

ST CLEMENT'S SECONDARY SCHOOL

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

PRODUCTIVITY TOOLS

FORM 2

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2026

WORD PROCESSING

LEARNING ACTIVITY 1

***Creating a document
with customized
margins, columns, and
page orientation.***

Scenario

Your school is preparing a **newsletter** to inform parents about upcoming activities. As a learner, you are asked to create a Word document that looks professional by:

- Setting correct page orientation
- Adjusting margins
- Using columns to organize information

Word Processing

- Word processing is the use of a computer program (such as **Microsoft Word** or **LibreOffice Writer**) to create, edit, format, and print text documents.

Creating a New Document

Steps:

1. Open Microsoft Word
2. Click **File** → **New**
3. Select **Blank Document**

Page Orientation

- Page orientation refers to the direction in which a document is displayed or printed.

Types of page orientation:

1. Portrait – Vertical



1. Landscape – Horizontal



Steps to change page orientation:

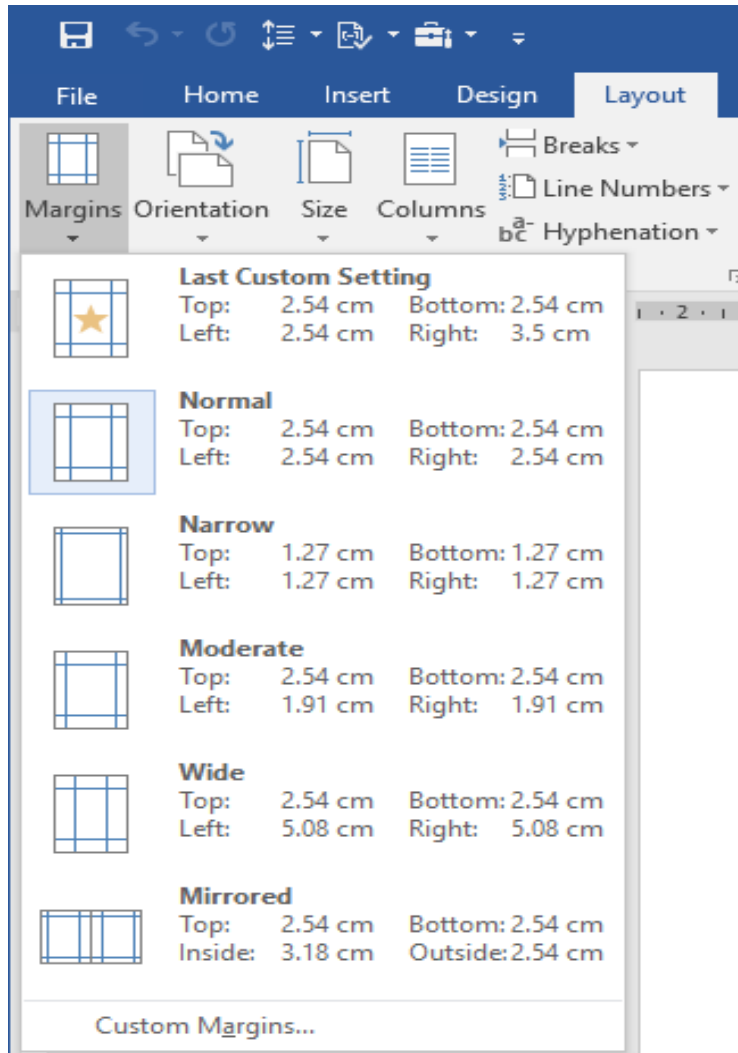
1. Click the Layout tab

2. Click Orientation

3. Choose Portrait or Landscape

Page Margins

- Margins are the blank spaces around the edges of a page.



Steps to customize margins

1. Click the **Layout** tab
2. Click **Margins**
3. Choose a present option or click **Custom Margins**
4. Set top, bottom, left, and right margins

Columns

- Columns are used to divide text into vertical sections, like in newspapers.

Steps to apply columns:

1. Select the text (or place the cursor)
2. Click the **Layout** tab
3. Click **Columns**
4. Choose the number of columns (e.g. Two or Three)

Guided Learning Activity

- Learners work individually on a computer to:
 - Create a new document
 - Set page orientation to **Landscape**
 - Customize margins to narrow
 - Type a short school announcement
 - Format the text into **two columns**

Exercise 1: Practical Task

Create a one-page document with the following:

- a) Page orientation: Portrait
- b) Margins: Custom (Top 2 cm, Bottom 2 cm, Left 3 cm, Right 3 cm)
- c) Text arranged in two columns
- d) Title: *Our School News*
- e) Save the document as **Form2_Newsletter.docx**.

Exercise 2: Short Answer Questions

1. What is word processing?
2. State two types of page orientation.
3. Why are columns important in a document?

LEARNING ACTIVITY 2

**Add headers, footers,
and page numbers to
the document**

Scenario

You have been asked to prepare a **school report** using a word processor.

The report must look **professional** and include:

- The **school name** at the top of every page
- The **student name and class** at the bottom
- **Page numbers** on each page
- To achieve this, you need to add **headers, footers, and page numbers** to the document.

Header

- A **header** is text or information that appears at the **top of every page** in a document.

Examples of information in a header:

- School name
- Document title
- Date

Steps to add a header

1. Open the Word document
2. Click on the **Insert** tab
3. Click **Header**
4. Choose a header style
5. Type the required text
6. Click **Close Header and Footer**

Footer

- A **footer** is text or information that appears at the **bottom of every page**.

Examples of information in a footer:

- Student name
- Class
- Teacher's name

Steps to add a footer

1. Click on the **Insert** tab
2. Click **Footer**
3. Choose a footer style
4. Type the required text
5. Click **Close Header and Footer**

Page Numbers

- **Page numbers** help to arrange pages in the correct order.

Steps to insert page numbers:

1. Click on the **Insert** tab
2. Click **Page Number**
3. Choose the position (Top of Page or Bottom of Page)
4. Select a page number style

Exercise 1

1. Open a new Word document and:
2. Add a **header** with the text: *“St Clement’s Secondary School”*
3. Add a **footer** with your **name and class**
4. Insert **page numbers** at the bottom of the page

Exercise 2

Your teacher asks you to prepare a **two-page document**:

- a) Type a short story or paragraph
- b) Add a **header** showing the document title
- c) Add a **footer** showing today's date
- d) Insert page numbers at the **top right** of the pages

LEARNING ACTIVITY 3

Using tables to organize data effectively in the document

Scenario

- Your class teacher asks you to prepare a **class duty roster** using **Microsoft Word**.
The roster should clearly show **students' names, duties, and days of the week**.
To present the information neatly and clearly, you decide to **use a table** in Word.

Table

- A **table** in a word processor is a set of **rows and columns** used to organize data neatly and clearly.

	C								
R	O	W	S						
	L								
	U								
	M								
	N								
	S								

Importance of Using Tables

- Organize information clearly
- Improve document appearance
- Make data easy to read and understand

Parts of a Table

1. **Row** – horizontal arrangement of cells
2. **Column** – vertical arrangement of cells
3. **Cell** – intersection of a row and a column

	C			
R	O	W	S	CELL
	L			
	U			
	M			
	N			
	S			

Creating a Table in Microsoft Word

Steps:

1. Open **Microsoft Word**
2. Click on the **Insert** tab
3. Select **Table**
4. Choose the number of **rows and columns**
5. Click to insert the table

Entering and Editing Data in a Table

1. Click inside a **cell** and type text
2. Use the **Tab key** to move to the next cell
3. Add rows or columns using **Layout → Insert**

Formatting a Table

You can:

- **Change font style and size**
- **Adjust row height and column width**
- **Add borders and shading**
- **Align text (left, center, right)**

Learner Activity

- ❑ Learners create a **simple table** showing:
 - Name
 - Subject
 - Test Score
 - They then format the table by adding borders and adjusting column width.

Exercise 1

Create a table with **4 columns and 5 rows** to show the following information:

- Student Name
- Class
- Duty Assigned
- Day
- Format the table neatly.

Exercise 2

1. State **three advantages** of using tables in a Word document.

LEARNING ACTIVITY 4

**Inserting multimedia
files (images, word
Art, tables, charts...)**

Scenario

Your class has been asked to prepare a **one-page school club report** using a word processor (such as Microsoft Word or LibreOffice Writer).

The report must:

- Include **text**
- Show a **picture**
- Have a **decorated title**
- Present information in a **table**
- Display data using a **chart**
- To complete this task, learners need skills in **inserting multimedia files** in a word processor.

Inserting Images

Images make documents more attractive and easier to understand.

Steps to insert an image:

1. Click **Insert**
2. Select **Pictures / Image**
3. Choose the image from the computer
4. Click **Insert**
5. **Uses of images:**
6. Show information visually
7. Improve document appearance

Inserting WordArt

- WordArt is used to create **stylish and decorative text**, mostly for titles.

Steps to insert WordArt:

1. Click **Insert**
2. Select **WordArt**
3. Choose a style
4. Type your text

- **Example:**

“FORM 2 ICT CLUB REPORT”

Inserting Tables

- Tables organize information into **rows and columns**.

Steps to insert a table:

1. Click **Insert**
2. Select **Table**
3. Choose number of rows and columns

Example of table use:

- Attendance list
- Activity schedule

Inserting Charts

- Charts present data in a **graphical form.**

Common chart types

- Bar chart
- Pie chart
- Column chart

Steps to insert a chart

1. Click **Insert**
2. Select **Chart**
3. Choose chart type
4. Enter data

Uses of charts:

- Compare data
- Show percentages or progress

Exercise 1: Practical Activity

Using a word processor:

- Type a short paragraph about your **favourite school subject**

Insert:

1. One **image**
2. One **WordArt title**
3. A **table with 3 rows and 2 columns**

Exercise 2: Short Answer Questions

1. What is WordArt used for in a document?
2. Name **two benefits** of inserting images in a word-processed document.
3. Which multimedia tool is best for organizing data: image or table?

LEARNING ACTIVITY 5

Creating hyperlinks

Scenario

Your class is preparing a **digital project report** about *School Clubs*.

The teacher asks you to:

- Include a link to the **school website**
- Link one part of the document to **another page**
- Link an **email address** for more information
- To complete this task, learners must know how to **create hyperlinks** in a word processor.

Hyperlinks

A **hyperlink** is a clickable text or object that connects to:

- A website
- Another part of the same document
- An email address
- Hyperlinks help users **access information quickly.**

Creating a Hyperlink to a Website

Steps:

1. Highlight the text (e.g. *Visit our school website*)
2. Click **Insert**
3. Select **Link / Hyperlink**
4. Type or paste the website address (URL)
5. Click **OK**

Creating a Hyperlink to an Email Address

Steps:

1. Highlight the email text (e.g. *Email the ICT teacher*)
2. Click **Insert**
3. Select **Link / Hyperlink**
4. Choose **Email Address**
5. Type the email address
6. Click **OK**

Creating a Hyperlink Within a Document

This is used to jump to another section in the same document.

Steps:

1. Create a heading or bookmark in the document
2. Highlight the text to link
3. Click **Insert**
4. Select **Link / Hyperlink**
5. Choose **Place in This Document**
6. Select the heading
7. Click **OK**

Importance of Hyperlinks

- Save time when searching for information
- Make documents interactive
- Improve navigation in long documents

Exercise 1: Practical Activity

Using a word processor:

- Type a short paragraph titled **“Our School”**
- Create:
 - a) A hyperlink to a school or education website
 - b) A hyperlink to an email address
 - c) A hyperlink to another heading in the same document

Exercise 2: Short Answer Questions

1. What is a hyperlink?
2. State **two uses** of hyperlinks in a document.
3. Name **one type** of hyperlink used in word processing.

LEARNING ACTIVITY 6

Mail-merging

Scenario

Your school administration wants to send **invitation letters** to parents for a **Form 2 parents' meeting**.

Each letter must have:

1. The parent's **name**
 2. The learner's **name**
 3. The **date of the meeting**
- Instead of typing each letter separately, the teacher uses **mail merge** to create many letters at once.
 - To complete this task, learners need to understand **mail merging in a word processor**.

Meaning of Mail Merge

- **Mail merge** is a word processing feature used to create **many similar documents** at the same time by combining:
 1. A **main document**
 2. A **data source**

Examples of documents created using mail merge:

- Letters
- Certificates
- Invitations
- Report slips

Main Parts of Mail Merge

a) Main Document

- This is the document that contains:
 - The main message
 - Fixed text (same for all documents)

Example:

A letter inviting parents to school.

Data Source

- This is a list that contains **variable information**.

Examples of data fields:

- Name
 - Address
 - Admission number
- The data source is usually a **table**.

Mail Merge Fields

- Mail merge fields are **placeholders** that show where the data will appear in the document.

Examples of fields:

- «Name»
- «Class»
- «Meeting_Date»

Steps in Mail Merging

1. Open the **word processor**
2. Create the **main document**
3. Click **Mailings**
4. Select **Start Mail Merge**
5. Insert **mail merge fields**
6. Connect to the **data source**
7. Preview results
8. Finish and print

Advantages of Mail Merge

- Saves time
- Reduces typing errors
- Produces professional documents
- Useful when sending information to many people

Exercise 1: Practical Activity

Using a word processor:

(a) Create a **short invitation letter**

- Insert mail merge fields for:
 - Name
 - Class
 - Meeting Date
- Create a data source with **at least three names**

Exercise 2: Short Answer Questions

1. What is mail merge?
2. Name the **two main components** of mail merge.
3. State **two advantages** of using mail merge.

LEARNING ACTIVITY 7

Importing and exporting data and styles

Scenario

The school administration asks your class to prepare a **student newsletter** using a word processor.

Some information (student names and activities) is already saved in another document, and the final newsletter must be shared with teachers in **PDF format** while keeping the same **styles and formatting**.

- To complete this task, learners must know how to **import data, export documents, and transfer styles**.

Importing Data in Word Processing

- **Importing data** means bringing information from another file into a word processor.

Examples of data that can be imported:

- Text from another document
- Tables
- Styles and formatting

Steps to import text or data:

1. Open the word processor
2. Click **File** or **Insert**
3. Select **Open / Insert Text from File**
4. Choose the file to import

Importance of importing data

- Saves time
- Avoids retyping
- Reduces errors

Exporting Data

- **Exporting data** means saving a document in a different file format.

Common export formats:

- PDF
- HTML
- Rich Text Format (RTF)

Steps to export a document:

1. Click **File**
2. Select **Save As / Export**
3. Choose the required format (e.g. PDF)
4. Click **Save**

Uses of exporting data:

- Sharing documents easily
- Protecting document content
- Printing documents

Importing and Exporting Styles

- **Styles** are predefined formats for text such as headings, fonts, and spacing.

Examples of styles:

- Heading 1
- Heading 2
- Normal text

Importing styles

- Allows use of the same formatting from another document
- Keeps documents consistent

Steps to import styles:

1. Open the document
2. Go to **Styles**
3. Choose **Import / Manage Styles**
4. Select the source document

Benefits of using styles

- Consistent appearance
- Easy editing
- Professional documents

Exercise 1: Practical Activity

Using a word processor:

- a) Import text from another document into a new file
- b) Apply a **heading style** to the title
- c) Export the document as a **PDF**

Exercise 2: Short Answer Questions

1. What is meant by importing data in word processing?
2. Name **two file formats** used when exporting documents.
3. State **one advantage** of using styles in a document.

Spreadsheets

LEARNING ACTIVITY 1

**Using the MIN, MAX,
COUNT, COUNTA, SUM-
IF functions**

Introduction

- A **spreadsheet** is a productivity tool used to **organize, calculate, and analyze data** using rows, columns, and formulas.
- Examples of spreadsheet software
 - **Microsoft Excel**
 - **Google Sheets**
 - **LibreOffice Calc**
- Spreadsheets help people make good decisions by managing money, time, and resources effectively.

Scenario

Your class teacher wants to analyze **students' marks** using a spreadsheet instead of manual calculations.

You are asked to **use spreadsheet functions** to find the **highest mark, lowest mark, number of students, and total marks** to help the teacher make decisions quickly.

Key Concepts

A **spreadsheet** is an electronic worksheet used to **store, organize, calculate, and analyze data** using formulas and functions.

MIN Function

- **Purpose:** Finds the **smallest value** in a range

Syntax:

=MIN(range)

Example:

=MIN(B2:B10)

MAX Function

- **Purpose:** Finds the **largest value** in a range. (**highest mark**)

Syntax:

=MAX(range)

Example:

=MAX(B2:B10)

COUNT Function

- **Purpose:** Counts cells with **numbers only**

Syntax:

=COUNT(range)

Example:

=COUNT(B2:B10)

COUNTA Function

- **Purpose:** Counts cells with **any data** (numbers or text)

Syntax:

=COUNTA(range)

Example:

=COUNTA(A2:A10)

SUMIF Function

- **Purpose:** Adds values that meet a **condition**

Syntax:

=SUMIF(range, criteria, sum_range)

Example:

=SUMIF(C2:C10,"Pass",B2:B10)

Sample Data

Name	Marks	Status
Choombe	65	Pass
Chongo	48	Fail
Siluto	72	Pass
Jilowa	55	Pass

Learner Activity

Using the spreadsheet data above, apply the functions to:

- a) Identify highest and lowest marks
- b) Count students
- c) Calculate total marks for those who passed

Exercise 1 (Practical)

Using a spreadsheet, enter marks for **10 students** and:

- a) Find the **highest mark**
- b) Find the **lowest mark**
- c) Count the number of students who have marks
- d) Count the number of student names

Exercise 2 (Application)

A teacher wants to find the **total marks of students who scored above 50.**

- a) Create a column labeled **Result** (Pass/Fail)
- b) Use the **SUMIF** function to calculate total marks for **Pass** students
- c) Write the formula used

LEARNING ACTIVITY 2

Creating a budget using spreadsheet.

Scenario

The **Form 2 ICT Club** Kambule Secondary is planning a **Gender Equality Day** at school.

Both **boys and girls** are involved in planning the event.

They are given **2,000 Kwacha** by the school to buy items such as posters, refreshments, and stationery.

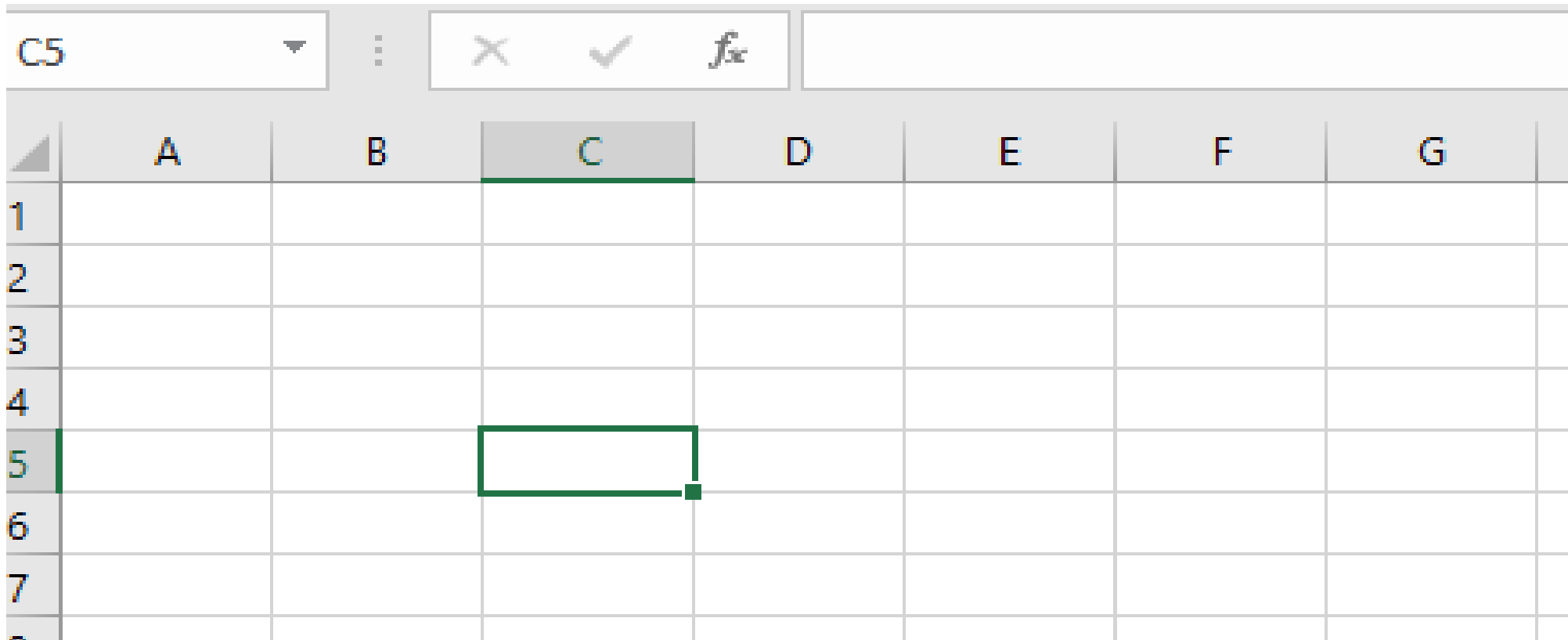
To ensure **financial responsibility and equal participation**, the learners decide to create a **budget using a spreadsheet** to track income and expenses.

Key Spreadsheet Concepts

- **Row** – horizontal line of cells
- **Column** – vertical line of cells
- **Cell** – intersection of a row and column (e.g. A1)
- **Formula** – a calculation that starts with an equal sign (=)
- **SUM function** – adds numbers together
- Example:
=SUM(B2:B6)

Meaning of Rows and Columns

- **Rows** run horizontally (numbered 1, 2, 3...)
- **Columns** run vertically (labeled A, B, C...)



A screenshot of a spreadsheet interface. The top-left corner shows the active cell address 'C5'. Below it is a formula bar with a dropdown arrow, a close button (X), a checkmark, and a function button (fx). The grid has columns labeled A through G and rows labeled 1 through 7. Column C is highlighted in grey, and row 5 is highlighted in grey. A green border highlights the cell at the intersection of column C and row 5.

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							

Steps to Create a Budget Using a Spreadsheet

1. Open a spreadsheet program

2. Create column headings:

- Item
- Quantity
- Cost per Item
- Total Cost

3. Enter the budget items

4. Use a formula to calculate total cost

- Example: $=B2*C2$

5. Use the **SUM** function to calculate total expenses

6. Compare total expenses with available money

5. Sample Budget Table

Item	Quantity	Cost per Item	Total Cost
Posters	10	50	500
Refreshments	20	40	800
Stationery	1	200	200
Total			1, 500

Exercise 1: Practical (Spreadsheet Skills)

Create a spreadsheet budget for a **class clean-up activity** with the following items:

- a) Brooms – 10 at K60 each
- b) Gloves – 10 pairs at K30 each
- c) Garbage bags – 10 heads at K15 each

Tasks

- a) Create appropriate column headings
- b) Calculate the total cost for each item
- c) Use a formula to find the total expenses

Exercise 2: Short Answer Questions

1. What is a spreadsheet?
2. State two uses of spreadsheets.
3. Write the formula used to calculate the total of cells B2 to B5.
4. Mention one cross-cutting issue shown in the budgeting activity.

LEARNING ACTIVITY 3

Inserting data and Practicing sorting.

Scenario

Chavuma Secondary school Environment club is collecting data on **trees planted by different classes** to support environmental conservation.

Learners will use a **spreadsheet** to enter the data and **sort it** to identify which class planted the most trees.

Inserting Data in a Spreadsheet

Steps:

- Open the spreadsheet application.
- Click on a cell.
- Type the data (text or numbers).
- Press **Enter** to move to the next cell.

Example Data:

Class	Trees Planted
Form 1K	100
Form 2S	350
Form 2K	280
Form 1M	155

Sorting Data in a Spreadsheet

- **Sorting** means arranging data in a specific order.
- Types of sorting:
 - **Ascending order** (A–Z or smallest to largest)
 - **Descending order** (Z–A or largest to smallest)

Steps to sort data

1. Select the data range.
2. Click **Sort**.
3. Choose the column to sort by.
4. Select ascending or descending order.
5. Click **OK**.

Learner Activities

- Learners work in pairs to enter tree-planting data.
- Learners sort the data to find:
 - The class with the **highest number of trees**
 - The class with the **lowest number of trees**
- Learners discuss how spreadsheets help in environmental planning.

Exercise 1

1. Enter the following data in a spreadsheet and **sort it in ascending order** based on the number of trees planted.

Class	Trees Planted
Form 2M	70
Form 1G	108
Form 1K	39
Form 2V	28

Exercise 2

Using the same data:

1. Sort the classes **alphabetically**.
2. Sort the number of trees in **descending order**.

Question:1

Which class planted the **most trees**, and why is sorting important in data analysis?

LEARNING ACTIVITY 4

**Add borders, colours,
and bold text to format
the spreadsheet for
clarity**

Introduction

Mungwi Boys Secondary school environmental club wants to **reduce paper usage** by keeping student tree-planting records **digitally** using a spreadsheet.

To make the information easy to read and understand, students must **format the spreadsheet clearly** using borders, colours, and bold text.

Spreadsheet Formatting

- Spreadsheet formatting is the process of **changing the appearance of data** to make it:
 - Clear
 - Attractive
 - Easy to read and understand

Formatting Tools in a Spreadsheet

(a) Bold Text

- Makes headings or important data stand out.
- Example: Titles like “**Tree Planting Record**”

Steps:

1. Select the cell(s)
2. Click the **Bold (B)** button on the toolbar

(b) Borders

- Separate data clearly into rows and columns.
- Helps organize information.

Steps:

1. Select the cells
2. Click the **Borders** icon
3. Choose the border style

(c) Colours (Fill Colour)

- Used to highlight headings or important information.
- Improves visibility.

Steps:

1. Select the cell(s)
2. Click **Fill Colour**
3. Choose a suitable colour

Importance of Formatting a Spreadsheet

- Makes data easier to read
- Improves presentation
- Reduces errors

Learner Activity

Learners create a spreadsheet showing:

- Student Name
- Number of Trees Planted
- Date

They then apply **bold text, borders, and colours** to make it clear and presentable.

Exercise 1 (Practical)

(a) Create a spreadsheet with the following headings:

- Student Name
- Class
- Trees Planted

Tasks:

- i. Make the headings **bold**
- ii. Add **borders** to the table
- iii. Apply a **fill colour** to the heading row

Exercise 2 (Theory)

Answer the following questions:

1. State **two reasons** why spreadsheet formatting is important.
2. How does using spreadsheets help in **environmental conservation**?
3. Name **two formatting tools** used in spreadsheets.

LEARNING ACTIVITY 5

Hiding and Un-Hiding rows/ columns

Scenario

Roma Girls Secondary school health club is using a spreadsheet to record data from an **HIV/AIDS awareness campaign**.

The spreadsheet contains:

- Names of participants
 - Age
 - Gender
 - Participation status
 - HIV/AIDS knowledge score
- To protect **privacy and reduce stigma**, some columns (like names) need to be **hidden** when sharing the file with other teachers or learners.

Why Hide Rows/Columns?

- To improve clarity
- To focus on important information
- To protect **sensitive information** (e.g. HIV/AIDS-related data)

Steps to Hide Rows

1. Select the row(s) you want to hide
2. Right-click on the selected row number
3. Click **Hide**

Steps to Hide Columns

1. Select the column(s) you want to hide
2. Right-click on the column letter
3. Click **Hide**

Un-Hiding Rows and Columns

Steps to Un-Hide Rows

1. Select the rows **above and below** the hidden row
2. Right-click
3. Click **Unhide**

Steps to Un-Hide Columns

1. Select the columns **before and after** the hidden column
2. Right-click
3. Click **Unhide**

Exercise 1 (Practical)

A spreadsheet contains the following columns:

- Name
- Age
- Gender
- HIV/AIDS Awareness Score

Task:

- a) Hide the **Name** column to protect participants' privacy.
- b) Un-hide the column again.

Exercise 2 (Short Answer)

1. What is the difference between **hiding** and **deleting** a row in a spreadsheet?
2. State **two reasons** why hiding rows or columns is useful in health-related data.

PowerPoint



LEARNING ACTIVITY 1

Creating a Presentation

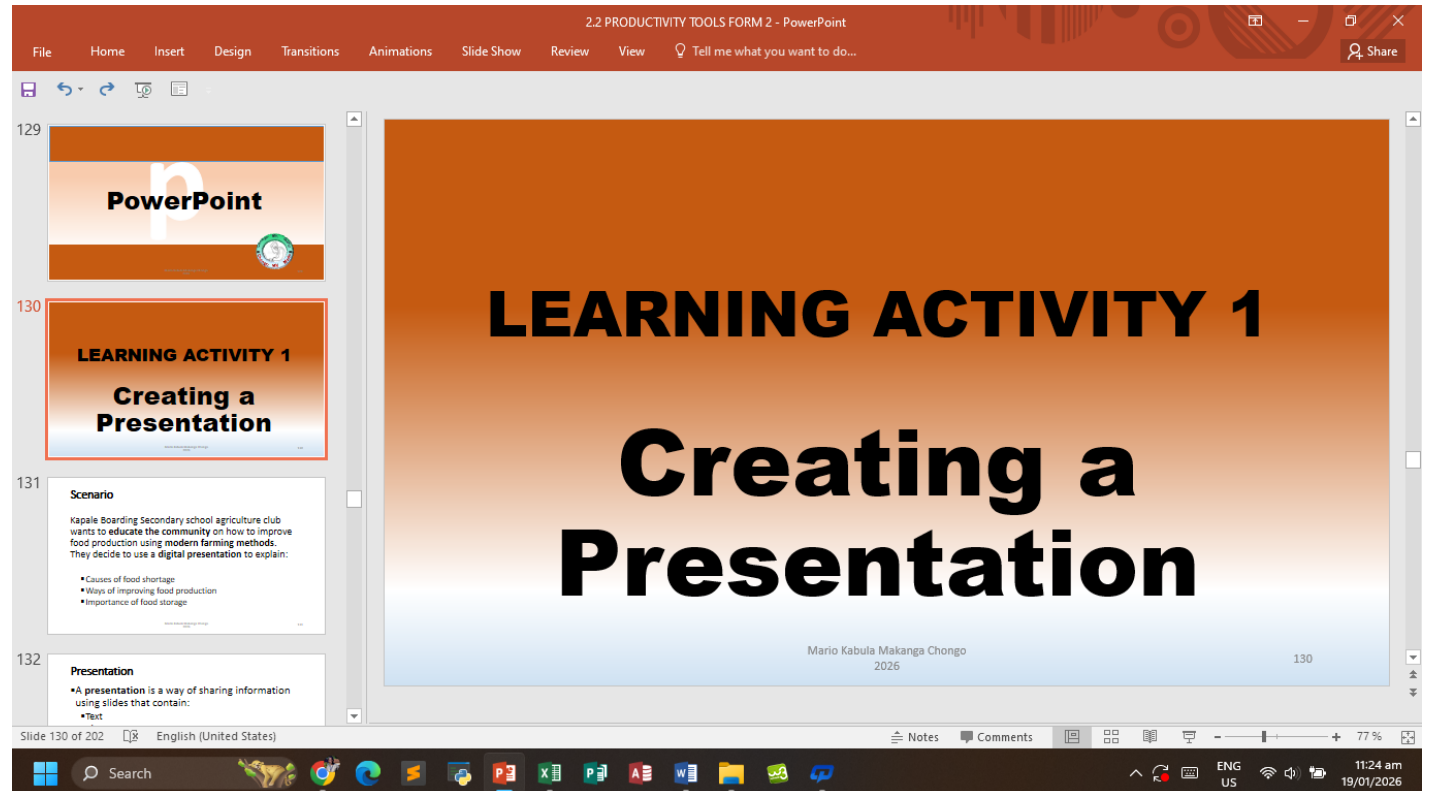
Scenario

Kapale Boarding Secondary school agriculture club wants to **educate the community** on how to improve food production using **modern farming methods**. They decide to use a **digital presentation** to explain:

- Causes of food shortage
- Ways of improving food production
- Importance of food storage

Presentation

- A **presentation** is a way of sharing information using slides that contain:
 - Text
 - Pictures
 - Charts
 - Animations



Common presentation tools

- Microsoft PowerPoint
- Google Slides
- LibreOffice Impress

Uses of Presentations

- Teach and learn in class
- Share ideas in meetings
- Explain problems and solutions
- Create awareness about issues such as **food security**

Learning Activity: Creating a Presentation

- Learners work in **groups of 4**.
- Each group creates a **5-slide presentation** titled: **“Improving Food Security in Our Community”**

Slide Guide

- 1. Title Slide** – Topic and group members
- 2. Meaning of Food Security**
- 3. Challenges to Food Security**
- 4. Solutions (e.g. irrigation, good storage, modern tools)**
- 5. Conclusion**

Steps to Create a Presentation

Step 1 – *Open Presentation Software*

1. Turn on your computer or device.
2. Open an application such as **Microsoft PowerPoint**, **Google Slides**, or **LibreOffice Impress**.
3. Save a new file as **Improving Food Security**.

Step 2 – *Plan Your Content*

Before typing:

1. Decide on the **main ideas** you want to share (e.g., causes of food insecurity, solutions).
2. Think about images or charts that illustrate your ideas.

Step 3 – *Add Slides*

- 1. Title Slide:** Title + your name or group members.
- 2. Slide 1 – What is Food Security?**
- 3. Slide 2 – Causes of Food Insecurity**
- 4. Slide 3 – Ways to Improve Food Production**
- 5. Slide 4 – Your Recommendations (what a community can do)**
- 6. Slide 5 – Conclusion and Call to Action**

Step 4 – *Add Text*

1. Use **headings** and **bullet points**.
2. Keep text short and clear.

Step 5 – *Insert Pictures or Charts*

- Include photos of farms, irrigation systems, or bar charts showing food production.
- Visuals help explain ideas better.

Step 6 – *Design & Layout*

- Choose a **simple theme**.
- Use **consistent fonts and colours**.
- Avoid too many animations.

Step 7 – *Practice Delivering*

- Rehearse with your group or alone.
- Speak clearly and confidently.
- Use slide order to help tell a story.

Exercise – Practical Task

1. Create a **3-slide digital presentation** on this topic:

“How Technology Helps Food Production in Our Community.”

- a) Your slides must include:
- b) Title slide
- c) One picture/graphic
- d) Short bullet points with clear ideas

Exercise 1 (Individual)

Answer the following questions:

1. What is a presentation?
2. Name **two presentation software tools**.
3. State **two causes of food insecurity**.

Exercise 2 (Practical)

Create a **3-slide presentation** on:

“How Technology Can Improve Food Production”

Your slides should include:

1. A title
2. At least one picture
3. Simple bullet points

Activity Extension

- 1) After creating your presentation, present it to the class. Ask classmates to give **one suggestion** on how to improve your slides and **one new idea** for food security.

Rubric – Assessment for Creating Presentations

Criterion	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
Content Accuracy	Info is correct and detailed (food security concepts explained well)	Mostly correct with minor errors	Some correct info but missing key points	Many errors or unclear
Use of ICT Tools	Slides well formatted (themes, pictures, good layout)	Simple formatting, mostly clear	Few formatting features used	Slides unorganized and hard to follow
Clarity of Message	Message is clear, easy to understand	Clear most of the time	Some unclear parts	Hard to understand
Visuals & Multimedia	Effective use of pictures/charts	Some visuals used	Minimal visuals	No visuals
Presentation Delivery	Confident speaking, clear voice	Good communication	Needs improvement in clarity	Hard to follow or read

LEARNING ACTIVITY 2

Organizing and Editing slides

Scenario

Namwala secondary School learners are making a presentation about “**Children’s Right to Education.**” to presented in Parliament.

- Human rights issues, like access to education, can be highlighted in your slides.
- Organizing and editing slides properly ensures your message about human rights is **clear, understandable, and persuasive.**

Presentation tools

- Presentation tools are computer programs used to create slides to show information in a clear, attractive way.

Examples:

- Microsoft PowerPoint
- Google Slides
- LibreOffice Impress.

Key Features of Presentation Tools:

- **Slides:** The pages of your presentation.
- **Text Boxes:** Areas to add titles, subtitles, and information.
- **Images and Videos:** Add pictures or videos to make slides interesting.
- **Animations and Transitions:** Effects to make the slides move smoothly.

Organizing Slides:

- Arrange slides in the correct order to make the message clear.
- Group similar content together.
- Use headings and bullet points for clarity.

Editing Slides:

- Add/Remove slides depending on content.
- Change background and design to make slides readable.
- Correct spelling and grammar to ensure accuracy.
- Resize or move objects like images and text boxes.

Learning Activity

Steps:

1. Open your presentation tool.
2. Create 5 slides about a human rights topic (e.g., Right to Education).
3. Arrange the slides in order:
 - Slide 1: Title Slide
 - Slide 2: Introduction to the human right
 - Slide 3: Importance of the right
 - Slide 4: Challenges in protecting the right
 - Slide 5: Conclusion/Call to action

Edit each slide by:

- Adding images or videos
- Correcting spelling
- Applying a consistent design theme
- Adding animations or transitions (optional)

Exercise 1: Organizing Slides

You have the following slide topics:

1. Ways to protect children's rights
2. Introduction to children's rights
3. Conclusion and call to action
4. Challenges in accessing education
5. Importance of education

Task:

- Arrange these slides in the **correct order** for a presentation.

Exercise 2: Editing a Slide

Look at this slide text:

“Children not alwas get eduaction and this violate there rights.”

Task: Edit the slide to:

1. Correct spelling and grammar
2. Make it clear and professional
3. Suggest a relevant image to add

LEARNING ACTIVITY 3

**Using different
animations and
transitions.**

Animation

- **Animation:** Effects applied to text, images, or objects in a slide to make them move or appear in a special way.

Types of Animations:

- **Entrance** – how an object appears on a slide (e.g., Fade, Fly In).
- **Emphasis** – makes an object stand out (e.g., Spin, Grow/Shrink).
- **Exit** – how an object leaves the slide (e.g., Fade Out, Disappear).
- **Motion Paths** – object moves along a path (e.g., Circle, Custom Path).

Steps to Create Animations

To Add Animation:

1. Open your presentation.
2. Click on the object (text, image, or shape) you want to animate.
3. Go to the **Animations** tab.
4. Choose the type of animation you want (Entrance, Emphasis, Exit, Motion Path).
5. Adjust the **Effect Options** (direction, speed).
6. Preview the animation using **Preview** button.

To Add Slide Transition:

1. Select the slide you want to add a transition to.
2. Go to the **Transitions** tab.
3. Choose the type of transition (Fade, Push, Wipe, Split, etc.).
4. Adjust **Duration** and **Sound** if needed.
5. Click **Apply To All** if you want all slides to have the same transition.
6. Preview the slide transition using **Preview** button.

Exercise 1:

1. Create a 3-slide presentation on “**Ways to Help Reduce Poverty in Our Community**”.
 - a) Slide 1: Title (Add Entrance animation).
 - b) Slide 2: List three ways to reduce poverty (Add Emphasis animation to each point).
 - c) Slide 3: Image showing community support (Add Exit animation to text).
 - d) Add **different transitions** between each slide.

Transition:

- **Transition:** Effect applied when moving from one slide to the next.

Types of Transitions:

- **Fade** – slides slowly appear/disappear.
- **Push** – new slide pushes the old one away.
- **Wipe** – slides appear as if being wiped onto the screen.
- **Split** – slide splits and reveals the next one.

Exercise 2:

1. Create a 4-slide presentation on “**Promoting Social Inclusion in Schools**”.
 - a) Slide 1: Title (Use Fade transition).
 - b) Slide 2: Explain what social inclusion is (Use Motion Path animation on key words).
 - c) Slide 3: Examples of inclusion activities (Use Emphasis animation).
 - d) Slide 4: Conclusion/Message (Use Split transition).

LEARNING ACTIVITY 4

**Inserting multi-media
elements (pictures,
animations, videos, charts...)**

Scenario

Imagine you are preparing a presentation for your community to show ways of **reducing poverty and including everyone in community activities.**

You want to make it interesting using pictures, animations, videos, and charts.

Step-by-Step Guide: Inserting Multimedia Elements

Inserting Pictures

1. Open your presentation software (e.g., PowerPoint, Google Slides).
2. Go to the slide where you want the picture.
3. Click on **Insert → Picture → From File / Online Pictures**.
4. Select the picture related to poverty reduction or social inclusion.
5. Click **Insert**.
6. Resize or move the picture as needed.

Inserting Animations

1. Click on the object (text or picture) you want to animate.
2. Go to the **Animations** tab.
3. Choose an animation effect (e.g., fade, fly in).
4. Adjust the **duration** and **start options** (on click, with previous, after previous).
5. Preview the animation to check how it looks.

Inserting Videos

1. Go to the slide where you want the video.
2. Click **Insert** → **Video** → **From File / Online Video**.
3. Select the video showing community efforts to reduce poverty or promote inclusion.
4. Click **Insert**.
5. Resize and position the video.
6. Test the video by clicking **Play**.

Inserting Charts

1. Go to the slide where you want a chart.
2. Click **Insert** → **Chart**.
3. Select the chart type (bar, pie, line).
4. Enter the data (e.g., statistics on school enrollment, income, or community projects).
5. Customize colors and labels to make the chart easy to read.
6. Check that the chart clearly shows information about poverty reduction or social inclusion.

Task

1. Create a 5-slide presentation to educate your community about poverty reduction. Include:
 - At least **one picture**,
 - **One animation**,
 - **One video**,
 - **One chart** showing statistics or information.
- **Step 1:** Plan your slides – title, content, multimedia.
Step 2: Insert the multimedia elements following the steps above.
Step 3: Present to a friend or group and explain your slides.

Exercise 1: Practical Insertion

1. Open a blank presentation.
2. Insert a picture of a community activity that supports social inclusion.
3. Animate the picture using **fade-in** effect.
4. Insert a short video about local poverty reduction initiatives.
5. Create a pie chart showing the percentage of people benefiting from a community project.

Exercise 2: Reflection and Creativity

- a) Think about how multimedia can help people understand poverty issues.
- b) Create a 3-slide presentation:
 - a) Slide 1: Title and picture
 - b) Slide 2: Video of a local project
 - c) Slide 3: Chart showing progress in your community
- c) Present your slides to your classmates and explain how your presentation encourages social inclusion.

Publishing

LEARNING ACTIVITY 1

**Designing various
publications (*flier,
poster, calendars,
business cards,
magazines*)**

Publishing & Climate Change

Designing Various Publications

Topic 2.2 Productivity Tools

Learning Objectives

-  Know types of publications
-  Create publications
-  Raise awareness on climate change

Fliers



- 1 Choose a template
- 2 Add Title & Images
- 3 Write Climate Tips

Posters



- 1 Pick a catchy heading
- 2 Insert pictures
- 3 Add key messages

Calendars



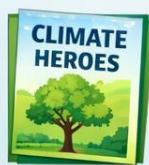
- 1 Select a calendar layout
- 2 Add eco-images
- 3 Mark eco-dates

Business Cards



- 1 Enter your info
- 2 Add a green logo
- 3 Use eco colors

Magazines



- 1 Design cover page
- 2 Add articles & pics
- 3 Arrange pages

Exercises

Create a Flier

- ✓ Topic: "Reduce Plastic Waste"
- ✓ Include: Image + Text
- ✓ Use Green & Blue Colors

Make a Poster

- ✓ Topic: "Plant More Trees"
- ✓ Include: Heading & Tips
- ✓ Present to the Class

Be Creative & Spread Climate Awareness!



Publishing tools

- Publishing tools are used to create documents such as posters, brochures, newsletters, and flyers.
- These tools help us communicate information clearly and attractively using text, shapes, images, and colors.

Fliers

A flier is a one-page document used to inform or advertise.

Steps to design a flier:

1. Open a publishing tool.
2. Choose a **flier template** or start with a blank page.
3. **Insert a title** that catches attention (e.g., “*Act Now Against Climate Change!*”).
4. Add **images** related to climate change (trees, recycling symbols, solar panels).
5. Add **informative text** about actions people can take.
6. Use **colors wisely**: green for environment, blue for water, etc.
7. Save and preview your flier.

Posters

Posters are large printed materials designed to convey information quickly.

Steps to design a poster:

1. Open a publishing tool and select a **poster template**.
2. Choose a **catchy heading** (e.g., *“Reduce Carbon Footprint!”*).
3. Insert **eye-catching images or icons** (earth, recycling bins, solar panels).
4. Add **short informative messages** about climate change.
5. Adjust **font size and colors** for visibility.
6. Save your poster and print if required.

Calendars

Definition: Calendars show months and dates, often with images.

Steps to design a calendar:

1. Open the publishing tool and select a **calendar template**.
2. Choose **images for each month** that promote climate awareness (e.g., tree planting, clean rivers).
3. Add **important environmental days** (Earth Day, World Environment Day).
4. Customize **fonts and colors** to match the theme.
5. Save and preview your calendar.

Business Cards

- A business card is a small card showing personal or company details.

Steps to design a business card:

1. Open a publishing tool and select a **business card template**.
2. Add **name, title, and contact details**.
3. Include a **logo or symbol** promoting sustainability.
4. Use **eco-friendly colors and fonts**.
5. Save and print your card.

Magazines

A magazine is a collection of articles, pictures, and stories on a specific theme.

Steps to design a magazine:

1. Open a publishing tool and select a **magazine template**.
2. Create a **cover page** with title and main image (e.g., “*Climate Heroes*”).
3. Add **articles, images, and captions** about climate change.
4. Organize **pages logically** (cover → contents → articles → back page).
5. Check **spelling, grammar, and layout**.
6. Save and export your magazine.

Exercise 1: Designing a Climate Awareness Flier

Task:

1. Design a flier that encourages people to reduce plastic waste.

Requirements:

- Use at least one image and one informative text box.
- Use at least two colors representing nature (green, blue).
- Save your flier as a PDF and share with the class.

Exercise 2: Creating a Climate Change Poster

Task:

1. Design a poster promoting tree planting in your community.

Requirements:

- Include a catchy heading, one image, and at least three tips for tree planting.
- Make the poster colorful and readable.
- Present your poster to your classmates explaining the climate message.

LEARNING ACTIVITY 2

Inserting images and captions onto the publication.

Scenario (Climate Change Integration)

- Learners are designing a **school awareness poster** to educate the community about **climate change effects**, such as droughts, floods, and deforestation.
- They will insert images and captions to clearly communicate the message.

Importance of Images and Captions in a Publication

- Enhance Understanding
- Attract Attention
- Improve Communication
- Support the Main Message
- Increase Memory Retention
- Save Reading Time
- Enhance Professional Appearance
- Promote Awareness

Inserting Images into a Publication

Images help make climate change messages clear and attractive.

Steps to Insert an Image

1. Open the publishing software (e.g. Microsoft Publisher or Word).
2. Open or create a publication (poster or flyer).
3. Click **Insert** on the menu bar.
4. Select **Pictures**.
5. Choose an image related to climate change (e.g. dry land, flooding, planting trees).
6. Click **Insert**.
7. Resize and move the image to the correct position.

Adding Captions to Images

- Captions help explain what the image shows.

Steps to Add a Caption

1. Click on the inserted image.
2. Right-click the image.
3. Select **Insert Caption** or **Add Text Box**.
4. Type a short explanation (e.g. *“Drought caused by climate change”*).
5. Adjust font size and style to make it clear.
6. Position the caption below or beside the image.

Exercise 1 (Practical)

1. Create a **poster about climate change** that includes:
 - a) One image showing an effect of climate change
 - b) One caption explaining the image

Exercise 2 (Short Answer)

Answer the following questions:

1. Why are images important in a publication?
2. Give one example of a caption related to climate change.

LEARNING ACTIVITY 2

Inserting images and captions onto the publication.

Scenario:

Butondo Secondary school is organizing a *Climate Change Awareness Day*. Learners are asked to design a **poster** that encourages people to protect the environment by planting trees, reducing waste, and saving energy.

- The poster must be clear, attractive, and easy to understand. Shape tools will be used to enhance the design and pass the message effectively.

Shape Tools Used in Publishing

(a) Lines

Purpose:

- Separate sections of a document
- Emphasize important information

Steps to Insert Lines:

1. Open the publishing software (e.g. Microsoft Publisher or Word)
2. Click on **Insert**
3. Select **Shapes**
4. Choose a **Line**
5. Click and drag on the page to draw the line
6. Format the line color or thickness if needed

(b) Text Box

Purpose:

- Insert and organize text neatly
- Highlight important messages

Steps to Insert a Text Box:

1. Click on **Insert**
2. Select **Text Box**
3. Click and drag to draw the text box
4. Type the text (e.g. *“Protect Our Environment”*)
5. Change font size, color, or style
6. Adjust the text box size if necessary

(c) Shapes (Rectangles, Circles, Arrows)

Purpose:

- Decorate the publication
- Highlight key points or images

Steps to Insert Shapes:

1. Click on **Insert**
2. Select **Shapes**
3. Choose a shape (rectangle, circle, arrow, etc.)
4. Click and drag to draw the shape
5. Add color or outline
6. Insert text inside the shape if needed

Applying Shape Tools to the Climate Change Poster

- Use **text boxes** for slogans like *“Save the Earth”*
- Use **lines** to separate the title from the content
- Use **shapes** to highlight actions like *Plant Trees, Reduce Pollution, Recycle Waste*

Exercise 1: Practical Activity

1. Create a **Climate Change Awareness Poster** using a publishing tool. Your poster should include:

- a) A title using a text box
- b) At least two different shapes
- c) One line separating sections
- d) A clear climate change message

Exercise 2: Short Answer Questions

1. What is a publishing tool?
2. State two uses of shapes in a publication.
3. Mention one way shape tools can help in communicating climate change messages.

“ Learning productivity tools prepares learners for school, work, and everyday digital tasks. ”



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