



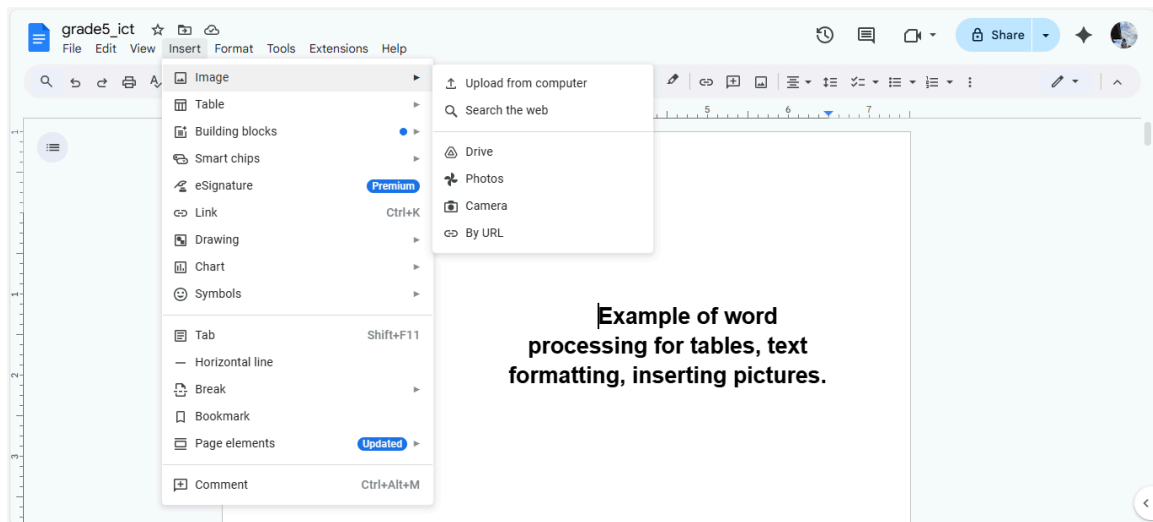
# General Topic: Intermediate Computer Applications

## Lesson Overview:

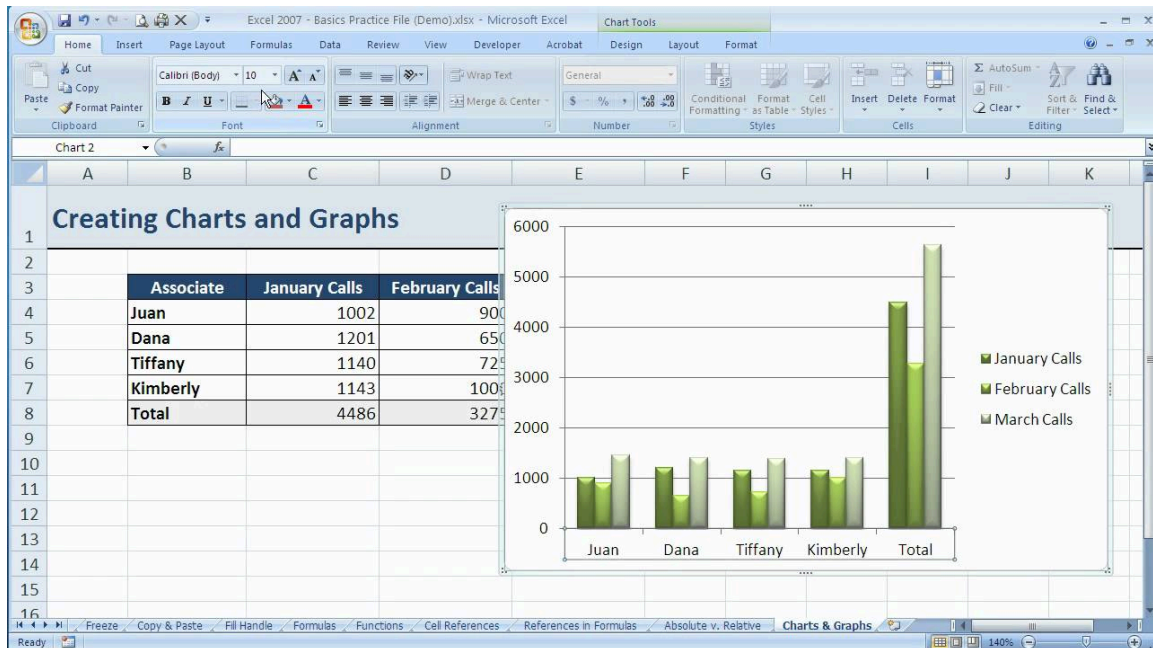
Students explore more **advanced uses of computer programs** to improve productivity and creativity.

## Key Concepts and Subtopics:

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



- Spreadsheet basics (simple formulas, creating graphs)



Reference: <https://www.youtube.com/watch?v=kDhvjnkr4o>



- 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"

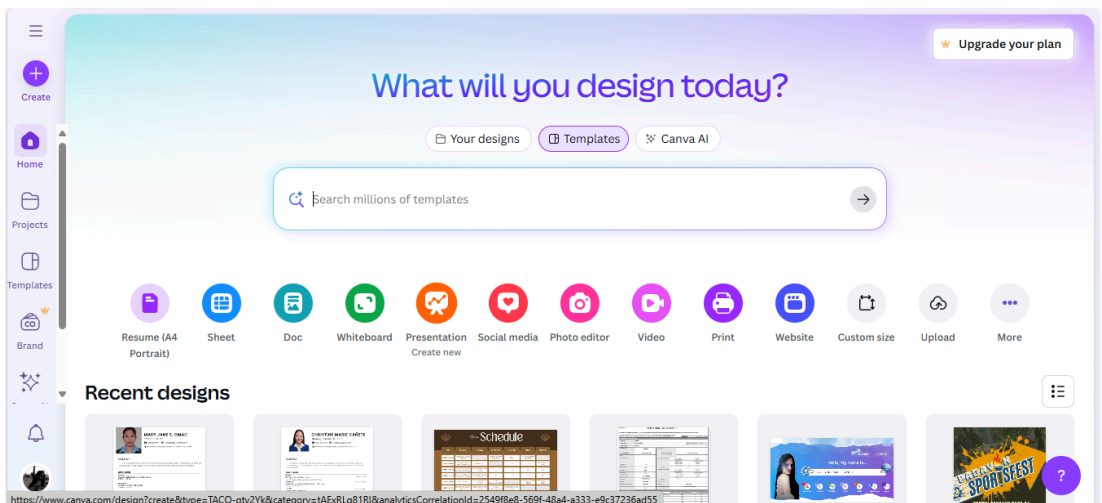
**Saving Files**

- 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.

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## 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.

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## 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.

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### ***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

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- **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


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- 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.

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### ***Remember This!***

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