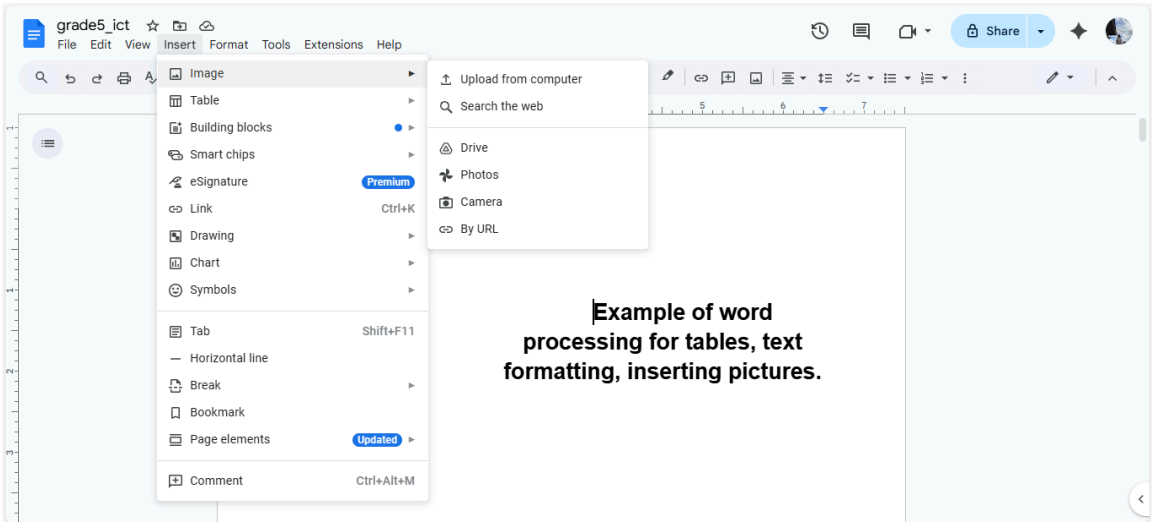
General Topic: Intermediate Computer Applications

Lesson Overview:

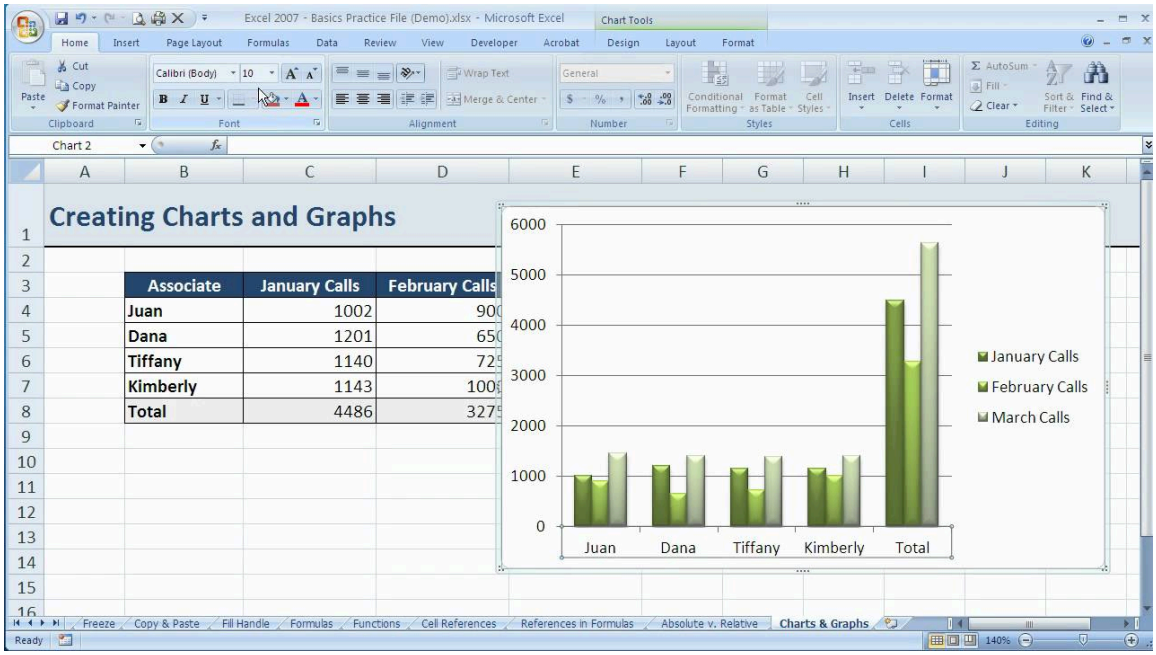
Students explore more **advanced uses of computer programs** to improve productivity and creativity.

Key Concepts and Subtopics:

- Word processing (tables, text formatting, inserting pictures)



- Spreadsheet basics (simple formulas, creating graphs)



Reference:https://www.youtube.com/watch?v=kDhvjnkgr4o

- File management (folders, saving in correct formats)

Folders

- Folders help keep files **organized** (like drawers in a cabinet).
- Example:
  - "School Projects"
  - Inside may "Math" / "Science"

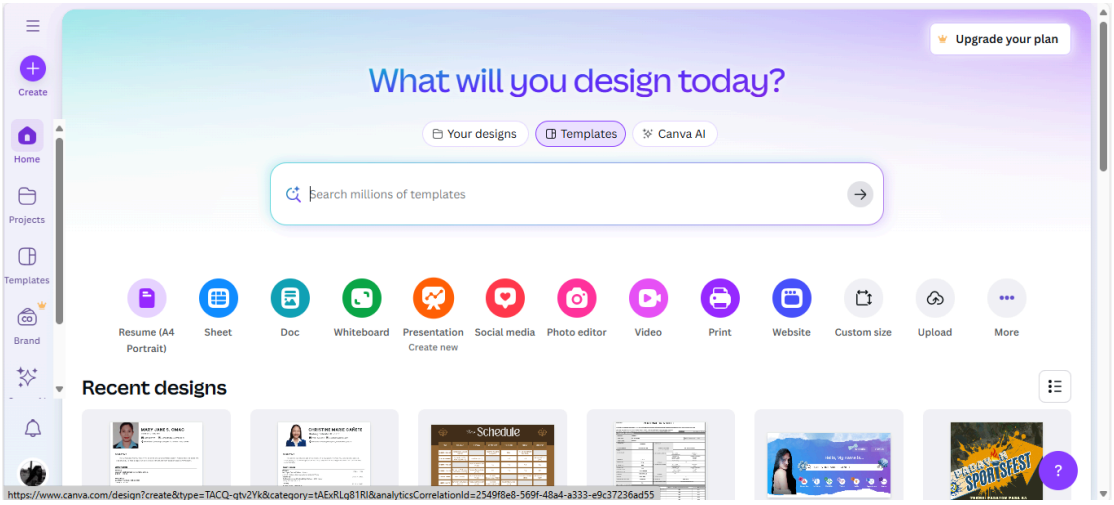
Saving Files

- Always **save your work** so it won't get lost.
- Steps:
  1. Click **File → Save**
  2. Choose the correct **folder**
  3. Give your file a **clear name** (ex. "Science_Project.docx")

Correct Formats

- Each file has a format (or type):
  - `.docx` → Word document
  - `.pptx` → Presentation
  - `.jpg` / `.png` → Picture
  - `.mp4` → Video
- Tip: Save in the **right format** so it opens correctly.

- Slide presentations (layouts, designs, transitions)



Real-Life Example:

Making a simple budget table in spreadsheets or creating a class event invitation in Word.

Remember This!

- *Knowing how to use applications makes schoolwork easier and more professional.*

General Topic: Creating Multimedia Presentations

Lesson Overview:

Students learn to **combine text, pictures, and sound in slide presentations** for clearer communication.

Key Concepts and Subtopics:

- Designing slides (backgrounds, colors, fonts)

  - Choose a **background** (plain or simple pattern)
  - Pick **easy-to-read fonts** (no fancy scribbles)
  - Use **contrasting colors** (dark text + light background)

- Inserting pictures, audio, and video

  - Add **pictures** 🖼️ to explain ideas
  - Insert **audio** 🎵 for background or narration
  - Use **videos** 🎥 for extra information

- Animations and transitions (used correctly)

  - Make text/pictures appear **step by step**
  - Use **simple transitions** (fade, slide)
  - 🚫 Don't use *too many effects*—it can distract the audience!

- Presenting with confidence

  - Stand straight & **face the audience** 👀
  - **Speak clearly**—not too fast, not too slow
  - **Practice** before presenting 👍
  - Smile 😊 and enjoy sharing your work!

Real-Life Example:

Presenting a history report using slides with images and short sound clips.

Remember This!

- *A multimedia presentation should be simple, clear, and creative.*

General Topic: Internet Research and Safety

Lesson Overview:

Students use the **internet** for learning while practicing **safety and responsibility** online.

Key Concepts and Subtopics:

- Using keywords in search engines

  - Use **specific words** to find information quickly
  - Example: Instead of "birds," search **"types of Philippine birds"**

- Checking if sources are reliable

  - Look for:
    - Trusted websites (.gov, .edu, .org)
    - Up-to-date information
    - Clear author or organization
  - Avoid websites with **wrong spelling, strange ads, or fake news**

- Protecting personal information online

  - Don't share: full name, address, phone number, passwords
  - Use **nicknames** or **usernames** instead
  - Ask a **trusted adult** before signing up for websites

- Avoiding cyberbullying and practicing netiquette

  - **Cyberbullying** = being mean or hurtful online
  - Always:
    - Be **polite and respectful**
    - Think before you post
    - Report anything **harmful or unsafe**

Real-Life Example:

Researching about Philippine heroes from reliable educational websites.

Remember This!

- *The internet is useful but must be used carefully and responsibly.*

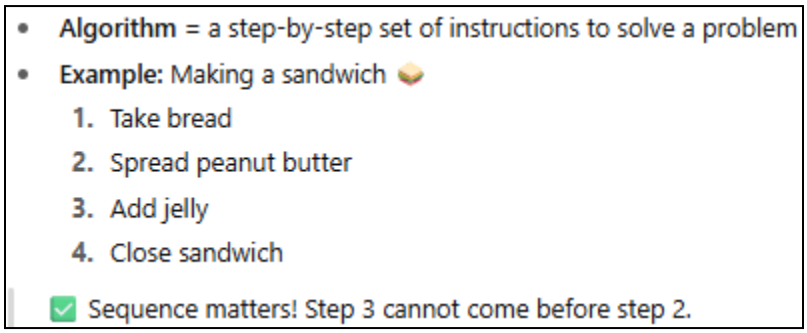
General Topic: Introductory Programming Logic

Lesson Overview:

Students are **introduced to the basics of coding and logical thinking** through step-by-step activities.

Key Concepts and Subtopics:

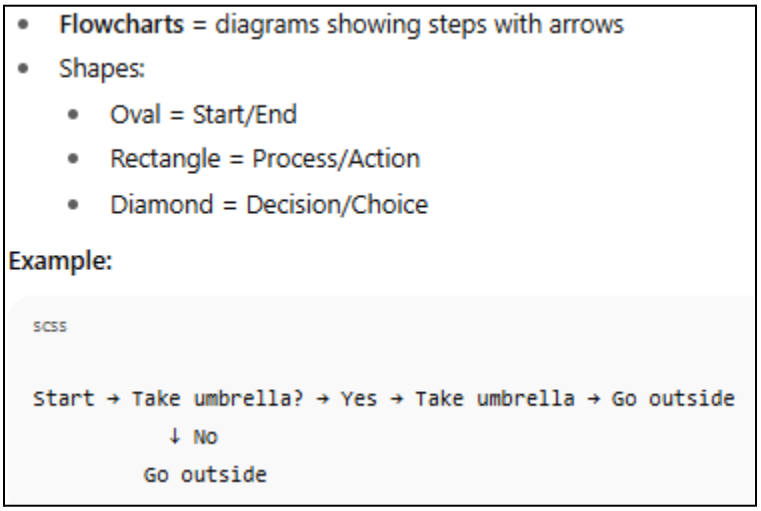
- Algorithms and sequencing of steps



- **Algorithm** = a step-by-step set of instructions to solve a problem
- **Example:** Making a sandwich 🥪
  1. Take bread
  2. Spread peanut butter
  3. Add jelly
  4. Close sandwich

✅ Sequence matters! Step 3 cannot come before step 2.

- Simple flowcharts and instruction



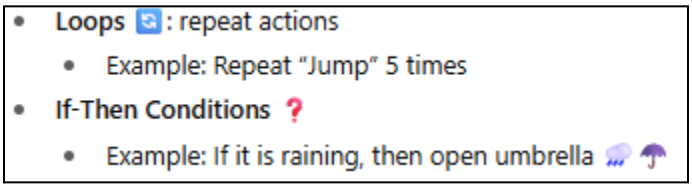
- **Flowcharts** = diagrams showing steps with arrows
- Shapes:
  - Oval = Start/End
  - Rectangle = Process/Action
  - Diamond = Decision/Choice

Example:

```
scss

Start → Take umbrella? → Yes → Take umbrella → Go outside
            ↓ No
          Go outside
```

- Basic coding ideas (loops, “if-then” conditions)



- **Loops** 🔁: repeat actions
  - Example: Repeat “Jump” 5 times
- **If-Then Conditions** ❓
  - Example: If it is raining, then open umbrella 🌧️☂️

- Using block-based coding tools (e.g., Scratch, Blockly)

    - Scratch 🐱, Blockly 🔵
    - Use **drag-and-drop blocks** to create programs
    - Easy way to **practice coding logic** without typing code

Real-Life Example:

Creating a Scratch game where a character jumps when the spacebar is pressed.

Remember This!

- *Programming is about giving clear instructions to the computer.*

General Topic:Project-Based Digital Tasks

Lesson Overview:

Students apply different **ICT skills** to create small digital projects.

Key Concepts and Subtopics:

- Combining word processing, slides, and spreadsheets
-
  - **Word Processing** → writing reports, essays
  - **Slides** → presenting ideas visually
  - **Spreadsheets** → organizing numbers, creating charts
  - **Example:** Science project:
    - Write report in Word
    - Make slides to present findings
    - Use spreadsheet for data and graphs
- Using design and multimedia tools for creativity
-
  - Add **pictures, videos, audio, and colors** to make projects interesting
  - Use tools like: Canva, PowerPoint, or Scratch for interactive content
  - Helps make learning **fun and engaging**
- Working in groups on digital outputs
  - **Teamwork skills:**
    - Divide tasks: writer, designer, data recorder
    - Share files safely
    - Give constructive feedback to peers
- Presenting projects using ICT tools
  - Stand confidently
  - Speak clearly
  - Use slides, charts, and media effectively
  - Practice beforehand

Real-Life Example:

A class project creating a “Digital Scrapbook” about school activities.

Remember This!

- *Projects help connect ICT skills with real-life learning.*