can just face-time to replace
The old-fashioned face-to-face social interaction
That my generation had erased from their lives.

We can no longer recall
The sound of cracking branches before they fall
Because we're too busy watching videos go viral.

We tweet one another
More than baby birds tweet for their mothers.
We stare into Windows and communicate through Apple
Instead of staring out of windows and giving each other apples.

The mornings have gotten dark and cold,
But we're too distracted by the apps on our phones.
We're mesmerized, hypnotized, satisfied
By a two-by-four block of metal that sits in our pockets.
We settle for something that cannot love us back.
Emotion is the one thing that technology lacks.

As humans, we were born with this quality,
But our brains have been programmed to believe
That technology is our reality.

1. What is the poem all about?

2. Can you imagine life without technology? Why?

3. What have you noticed in our world today?

4. Based in the poem, why technology is our reality?

5. Is there any problem using technology? Why?

E

Leaning Task 8: Arrange the following steps on how to add Animations on slides in your PowerPoint presentation. Number the steps from 1-3. Write the numbers on the lines before each step.

_____1. Preview the effect by either going to slideshow mode clicking **PREVIEW or PLAY button** or pressing **F5 key** on your key board.

_____2. Click on the image, text, or textbox you would like to animate. Choose **ANIMATIONS tab** from the menu bar.

_____3. Choose the type of animation that you prefer. Then choose **ADD Animation** to see the several options found in entrances, exits, emphasis and paths.

Learning Task 9: Arrange the following steps on how to add Hyperlink in your PowerPoint presentation. Number the steps from 1-3. Write the numbers on the lines before each step.

_____ 1. To confirm the link, see to it that the text becomes colored and is underlined. Then press **F5 key** to preview the slide and click the hyperlinked text. For linked images, you may pre view it then click the image.

_____ 2. Highlight then right-click on it. Choose the **HYPERLINK** option.

_____ 3. Choose from the options found in the **HYPERLINK** dialog box. Once done click **OK**.

_____ 4. Choose the text or image you want to have as a link in your slide.

_____ 5. Choose the text or image you want to have as a link in your slide.

Learning Task 10: Arrange the following steps on how to add Hyperlink in your PowerPoint presentation. Number the steps from 1-3. Write the numbers on the lines before each step.

_____ 1. To confirm the link, see to it that the text becomes colored and is underlined. Then press **F5 key** to preview the slide and click the hyperlinked text. For linked images, you may pre view it then click the image.

_____ 2. Highlight then right-click on it. Choose the **HYPERLINK** option.

_____ 3. Choose from the options found in the **HYPERLINK** dialog box. Once done click **OK**.

_____ 4. Choose the text or image you want to have as a link in your slide.

Learning Task 11: Answer the following questions. Write your answers on your notebook.

1. What is Media Presentation?

2. What are the tools and elements of Multimedia?

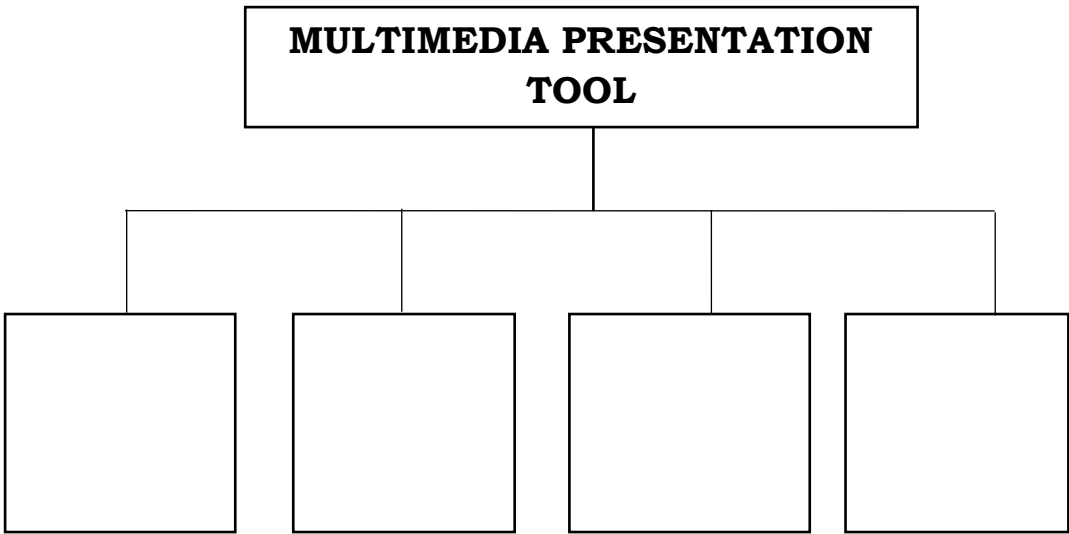3. What Microsoft Office program is used for Multimedia?

Learning Task 12: Give the three benefits of using MS PowerPoint Presentation. Write your answer on your notebook.
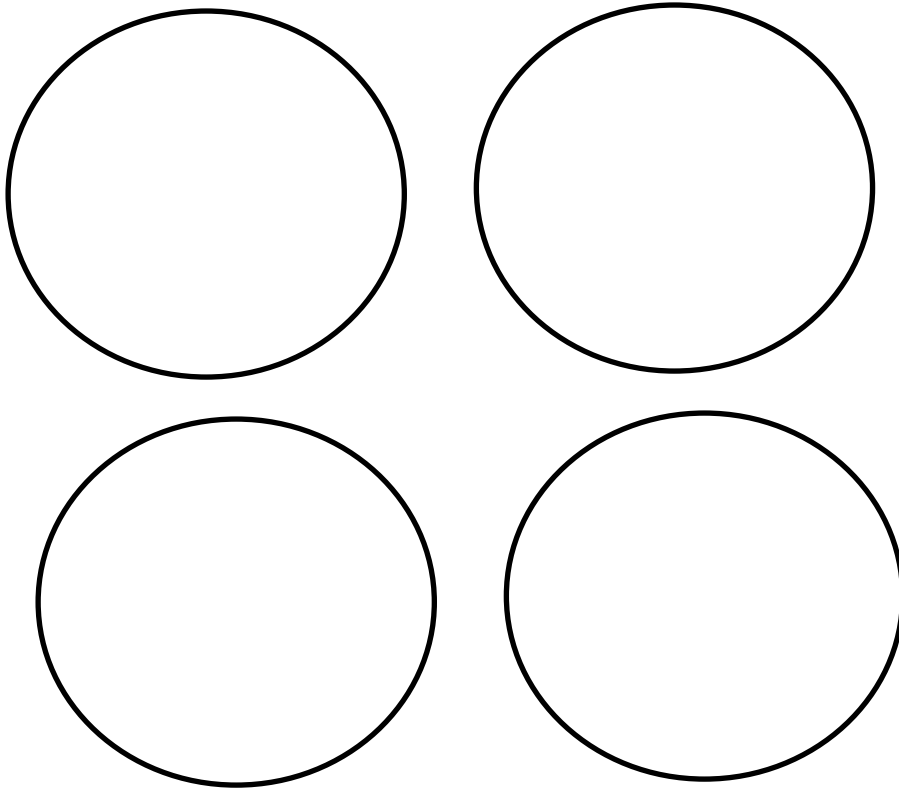
1
2
3

Learning Task 13: List down the advantage and disadvantage using a PowerPoint Presentation. Write your answers in the table. Copy this in your notebook.
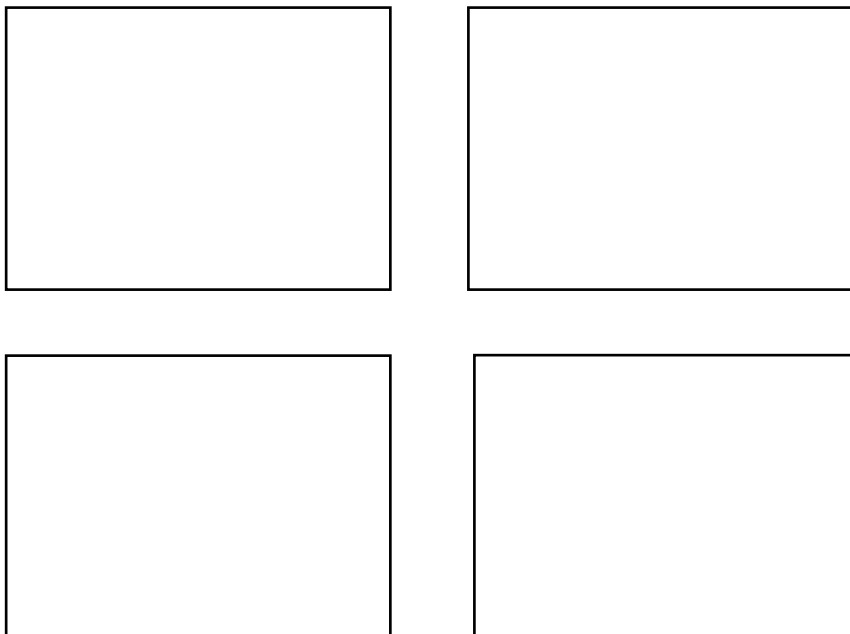
ADVANTAGE	DISADVANTAGE

Learning Task 14: Give the elements of multimedia presentation. Write your answer inside the graphic organizer. Do this in your notebook.

```
            ┌──────────────────────────────┐
            │  MULTIMEDIA PRESENTATION     │
            │           TOOL               │
            └──────────────────────────────┘
                          │
       ┌──────────┬───────┴───────┬──────────┐
    ┌─────┐    ┌─────┐         ┌─────┐    ┌─────┐
    │     │    │     │         │     │    │     │
    └─────┘    └─────┘         └─────┘    └─────┘
```

Learning Task 15: Give the steps on how to add AUDIO in Microsoft PowerPoint. Write your answers on your notebook.

Learning Task 16: Give the steps on how to add HYPERLINK in Microsoft PowerPoint. Write your answer inside the rectangle. Copy this in your notebook.

Learning Task 17: Using your Desktop, Laptop or netbook. Create a PowerPoint Presentation about your favorite TV show. Use the different elements of multimedia presentation to modify your work. Save and submit your work to your teacher. If you do not have a desktop or laptop, prepare this in a bondpaper.

Learning Task 18: Give the uses of Microsoft software. Write your answers on your notebook.

_____

_____

_____

_____

_____

E

Learning Task 19: Fill in the blanks. Write your answers on your notebook.

(1) _____ is an effective tool used in different fields such as business and education. It allows faster and easier grasping ideas and concepts.

A multimedia presentation can be easily created and edited using (2) _____. You can add videos, soundtracks, and animation to it. Individual (3) _____can be dragged and set into the presentation. (4) _____can also be added to a specific slide. (5) _____, videos, or even still pictures can be used to enhance the presentation.

Learning Task 20: Answer the questions. Write your answers on your notebook.

1. Write the steps on how to use MS PowerPoint to create slide presentation?

2. Why do we need to use multimedia presentation? Explain your answer.

Learning Task 21: List down the three uses of PowerPoint Presentation in presenting a lesson or information.

1.

2.

3.

A

Learning Task 22: Arrange the following steps on how to add an Audio from file in your PowerPoint presentation. Number the steps from 1-4. Write your answers on your notebook.

_____ 1. Click the **Audio button.** Click the downward arrow below the Audio button and select Audio on my PC. Then click **OK**.

_____ 2. Choose the slide where you want the Audio to appear. From the menu, click the **INSERT tab**. Then go to **MEDIA CLIPS.**

_____ 3. Reposition the sound icon that will appear on your slide.

_____ 4. Find the Audio that you want to Insert. Click on the Audio once to select it and click **Insert button.**

Learning Task 23: Arrange the following steps on how to add a Video from file in your PowerPoint presentation. Number the steps from 1-4. Write your answers on your notebook.

_____ 1. Find the Video that you want to Insert. Click on the Video once to select it and click **Insert button.**

_____ 2. To modify the playback options of the video, click it once. You may customize the options that will appear in the menu bar at the **VIDEO FORMAT.**

_____ 3. Choose the slide that you want to use. Click **INSERT** tab from the Menu bar. Then go to **MEDIA CLIPS.**

_____ 4. Choose the **VIDEO button**. Click on the small downward arrow below the Video button. Several options will be present but simply choose **Video on my PC**.

Learning Task 24: Arrange the following steps on how to add Animations in slides in your PowerPoint Presentation. Number the steps from 1-3. Write your answers on your notebook.

_____1. Preview the effect by either going to slideshow mode clicking **PREVIEW or PLAY button** or pressing **F5 key** on your key board.

_____ 2. Click on the image, text, or textbox you would like to animate. Choose **ANIMATIONS tab** from the menu bar.

_____ 3. Choose the type of animation that you prefer. Then choose **ADD Animation** to see the several options found in entrances, exits, emphasis and paths.
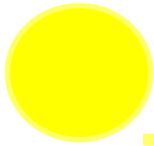
Answer Key

What I Know

A
A
A
D
C
A
B
C
A

What's More A

3
1
2

What's More B

1
2
3
4
1

What I Can do

1. Multimedia presentation is an effective tool used in different fields such as business and education. It allows faster and easier grasping ideas and concepts.
2. Audio and Video, Animations, hyperlinks and text and graphics.
3. Microsoft PowerPoint

What's In

1. COMMUNICATION
2. E-GROUP
3. TELECONFERENCING
4. SKYPE
5. INTERNET

1. like
2. like
3. cheaper
4. like
5. text

1. heart
2. heart
3. school
4. teleconferencing
5. heart

Assessment A

2
1
4
3

Assessment B

3
1
4
2

Reference

Josephine C. Bernardino, Maria Gracia A. Fulgencio, Estifnia Gloria L. Lee, Alma L. Paragas, and Edita T. Rafael *Home Economics and Livelihood Education Grade 6 Second Edition*: Quezon City, The Phoenix Publishing House Inc., 2016.
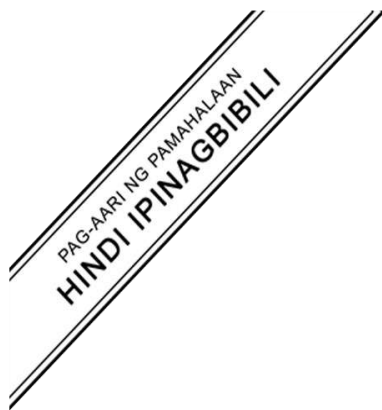
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