

LESSON PLANS

ICT - LESSON PLANS Teacher Pack





Content

Thank you for downloading our FREE ICT course. This pack includes: 12 lesson plans.

- ✓ Full lesson plans
- ✓ Resources
- ✓ Maximum 60 minutes per lesson
- ✓ Mapped to National Curriculum (England) Key Stage 3 & 4 computing programmes of study

Please add/remove/change tasks activities and resources if required for student differentiation and time restrictions.

Introduction	Lesson 7
About The IMI and IMI Autocity	Microsoft Excel
Notes:	Lesson 8
Curriculum Content	Microsoft Outlook Basic
Lesson 1	Lesson 9
Understanding Hardware and Software	Microsoft Outlook Advanced
Lesson 2	Lesson 10
Technology & Safety	Microsoft PowerPoint
Lesson 3	Lesson 11
Online Reputation	Microsoft PowerPoint Advanced
Lesson 4	Lesson 12
Microsoft Word Basic	Presentation of PowerPoint
Lesson 5	Additional Information:
Microsoft Word Advanced	Student Feedback
Lesson 6 Microsoft Excel	

Lesson Titles and Resource Reference Numbers

Lesson 1 - Understanding Hardware and Software	Ref. no.
Lesson plan 1	001
Task 1 – External Hardware handout	002
Task 1 – Internal Hardware handout	003
Task 2 – Hardware / Software handout	004
Lesson 2 - Technology & Safety	
Lesson plan 2	005
Task 1 – Comprehension & Class discussion	006
Task 2 – Inappropriate comments handout	007
Task 3 – Group activity	008
Lesson 3 – Online Reputation	
Lesson plan 3	008
Task 1 – Reading activity	009
Lesson 4 – Microsoft Word	
Lesson plan 4	010
Task 1 – Create a cover letter	011
Lesson 5 – Microsoft Word	
Lesson plan 5	012
Task 1 – Edit document	013
Lesson 6 & 7 – Microsoft Excel	
Lesson plan 6 & 7	014
Task 1 – Create a price list	015
Lesson 8 – Microsoft Outlook	
Lesson plan 8	016
Task 1 – Create and send an email	017
Lesson 9 – Microsoft Outlook Further	
Lesson plan 9	018
Task 1 – Send a meeting request	019
Task 2 – Create and save a task	020
Task 3 – Save and create a new contact	021
Lesson 10 – Microsoft Power Point	
Lesson plan 10	
Task 1 – Create and save a presentation	023



Lesson 11 – Microsoft PowerPoint Further	
Lesson plan 12	024
Task 1 – Edit a presentation and save it	025
Lesson 12 – The Presentation	
Lesson plan 14 026	
Task 1 – Present their PowerPoint	027
Rules_Automotive Family Fortunes	A
Automotive Family Fortunes_Questions	В
Automotive Family Fortunes_Slides C	
Course Feedback Form_Student	D

Lesson plan KEY		Prizes
Resources	Dark blue underlined text	
Teacher information	Bold or non-bold red text	End of lesson 8 = YES
(T)	Teacher/Tutor's role	(1 prize)
(ALL)	Students' role (Individual, group or whole class is indicated)	End of lesson 17 = YES (2 prizes)
Monitor:	Teacher/Tutor to monitor student progress and offer support	



Introduction

The automotive industry influences everyone, from delivering goods on time to commuters travelling to work and emerging services being able to respond to crisis, the motor industry helps keep the country moving.



About The IMI

The Institute of The Motor Industry is the professional body for individuals working in the motor industry and the authoritative voice of the retail automotive sector. The IMI's aim is to ensure that the automotive retail sector has a skilled, competent and professional workforce that is fully equipped to keep pace with the demands of new technology and changing markets. A key part of business for manufacturers and dealers is to encourage the best and brightest people to join their business in a variety of roles.



#MOTORCAREERS



www.theimi.org.uk/autocity

IMI Autocity is the one-stop-shop for impartial careers information and advice on careers in the Retail Motor Industry. Whether you are an individual looking to start or progress your career, or a teacher or careers advisor who supports others in making their career choices, Autocity is the place to start. With over 150 #MotorCareers to choose from Autocity provides you with all things Automotive!



NOTES

Curriculum content

Please note: The following points are not covered on the ICT Lessons.

Candidates should be able to:

- ✓ design, use and evaluate computational abstractions that model the state and behaviour of real-world problems and physical systems
- ✓ understand several key algorithms that reflect computational thinking [for example, ones for sorting and searching]; use logical reasoning to compare the utility of alternative algorithms for the same problem
- ✓ use two or more programming languages, at least one of which is textual, to solve a variety of computational problems; make appropriate use of data structures [for example, lists, tables or arrays]; design and develop modular programs that use procedures or functions
- ✓ understand simple Boolean logic [for example, AND, OR and NOT] and some of its uses in circuits and programming; understand how numbers can be represented in binary, and be able to carry out simple operations on binary numbers [for example, binary addition, and conversion between binary and decimal]
- ✓ understand how instructions are stored and executed within a computer system; understand how data of various types (including text, sounds and pictures) can be represented and manipulated digitally, in the form of binary digits
- ✓ create, re-use, revise and re-purpose digital artefacts for a given audience, with attention to trustworthiness, design and usability



LESSON 1: ICT

Understanding Hardware & Software

Learning objectives:

- Know the difference between hardware and software.
- Understand what hardware and software are found in a home computer.
- Be able to label hardware and software correctly.

Key words and phrases:

Hardware Software

Resources:

Student hand outs			
001	Lesson plan 1	003	Task 2 – Internal hardware handout
002	Task 1 – External hardware handout	004	Task 3 - Hardware / Software handout

Teacher's resources			
Α	External Hardware handout	В	Internal hardware handout
С	Hardware / software handout	D	PowerPoint Presentation

Pre-class preparation:

Task 1: Print one external hardware handout per student

Task 2: Print one internal hardware handout per student

Task 3: Print one hardware / software handout per student

Lesson begins...

Course ice breaker

Automotive Family Fortunes

Explain the rules if necessary (See Resource A Rules Automotive Family Fortunes)

• They will be split into two teams for this game (same teams over the 17 lessons)



- The winning team will receive a prize in the final lesson
- Show example question and scoring on slides
- Check everyone knows how to play

Start the game:

Divide the class into two teams, ask the first player from each team to come to the front desk – and ask them both the first question.

We asked 100 people...

1. Name an animal that would not fit into a Smart Car		2. What are the most popular car colours in the UK?	
Elephant	43% said	Silver	41% said
Lion	18%	Black	17%
Hippo	16%	Blue	16%
Giraffe	14%	Red	15%
Mouse	9%	White	11%
3. What are the most crashed cars in the UK?		4. What are the most popular cars of all time in the UK?	
Renault Clio	38% said	Ford Fiesta	45% said
Ford Fiesta	20%	Ford Escort	28%
Alfa 147	18%	Vauxhall Astra	12%
Porsche Boxster	15%	Ford Cortina	8%
BMW Convertible	9%	Vauxhall Corsa	7%
5. Name 5 of the most reliable cars		6. Name 5 of the	most unreliable cars
Honda	36% said	Land Rover	39% said
Toyota	30%	BMW	22%
Lexus	21%	Porsche	16%
Suzuki	9%	Volvo	14%
Subaru	4%	Mercedes	9%

Lesson objective/aims:

Using the PowerPoint presentation explain the learning objectives.

Discuss what hardware is – both internal and external.

(T)

Task 1:

(T)	Ask students if they can name each piece of external hardware in the picture
(ALL)	Students give their answers.
(T)	Show them the slide with other examples of external hardware.
	Then,
(T)	Hand out the external hardware worksheet and ask the students to fill it in.
(ALL)	Students discuss their answers and fill in the sheet of missing answers

Task 2:

(T)	Explain internal hardware using the PowerPoint present	ation.
-----	--	--------

- (ALL) Students to discuss with teacher
- (T) Hand out the internal hardware worksheet and ask the students to fill it in
- (ALL) Work with a partner to check and improve your work
- (T) Ensure learners are happy with their knowledge internal and external components.

Task 3

(T)	Discuss what software is.
(ALL)	Discuss the different examples of software and their functions.
(T)	Give the students the software handout and ask them to complete it.
(ALL)	Swap / Review your work with a partner – how many did you get right?
(T)	Ensure learners are happy with both internal and external hardware and the software components of a computer.

Lesson ends



HANDOUT 002: External Hardware Task 1

Label as many pieces of hardware as you can on this picture:



© Institute of the Motor Industry, Fanshaws, Brickendon, Hertford SG13 8PQ, UK



HANDOUT 003: Internal Hardware Task 2

Label as many pieces of hardware as you can on this picture:





HANDOUT 004: Hardware or Software Task 3

Hardware	Software



Graphics Card	Speakers
Microsoft Paint	Keyboard
Windows 8	Driving Test Theory CDROM
Adobe Photoshop	Webcam
Microphone	Monitor
Windows Media Player	RAM
Power Supply	CPU
Sim City Game	Hard Disc Drive
Norton Anti-Virus	Microsoft Outlook
Assassin's Creed 3 Download	Microsoft Word

LESSON 2: ICT

Technology & Safety

Learning objectives:

- Know how to use technology safely.
- Understand how to protect your online identity and privacy.
- Be able to recognise inappropriate content and know how to report it.

Key words and phrases:

Privacy	Identity Theft	Respect	Secure
Responsibility	Protect	Inappropriate Comments	

Resources:

Student hand outs			
005	Lesson plan 2	006	Task 1: Online Conversation Task
007	Task 2: Inappropriate Comments work sheet	008	Task 3: Identity Theft Worksheets

Misc.	
Computers / Laptops	Post-it notes (green, red, orange or yellow)
Pens	

Teach	er's resources		
Α	Automotive Family Fortunes Questions	В	Automotive Family Fortunes Slides

Pre-class preparation:	
Task 1: Print handout	
Task 2: Print handout	
Task 3: Print handout	

Lesson begins...

Starter Activity



Go to <u>https://www.typingclub.com/typing-qwerty-en.html</u> and practice your typing skills. Keep note of where you left off so as you can start at that point next lesson!

(T)	Explain the objectives.
(T)	Discuss how teenagers could encounter issues online
(ALL)	Discuss issues when using a computer and how safe/unsafe it can be
(T)	Using the PowerPoint (Lesson 2 ICT) presentation discuss Cyberbullying $/$ dealing with cyberbullying
(ALL)	Discuss 'speaking with people online' and what you would do if you suspect someone isn't who they say they are – Use the links to read about real life situations that have
Task 1:	
(ALL)	Read the online messaging conversation on the handout and answer the questions
(ALL)	Go through the answers and discuss – Look at the You don't know!!!
(T)	Explain the information on the 'inappropriate content' slide
(T) (ALL)	Explain the information on the 'inappropriate content' slide Discuss what is inappropriate and why. Has it ever happened to you?
(T) (ALL) Task 2	Explain the information on the 'inappropriate content' slide Discuss what is inappropriate and why. Has it ever happened to you?
(T) (ALL) <i>Task 2</i> (T)	Explain the information on the 'inappropriate content' slide Discuss what is inappropriate and why. Has it ever happened to you? Hand out the worksheets to the students
(T) (ALL) <i>Task 2</i> (T) (ALL)	Explain the information on the 'inappropriate content' slide Discuss what is inappropriate and why. Has it ever happened to you? Hand out the worksheets to the students Circle which comments you would find inappropriate if you saw them on Social Media
 (T) (ALL) <i>Task 2</i> (T) (ALL) (ALL) 	Explain the information on the 'inappropriate content' slide Discuss what is inappropriate and why. Has it ever happened to you? Hand out the worksheets to the students Circle which comments you would find inappropriate if you saw them on Social Media Reflect on your answers with the class
(T) (ALL) <i>Task 2</i> (T) (ALL) (ALL)	Explain the information on the 'inappropriate content' slide Discuss what is inappropriate and why. Has it ever happened to you? Hand out the worksheets to the students Circle which comments you would find inappropriate if you saw them on Social Media Reflect on your answers with the class
(T) (ALL) <i>Task 2</i> (T) (ALL) (ALL) (T)	Explain the information on the 'inappropriate content' slide Discuss what is inappropriate and why. Has it ever happened to you? Hand out the worksheets to the students Circle which comments you would find inappropriate if you saw them on Social Media Reflect on your answers with the class Discuss identity theft using the slides –
 (T) (ALL) <i>Task 2</i> (T) (ALL) (ALL) (T) (T) <i>Task 3:</i> 	Explain the information on the 'inappropriate content' slide Discuss what is inappropriate and why. Has it ever happened to you? Hand out the worksheets to the students Circle which comments you would find inappropriate if you saw them on Social Media Reflect on your answers with the class Discuss identity theft using the slides –



(ALL)	In your groups take 4 minutes to discuss and fill in the sheet of 10 things you should never give out online.
(T)	Ask each group to share their answers with the class and to jot down any answers they may have missed. Hand out sheet – 'What other things could happen if you give out your personal information online?'
(ALL)	In the same groups – take 4 minutes to discuss and fill in the handout. Again, share your answers with the class and fil in any answers you may have missed.
(T)	Discuss Viruses and the damage they can cause using the slides

Feedback to teacher

- (T) Ask students if they feel the learning objective & aims have been met using Post-its. Explain what the colours mean and give an example.
- Give out Post-its. Green = YES Red = NO Amber OR Yellow = not sure

Ask students to give their reasons.

- (ALL) Hold up a Post-it and volunteer reasons.
- (T) Collect in Post-its held up/count no. of each colour and keep a written record.

Lesson ends



HANDOUT 006: Lesson 2: Technology & Safety

Online Conversation Task 1

Read the following online conversation then answer the questions:





Pretend you are Sarah:

QUESTION	ANSWER
What is the name of the person you are speaking to?	
What year are they in?	
How do they know you?	
What school are they at?	
Where do they live?	
Are they male or female?	
Do they have a family?	
What would you reply to their last question?	



HANDOUT 007: Inappropriate Comments Task 2

Circle which comments you would find inappropriate if you saw them on Facebook or Twitter:





HANDOUT 008: Privacy & Identity Theft Task 3

Work in groups and list 10 things you should never give out online.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



Apart from Identity Theft, what other things could happen if you give out your personal information online?

1.	
2.	
3.	
4.	
5.	

LESSON 3: ICT

Online Reputation

Learning objectives:

- Know what your online reputation is.
- Understand why it is important to protect your online reputation.
- Be able to manage online accounts safely, securely and appropriately.

Key words and phrases:

Internet	Reputation	Upload	Online
Facebook	Twitter	Sexting	Texting

Resources:

Student hand outs			
009	Lesson plan 3	010	Task 1 Future You
011	Case Study		

Teacher's resources			
Α	Automotive Family Fortunes Slides	В	Automotive Family Fortunes Questions

Websites	
NONE	

Misc.	
Post-it notes (green, red, orange or yellow)	Blue Tack
Smart board & Flip chart paper	Blank paper and marker pens

Pre-class preparation:
Task 1: Print 010 Future You Task 1 Print 011 case study
Task 2: Research what a Dealer Principle is using - <u>http://www.autocity.org.uk/world-of-work</u>

Lesson begins...



Starter Activity

Automotive Family Fortunes (4-5 minutes)

Use <u>Resources: Automotive Family Fortunes_Slides</u> AND <u>Automotive Family Fortunes Questions</u> Explain the rules if necessary (See <u>Resource A Rules Automotive Family Fortunes</u>)

- They will be split into two teams for this game (same teams over the 17 lessons).
- The winning team will receive a prize in the final lesson.
- Show example question and scoring on slides:
- Check everyone knows how to play.

Start the game:

Divide the class into two teams, ask the first player from each team to come to the front desk – and ask them both the first question.

7. Name 5 past and present Top Gear presenters		8. Name the most popular, past and present, Top Gear presenter		
Jeremy Clarkson	43% said	Jeremy Clarkson	39% said	
Richard Hammond	28%	Richard Hammond	31%	
James May	12%	James May	15%	
Chris Evans	11%	Matt Le Blanc	9%	
Matt Le Blanc	6%	Chris Evans	6%	
9. Name the oldest, past and present, Top Gear presenter		10.Name the youngest, past and present, Top Gear presenter		
Jeremy Clarkson (55)	34% said	Richard Hammond (46)	46% said	
James May (53)	33%	Matt Le Blanc (48)	43%	
Chris Evans (49)	30%	Chris Evans (49)	6%	
Matt Le Blanc (48)	2%	James May (53)	3%	
Richard Hammond (46)	1%	Jeremy Clarkson (55)	2%	
11. Name 5 of their most favourite cars featured on Top Gear		12. Name 5 supercars		
Lamborghini	28% said	Bugatti	24% said	
Ferrari	26%	Ferrari	22%	
Audi	24%	Aston Martin	21%	
BMW	15%	Lamborghini	19%	
Alfa Romeo	7%	Porsche	14%	



Lesson objective/aims:

(T)	Explain the objectives.
Task 1: (T)	Using the power point slides, discuss your online reputation and why is it important to have a positive
(ALL)	Hand out the Future you handout Read the future you story on the handout – fill in the sheet answering online or offline to the comments.
(T)	Bask students to read out their answers in class and discuss the reason for choosing their answer – discuss the repercussions of seeing posts online using the PowerPoint presentation.
(ALL)	Case study – Read the case study about Kent youth PCC Paris Brown investigated over tweets.
(T)	Continue through the PowerPoint presentation discussing the importance of having a positive online reputation and posting pictures online.
(ALL)	Class discussion on - What is safe to post online?

IF THERE IS TIME: Task 2: (T) Research what a Dealer Principle is using - <u>http://www.autocity.org.uk</u>

Feedback to teacher

(T) Ask students if they feel the learning objective & aims have been met using Post-its. Explain what the colours mean and give an example.



(T) Collect in Post-its held up/count no. of each colour and keep a written record.



Lesson ends



HANDOUT 010: Future You Task 1

You are now 40 years old, married and have 2 children. You own 4 car dealerships and are a respected member of your local Institute of the Motor Industry, Membership Association.

A local reporter is writing an article on you and decides to dig around online to see what he can find out about you when you were younger.

If you had posted any of the things below online the reporter will be able to find them and will use them in his article, which all your friends and family will see.

Knowing this, which of the following would you post online and which would you keep off the internet?

Information	Online or Offline?
A picture of you coming out of a party, drunk and wearing only underwear.	
A picture of you and your friends at your university graduation.	
A video of you singing karaoke in a nightclub in Ibiza.	
A post where you have written that you think all people of a certain nationality shouldn't be allowed in the UK.	
A video of your dog.	
A picture of you with your parents	
A picture of you swearing at the camera.	



HANDOUT 011: Case Study

Kent youth PCC Paris Brown investigated over tweets (<u>www.bbc.co.uk</u>)

Paris Brown, an apprentice with Swale Borough Council, is due to begin the PCC job in the summer Comments posted on Twitter by Britain's first youth police and crime commissioner are being investigated for possible criminal offences.

Paris Brown, 17, posted what could have been considered racist and anti-gay tweets from the ages of 14 to 16.

She was appointed to the £15,000-a-year post last week by Kent PCC Ann Barnes, who said she would stand by her.

Kent Police said it was investigating the circumstances to determine whether any offences had been committed.

The force said it had received on Monday a number of complaints about statements posted on social media.

Earlier, the teenager was urged to resign from the post. Two Kent MPs - Laura Sandys and Damian Collins - said Paris should step down.

Labour's home affairs select committee chairman Keith Vaz said he believed her views were "incompatible with holding office but at the end of the day it is a matter for the police and crime commissioner to decide".



The teenager, from Sheerness, made a tearful apology for the tweets after the Mail on Sunday reported she had boasted about her sex life, drug taking and drinking on her account @vilulabelle on the social networking website.

She said: "I deeply apologise for any offence caused by my use of inappropriate language and for any inference of inappropriate views.

"I am not homophobic, racist or violent and am against the taking of drugs.



"If I'm guilty of anything it's showing off and wildly exaggerating on Twitter and I am very ashamed of myself."

The Twitter page has since been removed.

Ms Barnes, 67, who is paying £5,000 of Paris's salary from her own pay, said her tweets or Facebook page were not vetted when she was offered the job.

"Perhaps that is a lesson for the future," she said. "We went through a perfectly normal recruitment process. We had her vetted by the force and nobody normally looks through anybody's Twitter feed." Ms Barnes added: "A lot of young people use them and say the most horrible things. They don't even think about what they are saying and I think this is what's happened with Paris."

She said the teenager was one of 164 applicants for the job and was the best one and a "confident and articulate woman".

Paris, who is currently an apprentice at Swale Borough Council, is due to begin the one-year PCC post in July or August.

Paris resigned 2 days after this new story came out.

http://www.bbc.co.uk/news/uk-england-22083032



LESSON 4: ICT

Microsoft Word – The Basics

Learning objectives:

- Know what Microsoft Word is.
- Understand what documents can be created in Microsoft Word.
- Be able to create documents and use basic functions

Key words and phrases:

Internet	Reputation	Upload	Online
Facebook	Twitter	Sexting	Texting

Resources:

Student hand outs				
012	Lesson plan 4	013	Task 1 Write a letter	
014	Example Letter			

Teacher's resources				
Α	Automotive Family Fortunes Slides	В	Automotive Family Fortunes Questions	

Misc.	
Post-it notes (green, red, orange or yellow)	Computers
Printer	

Pre-class preparation:	
Task 1:	

Lesson begins...

Starter Activity

Go to <u>https://www.typingclub.com/typing-qwerty-en.html</u> and practice your typing skills. Keep note of where you left off so as you can start at that point next lesson!



Lesson objective/aims:

(T)	Explain the objectives.
Task 1:	
(T)	Explain to the students what Microsoft word is and why you would use it.
(T)	Demonstrate the look and layout of Microsoft word, to include;
(ALL)	Turn on your computers and open Microsoft Word.
(T)	Handout the Activity sheet and the example of a letter. Ensure students are comfortable using

Feedback to teacher

(T) Ask students if they feel the learning objective & aims have been met using Post-its. Explain what the colours mean and give an example.

Give out Post-	-its. Gr	reen = YES	Red = NO	Amber OR	Yellow = not su	re
	Ask stude	nts to give their rea	asons.			
(ALL)	Hold up a	Post-it and volunte	eer reasons.			
(T)	Collect in	Post-its held up/cc	ount no. of each	n colour and	keep a written re	ecord.

Lesson ends



HANDOUT 013: Microsoft Word

Type a Covering Letter

You are going to write a letter to a local company applying for an apprenticeship that you have seen them advertising.

Go to <u>http://jobs.theimi.org.uk/</u> and search for an apprenticeship. Pick one vacancy that you are going to apply for.

Open Microsoft Word by clicking on the icon that looks like this: (Yours might be 2007 or another year)



Letters should have certain information in them:

- Your address
- Your contact phone number and email address
- The company's address
- The date
- The name of the person you are writing to or, if you do not know the name, put 'Dear Sir or Madam'.
- The main section of the letter states why you are writing. In this case it will include the position that you want to apply for, where you saw it advertised and why you think you'd be good at the job
- Finish the letter with 'Yours sincerely' (or 'Yours faithfully' if your letter is address to 'Dear Sir or Madam' and your full name.

Now try writing a letter

In Microsoft Word with all these things in it, an example is on the next page.



HANDOUT 014: Microsoft Word

Amy Beech
123 Road Avenue
Townland
Countyland
AB1 2CD
Contact no: 01234 567890
Email: Amy.Beech@email.co.uk

Motors Ltd 1 Road Way Townland Countyland AB1 3EF

1st September 2017

Dear Sir / Madam,

I would like to apply for the apprenticeship vacancy of Light Vehicle Maintenance and Repair Technician that I saw advertised on the IMI Jobs Website.

I have always been interested in fixing cars and would like to turn this hobby into a career. I can work as part of a team and have been volunteering at my local go-kart track at weekends.

I look forward to hearing from you.

Yours sincerely,

Amy Beech



Notes on using Microsoft Word:

Make sure that all the writing is in the same font.

To change the font; select all the writing on the page and left click on the font box in the bar along the top, you can then select a different font by left clicking on it.

Change to font to Arial now using this box, then use the box next to it to make sure all your writing is the same size (12):



To make your address appear on the right hand side of the page you need to type it in normally, then select the writing you want to move and use the 'alignment' buttons on the right of the text box.

You can also use these to make sure the company's address is aligned to the left hand side of the page.

Mailings	Review	View	Ado	i-Ins
	· ⁴ 3 <u>-</u> ·) € ∎ ■ (‡≣ ·	≇ 2 ↓ <u>2</u> • ⊡	¶	AaBbCcDc ¶Normal
	Paragraph		٦	
Align Text	Left (Ctrl+L)			
Align text	to the left.			



Once you have written your letter make sure you have no spelling mistakes by doing a spell check (you should do this on any document you create). Click 'Review' at the top of the page and then the first icon, Spelling and Grammar:



A box will appear that will change any words you have spelt wrong – remember do not just accept what it tells you, it might be changing the word. Make sure you read it carefully and think what you want to say.

You now need to save your document. Click the Windows Icon (or File), and select 'Save As' and 'Word Document':

New	Save a copy of the document	
	Word Document Save the file as a Word Document	
Open Open	Word Template	Paragraph
Save	Save the document as a template that can be used to format future documents.	••••\$•••• • •••
Save As	Word 97-2003 Document Save a copy of the document that is fully compatible with Word 97-2003.	
Print >		
Prepare 🔸	OpenDocument Text Save the document in the Open Document Format.	
Sen <u>d</u>	PDF or XPS Publish a copy of the document as a PDF or VDF file	
Pyblish 🔸	Other Formats	
<u>C</u> lose	all possible file types.	



You can then select where you want to save the document (ask your teacher) and what to call it:

2 2		5	Save As				×
🛞 🎯 👻 🋧 🛄 Desktop	>			~ ¢	Search Desktop		P
Organize 🔻 New folder						• ·	•
 Microsoft Office Word Favorites Desktop Downloads Recent places This PC Desktop Documents Downloads Music My Web Sites on MSN 	Ĵ.	Emily Hakansson Libraries	This PC				
File name: Letter							~
Save as type: Word Doo	ument						~
Authors: mariap		Tags: Add a tag	Title:	Add a title			
Save Th	umbnail						
Alide Folders				Tools 👻	Save	Cancel	

Now you need to make sure the letter prints properly. Go back to the Word document that is your letter and select the Windows Icon again, and hover your mouse over 'Print', the select 'Print Preview':

New	Preview and print the document
<u>Open</u>	Print Select a printer, number of copies, and other printing options before printing.
Save	send the document directly to the default
Save As	Print Preview Preview and make changes to pages before printing.
Print	,
Prepare	•
sen <u>d</u>	*
Publish	*
Close	



Once you have clicked Print Preview you will see your letter displayed in a preview screen:

() 3 7 · 0) ·	003 Writing a cover letter (Preview) - Microsoft Word	- 0 ×
Print Preview		9
A Rest Page V Show Ruler	10 C	
Print Options Margins Orientation Size Zoom 100%	Close Print	
Page Vidth V Strink One Page	Preview	
Dig (Dr. D	······································	0
*		
	and the state of the second state of the secon	
2		
	AmyBeech	
	123 Road Avenue Townland	
	Countyland AB12CD	1
	Email: Any Beech@email.co.uk	
	Meines Ltd	
	1 Road Way Estimation	
	621 1AB	
	1 ^{er} September 2014	
	Dear Sir / Madam,	
	I would like to apply for the appenticeship vacancy of Technician as advertised on the IMI Jobs Website.	
* *	There always been interested influrn cars and would like to turn this hobby into a career. I can work as part of a team and have been volunteering at my local go-karttrack at weekends.	
	Hock forward to hearing from you.	
	Yours sincerely,	
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*		
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0	VOLKSWAGEN	
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8	THE INSTITUTE OF THE APPRENTICESHIP	
	words industrial PROGRAMME	
i k		
Page 2 of 6 Words 591 🕉 English United Kingdom)		
		1501
		* 12 ¹ Co (2016/2014

If you are happy with how your letter looks then press print in the top left corner.

When the print box comes up check that the right printer is selected (ask your teacher) and press ok.

		Print		? ×
Printer				
Name:	SRV-FPS1.ad.motor.or	g.uk\Careers	✓ Pro	operties
Status: Type: Where: Comment:	Idle HP LaserJet P2050 Series PCL6 192.168.42.223		Fin <u>d</u> Prir	Printer nt to fi <u>l</u> e nual duple <u>x</u>
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Print <u>w</u> hat: P <u>r</u> int:	Document V All pages in range V	Zoom Pages per s <u>h</u> eet: Scale to paper si <u>z</u> e:	1 page No Scaling	~
Options			ОК	Cancel

Check your printed letter, if it is on more than one page, does not look right or has bits missing you need to change it in Microsoft Word, save it and re-print it.
LESSON 5: Microsoft Word

Document to Edit

Learning objectives:

- Know how to edit a Microsoft Word document
- Understand what you can display in a Microsoft Word document
- Be able to edit documents and add additional information into them

Key wo Intern Faceb	r ds and phrases: et ook	Reputation Twitter	Upload Sextin	g g	Online Texting	
Resour	ces:					
Stude	Student hand outs					
015	Lesson plan 5		016	Task 1 – Saved Lette	er	
Teacher's resources						
Α	Automotive Fami	ily Fortunes Slides	В	Automotive Family F	ortunes Questions	

 Websites

 https://www.typingclub.com/typing-qwerty-en.html

Misc.	
Post-it notes (green, red, orange or yellow)	Computers / Laptops
Printer	Email

Pre-class preparation:
Task 1: Save the letter and picture into a central location so as the learner have access from their computers.
Lesson begins
Starter Activity

Go to <u>https://www.typingclub.com/typing-qwerty-en.html</u> and practice your typing skills. Keep note of where you left off so as you can start at that point next lesson!



(T)	Lesson objective/aims:
(T)	Explain the objectives.
(T)	Ask the students why they would need to edit documents
Task 1:	
(T)	Ask the students to open the letter – saved in a central location. Demonstrate how to open the letter using the overhead projector.
(ALL)	Open the letter and save it into your files
(T)	Direct Students to carry out the following tasks on the letter: Add a picture of a Ford Focus air filter top the letter Demonstrate to the students how you would do this by using an overhead projector.
(ALL)	Insert the picture - saved in a central location. Save the letter so as not to lose any of your work.
(ALL)	Print the document

IF THERE IS TIME:

Task 2:

(T) Write a cover letter that you can send to potential employers in a letter or email format.

Feedback to t	eacher		
(T)	Ask students if they feel the learning objective & aims have been met using Post-its. Explain what the colours mean and give an example.		
Give out Post-	its. Green = YES Red = NO Amber OR Yellow = not sure		
	Ask students to give their reasons.		
(ALL)	Hold up a Post-it and volunteer reasons.		



(T) Collect in Post-its held up/count no. of each colour and keep a written record.

Lesson ends



HANDOUT 016: Document to edit

Document to Edit

123 Garag The Roa The Tow AB1 14 01234 56789	ge ad vn ∖B ∂O
Bob's Parts 1 Road Town BA1 1AB	
1st September 201	.7
Dear Bob,	
I am trying to find an air filter for a Ford Focus. Please can you let me know if you have any?	
Many Thanks	
A. Garage	



LESSON 6 & 7: ICT

Microsoft Excel

Learning objectives:

- Know what Microsoft Excel is
- Understand what documents can be created in Microsoft Excel
- · Be able to create spreadsheets and use basic functions

Key words and phrases:

Column	Spreadsheet	Cells	Currency
VAT	Sum	Formulas	

Resources:

Student hand outs			
017	Lesson Plan 6 & 7	018	Task 1 Create a Spreadsheet
019	Notes - How to Create a Spreadsheet		

Teacher's resources			
Α	Automotive Family Fortunes Slides	В	Automotive Family Fortunes Questions

Vebsites	
http://jobs.theimi.org.uk/	

Misc.	
Post-it notes (green, red, orange or yellow)	Computers / Laptops
Power Point	

Pre-class preparation:	
Task 1: Print resource 016	

Lesson begins...

Starter Activity

Automotive Family Fortunes (4-5 minutes)



Use Resources: Automotive Family Fortunes Slides AND Automotive Family Fortunes Questions

Explain the rules if necessary (See <u>Resource A Rules Automotive Family Fortunes</u>)

- They will be split into two teams for this game (same teams over the 17 lessons).
- The winning team will receive a prize in the final lesson.
- Show example question and scoring on slides:
- Check everyone knows how to play.

Start the game:

Divide the class into two teams, ask the first player from each team to come to the front desk – and ask them both the first question.

13.Name 5 of the top selling motorbikes			14. Name 5 major motorbike race circuits in the UK				
Yamaha MT-09 Tracer Honda CBF 125 M BMW R 1200 S BMW S1000 RR Honda CBR 125 R	35% s 25% 18% 13% 9%	aid	B Si O D Ai	rands Hatch (South West) ilverstone (East Midlands) ulton Park (North West) onnington Park (East Midlands) nglesey (North Wales)	36% said 31% 16% 14% 3%		
15. Name 5 common reasons for motorbike accidents in the UK			16. Name 5 of the most famous motorcycle racing World Champions				
Bends on country roads43% saidCollisions at junctions28%Collisions while overtaking15%Loss of control8%Road surface conditions6%			Valentino Rossi48% saidJorge Lorenzo20%Marc Marquez17%Danni Pedrosa9%Bradley Smith6%				
17. Name 5 commonly rep motorbike (due to wear an	laced p d tear)	arts on a 	1	8. Name 5 commonly modified parts	motorbike		
Tyres Brake pads Oil filter Air filter Bulbs	37% s 30% 13% 12% 8%	aid	EX BI M W CI	xhausts rake pads lirrors ′indscreens rash protection	32% said 24% 18% 16% 10%		
19. Name 5 job roles related	to moto	orbikes	20. Name 5 popular motorbike colours				
Service/Parts advisor35% saidMotorcycle technician31%Motorcycle sales executive23%Ignition component engineer8%Mechanical / Restoration engineer3%			••	Black Silver Blue Red White	38% said 23% 17% 15% 7%		



21. Name 4 cars from a T	/ programme	22. Name 5 films featuring cars			
Batmobile Kit (Knight Rider) The Mystery Machine Transformers	38% said 22% 21% 19%	Fast and Furious Transformers Chitty Chitty Bang Bang The Italian Job Gone in 60 secs	27% said 22% 19% 17% 15%		
23. Name 5 commonly mis	sspelt car names	24. Name 5 car manufacture	rs that often advertise		
		on TV			
Lamborghini Ferrari Subaru Porsche Mitsubishi	46% said 29% 10% 8% 7%	Renault Toyota Volkswagen Peugeot Citroen	34% said 28% 20% 17% 5%		
25. Name 5 car manufact	urers	26. Name 5 companies that offer car insurance			
BMW Ford Audi Volkswagen Vauxhall	32% said 28% 20% 12% 8%	Direct Line Aviva Tesco Churchill LV	39% said 26% 18% 10% 7%		

Lesson objective/aims:

(T) Discuss Microsoft Excel and what you would use it for.

Task 1:

- (T) Each student is to create a price list on an excel spreadsheet
- (ALL) Go to <u>http://jobs.theimi.org.uk/</u> and search for an apprenticeship, pick one that interesteds you and apply for it.

(T) Ask the students to open a blank Microsoft Exel spreadsheet.

Discuss: Price lists should have certain information in them and so should pice lists;

- Spreadsheet title
- Colum titles
- Names of each part you are listing
- Amount in currency that each part costs (Trade Price)



How much the VAT on each part is (%) How much you sell each part for (Retail Price) Task 2: (ALL) Create a price list in Microsoft Work with the following information in it: Spreadsheet Title in Box 1A Column Titles in Row 2: Part, Trade Price, VAT Amount, Retail Price Put the following parts in Column A: Exhaust • Wing Mirror • Radiator • Tyre • Battery • Headlight Bulb • Windscreen Wiper Demonstrate how to make the box size bigger / smaller so as you can read all the words in each column. (ALL) Put the following prices in the Trade Price column: Exhaust 40 • • Wing Mirror 25 • Radiator 100 33 • Tyre Battery 27 • Headlight Bulb 2.50 • 21.75 Windscreen Wiper • Demonstrate to the learners how to change the numbers into currency using \pounds signs. (ALL) Change the numbers you have just inserted into currency using the £ sign. Then; Explain and demonstrate how to calculate the VAT value using the appropriate formula. (ALL) Calculate the VAT for each of the items by using the appropriate formula. All formula's in Excel start with the equals symbol = Then add the cell that you want to apply the formula to, in this case B3 Then select the multiply symbol on your keyboard - this will show as * Now type 0.2 and hit enter and the box should display the VAT amount of £8.00, you will still be able to see the formula in the top bar once the $\pounds 8$ is displayed. Demonstrate how to copy a formula from one cell to another;

(T)

(T)

(T)

(T)



	To use the same formula on each price in this column you do not need to type it into each box, put your mouse arrow over the bottom right hand corner of cell C3 that show the answer to your last formula (you can see a little box in the corner of the cell). Your arrow will change to a cross, when it does this left click and pull the box down until it covers all the cells you want the formula applied to.								
(ALL)	Copy the formula from the first cell so as to calculate the VAT for each item.								
(ALL)	Now you must calculate the retail price for each item.								
(T)	 Demonstrate to the students how to calculate the Retail Price – Start the formula as it always has to be with = Now type the name of the cell with the trade price, B3 and the add symbol + then the cell with the VAT amount, C3. Click enter Copy the formula down the row 								
(ALL)	 You will now need to save your spread sheet – before doing this you need to edit the heading; Select cells A1 to D1, then we are going to merge the cells – this means turning them into one big cell. 								
Feedback to a	teacher								
(T)	Ask students if they feel the learning objective & aims have been met using Post-its. Explain what the colours mean and give an example.								
Give out Post-	its. Green = YES Red = NO Amber OR Yellow = not sure								
	Ask students to give their reasons.								
(ALL)	Hold up a Post-it and volunteer reasons.								
(T)	Collect in Post-its held up/count no. of each colour and keep a written record.								

Lesson ends



HANDOUT 016: Production Methods

Now try creating a price list in Microsoft Work with the following information in it:

Spreadsheet Title in Box 1A

Column Titles in Row 2: Part, Trade Price, VAT Amount, Retail Price

Put the following parts in Column A:

- Exhaust
- Wing Mirror
- Radiator
- Tyre
- Battery
- Headlight Bulb
- Windscreen Wiper

Make sure that you can read all of the words in each column by making the columns wider, put the mouse arrow over the line between two columns until you see the symbol below then left-click and drag until the column is the right size:

	0	.	Ŧ		
	C	Home Inser	t Page Lay	yout Formu	ilas Data
Fon	Pa	Cut Copy Ste Clipboard	Arial B Z 1	+ 10 + <u>U</u> → <u>U</u> → <u>3</u> Font	
0000		A10 -	Width: 16.43	(120 pixels)	
(++)		А	В	С	D
	1	ABC Garage Price I	ist		
	2	Part	Trade Price	VAT Amount	Retail Price
	3	Exhaust			
	4	Wing Mirror			
	5	Radiator			
	6	Tyre			
	7	Battery			
	8	Headlight Bulb			
	9	Windscreen Wiper			
	10		8		
	11				
	12				
	13				
	4.4	1	:		



Put the following prices in the Trade Price column:

- Exhaust 40
- Wing Mirror 25
- Radiator 100
- Tyre 33
- Battery 27
- Headlight Bulb 2.50
- Windscreen Wiper 12.75

To make these numbers appear as pounds we need to turn them into currency. Highlight the cells that have the numbers in by clicking on the top box and dragging the mouse down until they are all highlighted:

	<u> </u>	J-2	••
	А	В	
1	ABC Garage Price L	ist	
2	Part	Trade Price	V/
3	Exhaust	40	
4	Wing Mirror	25	
5	Radiator	100	
6	Tyre	33	
7	Battery	27	
8	Headlight Bulb	2.5	
9	Windscreen Wiper	12.75	
10			
4.4			

Then select the currency button at the top - it looks like notes and coins:

	0	÷							
	C	Home Insert	Page La	yout Formu	ilas Data	Review				
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		a cut	Arial	× 10 ×	A A ≡	= -	≫~-	Wrap Text		Accounting
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ł		83 . (JA	40						Accounting
		A	В	С	D	E	F	G	H	Choose an
	1	ABC Garage Price L	ist							format for t
	2	Part	Trade Price	VAT Amount	Retail Price					
	2	Exhaust	£ 40.00	1						For instance
	5	LAndust	~ 40.00							of Dollars.

All the prices should now appear in this format: $\pounds40.00$

To calculate the VAT amount we can use a formula. Formulas are the reason that Excel is used so much when any calculations need to be made to sets of numbers; the spreadsheet does it for you! In this case we will need to work out 20% of the Trade Price, to do this you need to multiply the trade price by 0.2.



All formula's in Excel start with the equals symbol =

Then add the cell that you want to apply the formula to, in this case B3

Then select the multiply symbol on your keyboard - this will show as *

Now type 0.2 and hit enter and the box should display the VAT amount of $\pounds 8.00$, you will still be able to see the formula in the top bar once the $\pounds 8$ is displayed:



To use the same formula on each price in this column you do not need to type it into each box, put your mouse arrow over the bottom right hand corner of cell C3 that shows the answer to your last formula (you can see a little box in the corner of the cell). Your arrow will change to a cross, when it does this left click and pull the box down until it covers all the cells you want the formula applied to:

e Price	VAT Amount	Retail F
40.00	£ 8.00	L
25.00		ľ
100.00		
33.00		
27.00		
2.50		
12.75		

14-Nov-17

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		Clipboard	i j		Fo	nt	5	
		C3 • (9	f_{x}	=B3'	°0.2		
		А		В		С	D	
	1	ABC Garage Price L	is	t				
	2	Part	T	rade Price	VAT	Amount	Retail P	
	3	Exhaust	£	40.00	£	8.00		
	4	Wing Mirror	£	25.00	£	5.00		
	5	Radiator	£	100.00	£	20.00		
	6	Tyre	£	33.00	£	6.60		
	7	Battery	£	27.00	£	5.40		
	8	Headlight Bulb	£	2.50	£	0.50		
	9	Windscreen Wiper	£	12.75	£	2.55		
	10							
	11							
	40							

When you let go of the mouse the correct VAT amounts should show in each cell:

Are yours correct? If not go back and work through the formula again.

To calculate the Retail Prices we are going to use another formula. This time we need to add together the Trade Price with it's VAT and this will give the retail price.

Make sure you have clicked in the square where you want the answer to be, in this case D3

Start the formula as it always has to be with =

Now type the name of the cell with the trade price, B3and the add symbol + then the cell with the VAT amount, C3. As you do this the cells you are selected will be outlined in different colours:

<u> </u>							
	SUM 🔫 (9.7	K ✔ f _×	=B3	+C3		
	А		В	С		D	
1	ABC Garage Price L	ist					
2	Part	Tra	de Price	VAT	Amount	Retail Price	
3	Exhaust	£	40.00	£	8.00	=B3+C3	
4	Wing Mirror	£	25.00	£	5.00		
5	Radiator	£	100.00	£	20.00		
6	Tyre	£	33.00	£	6.60		
7	Battery	£	27.00	£	5.40		
8	Headlight Bulb	£	2.50	£	0.50		
9	Windscreen Wiper	£	12.75	£	2.55		
10							
11							



Hit enter and the total should be shown:

- (0	f_x				
		В		С		D
Price L	ist					
	Tra	de Price	VAT	Amount	Reta	ail Price
	£	40.00	£	8.00	£	48.00
	£	25.00	£	5.00		
	£	100.00	£	20.00		
	£	33.00	£	6.60		
	£	27.00	£	5.40		
lb	£	2.50	£	0.50		
Wiper	£	12.75	£	2.55		

Repeat the process to copy the formula down into all of the cells where you need to calculate the retail price. Does your spreadsheet look like this:

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	Home Insert	t	Page Lay	/out	Formu	las	Data	
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P	aste 👻 🛷 Format Painter	r	BI	<u> </u>		•		Ē
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	E12 🔫 (9	f_{x}					
	A		В		С		D	
1	ABC Garage Price L	ist						
2	Part	Tr	ade Price	VAT	Amount	Re	tail Price	
3	Exhaust	£	40.00	£	8.00	£	48.00	
4	Wing Mirror	£	25.00	£	5.00	£	30.00	
5	Radiator	£	100.00	£	20.00	£	120.00	
6	Tyre	£	33.00	£	6.60	£	39.60	
7	Battery	£	27.00	£	5.40	£	32.40	
8	Headlight Bulb	£	2.50	£	0.50	£	3.00	
9	Windscreen Wiper	£	12.75	£	2.55	£	15.30	
10								
11								<u> </u>

If not go back and start the formula process again.



Now you need to save your spreadsheet. Select the Windows icon, or File, and Save As, then select Excel Workbook:



You will then need to follow your teacher's directions to save your spreadsheet in the right place. The name of your Spreadsheet is not very easily read so we are going to edit Row 1 to make it look more like a heading.

Select cells A1 to D1, then we are going to merge the cells – this means turning them into one big cell:

0		Ŧ												
C	Home Insert	t	Page Lay	/out	Formu	las	Data	а	Review	View	1			
Pa	Cut		Arial IB / I	<u>ı</u> -	• 10 •	A	A -	=	= =	≫- ≇ #	1	Merge & Ce	enter	G
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	А		В		С		D		E	F	ſ	G		H loir
1	ABC Garage Price L	ist										Excel		larg
2	Part	Tra	de Price	VAT	Amount	Ret	tail Price	е				1	2	in t
3	Exhaust	£	40.00	£	8.00	£	48.00)					2	Thi
4	Wing Mirror	£	25.00	£	5.00	£	30.00)						tha
5	Radiator	£	100.00	£	20.00	£	120.00)				Excel		
6	Tyre	£	33.00	£	6.60	£	39.60)				1	2	
7	Battery	£	27.00	£	5.40	£	32.40)						
8	Headlight Bulb	£	2.50	£	0.50	£	3.00)						
9	Windscreen Wiper	£	12.75	£	2.55	£	15.30)				Press F1 fo	or mo	re helj
10														



Once you have clicked 'Merge & Centre' the heading should move into the middle of your table, leave the cell selected and make the text bold so it stands out:

Pa	Lipboard	r Ā	Arial BII	<u>J</u> → F	• 10 • ⊡• ⊘ ont	A		• = ; • = :	
A1 - (not fix) ABC Garage Price List									
	А		В		С		D	E	
1	AE	BC	Garage P	rice	e List				
2	Part	Tra	ade Price	VA.	T Amount	Re	tail Price		
3	Exhaust	£	40.00	£	8.00	£	48.00		
4	Wing Mirror	£	25.00	£	5.00	£	30.00		
5	Radiator	£	100.00	£	20.00	£	120.00		
6	Tyre	£	33.00	£	6.60	£	39.60		
7	Battery	£	27.00	£	5.40	£	32.40		
8	Headlight Bulb	£	2.50	£	0.50	£	3.00		
9	Windscreen Wiper	£	12.75	£	2.55	£	15.30		
10									
11									

You now need to put the list of parts into alphabetical order so it is easier to find what you are looking for – this might not seem important here but if you have 100 rows of parts you might find it useful. To do this you need to select the column that you want to Sort, you do this by clicking on the 'A' button at the very top of the column:

	Clipboard	1		Fo	nt		G.
	A2 🗸 (9	f_x	ABC	Garage	Pric	e List
	Α		В		С		D
1	AE	С	Garage F	rice	List		
2	Part	Tr	ade Price	VAT	Amount	Ret	tail Pric
3	Exhaust	£	40.00	£	8.00	£	48.0
4	Wing Mirror	£	25.00	£	5.00	£	30.0
5	Radiator	£	100.00	£	20.00	£	120.0
6	Tyre	£	33.00	£	6.60	£	39.6
7	Battery	£	27.00	£	5.40	£	32.4
8	Headlight Bulb	£	2.50	£	0.50	£	3.0
9	Windscreen Wiper	£	12.75	£	2.55	£	15.3
10							
11							
12							



You will then need to select the 'Sort & Filter' button from the right hand side of the top toolbar, and select 'Sort A – Z':



When you select this the spreadsheet will ask you if you want to expand your selection (so that all the prices stay in line with the parts) or continue with current selection (which will just change the order of the part names and leave the prices where they are).

You need to Expand the Selection as you want to keep all the right prices with the right part:

Sort Warning ? ×							
Microsoft Office Excel found data next to your selection. Since you have not selected this data, it will not be sorted.							
What do you want to do? Expand the selection							
O Continue with the open statement of the	urrent selection						
		Sort	Cancel				

Click 'Sort', does your sheet now look like this:

0		Ŧ						
0	Insert	t	Page Lay	/out	Formu	las	Data	
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1	AE	3C	Garage P	rice	List			
2	Part	T	rade Price	VAT	Amount	Re	tail Price	
3	Battery	£	27.00	£	5.40	£	32.40	
4	Exhaust	£	40.00	£	8.00	£	48.00	
5	Headlight Bulb	£	2.50	£	0.50	£	3.00	
6	Radiator	£	100.00	£	20.00	£	120.00	
7	Tyre	£	33.00	£	6.60	£	39.60	
8	Windscreen Wiper	£	12.75	£	2.55	£	15.30	
9	Wing Mirror	£	25.00	£	5.00	£	30.00	
10	-							

If not go back to the beginning of the process to filter the Part names A-Z and try again. Once it looks like this save your document by clicking the blue disk circled above.

You now need to print your spreadsheet, select the windows icon, or file, and Print, then select Print Preview – it is always a good idea to preview your print, especially when using Excel to make sure that it all shows on one page:





How do you think it looks in the Print Preview? Is it clear and easy to read? With spreadsheets it is often easier to read if the gridlines between all the cells are shown when it is printed.

To do this select Page Setup while still in the Print Preview:



Then the Sheet tab and tick the box marked Gridlines:

Part Battery Exhaust Headlight B Radiator	ABC Garage Price List Trade Price VAT Amount Retail Price £ 27:00 £ 5:40 £ 32:40 £ 40:00 £ 8:00 £ 48:00 Bulb £ 2:50 £ 0:50 £ 3:00 £ 100:00 £ 20:00 £ 120:00
lyre Vindscre	Page Setup ? ×
ving ivir	Page Margins Header/Footer Sheet Print area: Image:
	Print
	Page order
	Options
	OK Cancel



Then click ok and it should now look like this:

A	BC	Garage P	rice	List		
Part	Tra	de Price	VAT	Amount	Ret	all Price
Battery	£	27.00	£	5.40	E	32.40
Exhaust	E	40.00	£	8.00	E	48.00
Headlight Bulb	£	2.50	£	0.50	£	3.00
Radiator	1.6	100.00	£	20.00	3	120.00
Tyte	£	33.00	£	6.60	E	39.00
Winds creen Wiper	3	12.75	£	2.55	E	15.30
Wing Mirror	£	25.00	£	5.00	£	30.00

If you are happy with how it is shown, click Print and check that the correct printer is selected (check with your teacher), then select 'ok'.

	Drin	ut	
Inter			
Name:		✓	Properties
Status: Typ: Where:	Idle HP Laser Jet P2050 Series PCL6		Fin <u>d</u> Printer
Comment:	192.1		Print to file
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● <u>A</u> ll ○ Page(s) <u>F</u> rom: <u>+</u> <u>I</u> o: +	Number of <u>c</u> opies	: 🛛 🔶
Print what	onCEntire workbook		3 Collate
Active Ignore	print areas		

Make sure your name is on your work and hand in to your teacher.

LESSON 8: ICT

Creating an Email

Learning objectives:

- Know what Microsoft Outlook is
- Understand what Microsoft Outlook can do.
- Be able to create emails, tasks and use basic functions

Key words and phrases:

Outlook	Inbox	Sent Items	Email
Sent	Junk E-Mail	Attachment	Forward
Reply	Deleted Items	Address Book	

Resources:

Student hand outs							
019	Lesson Plan 8	020	Task 2 – Create an email				
021	Notes – Creating an email						

Teach	er's resources		
А	Automotive Family Fortunes Slides	В	Automotive Family Fortunes Questions

Misc.	
Post-it notes (green, red, orange or yellow)	Computer / Laptops

Pre-class preparation:

Task 1: Print handout 020: Market research

Lesson begins...

Starter Activity

Automotive Family Fortunes

Explain the rules if necessary (See Resource A Rules Automotive Family Fortunes)

- They will be split into two teams for this game (same teams over the 17 lessons).
- The winning team will receive a prize in the final lesson.



- Show example question and scoring on slides:
- Check everyone knows how to play.

Start the game:

Divide the class into two teams, ask the first player from each team to come to the front desk – and ask them both the first question.

27. Name 5 of the most exworld	pensive cars in the	28. Name 5 car manufacturers beginning with the letter 'm'		
Bugatti Veyron	41% said	Maserati	39% said	
Lamborghini	17%	Mercedes Benz	26%	
Ferrari	16%	Mazda	18%	
Pagani Zonda	15%	Mini	10%	
Aston Martin	11%	Mitsubishi	7%	
29. Name 5 car manufact the letter 's'	urers beginning with	30. Name 5 German car manufacturers		
Saab	38% said	Audi	41% said	
Subaru	20%	Mercedes Benz	17%	
Skoda	18%	BMW	16%	
Seat	15%	Volkswagen	15%	
Smart	9%	Porsche	11%	
31. Name 5 car manufact features an animal	urers whose logo	32. Name 5 car man completely silver	ufacturers whose logos are	
Ferrari (horse)	40% said	Audi	36% said	
Porsche (horse)	27%	Mercedes Benz	22%	
Lamborghini (bull)	13%	Renault	20%	
Jaguar	11%	Toyota	13%	
Alfa Romeo (dragon)	9%	Honda	9%	

Lesson objective/aims:

- (T) Explain the objectives.
- (T) Discuss why you would use Microsoft Outlook
- (ALL) List some day to day reasons you might use Microsoft Outlook.
- (T) Discuss and demonstrate the day to day uses of Outlook.



Task 1:

(ALL) Go to <u>http://jobs.theimi.org.uk</u> and search for an apprenticeship. Pick one vacancy that you are going to apply for.

Demonstrate to the learners how to search on IMI Auto Jobs for an apprenticeship. Once you have found the apprenticeship you would like to apply for you need to ensure your cover letter (which is your email) and CV skills match the skills required to do the position.

Task 2

(T) Ask the learners to write an email in application for the apprenticeship they would like to apply for.

Take the learners through step for step on how to send an email, attach a CV and send the email.

(ALL) Use your notes to bring you through the process of writing, sending and attaching to an email.

Tips;

- Ensure the font is the same size and type throughout
- Us the spell check tool to ensure you have no spelling mistakes in your email
- Ensure you have the email address correct
- ٠

Feedback to teacher

(T) Ask students if they feel the learning objective & aims have been met using Post-its. Explain what the colours mean and give an example.

Give out Post-	its. Green = YES	Red = NO	Amber OR Yellow = not sure
	Ask students to give their re	asons.	
(ALL)	Hold up a Post-it and volunt	eer reasons.	
(T)	Collect in Post-its held up/c	ount no. of eacl	n colour and keep a written record.

Lesson ends



HANDOUT 020: Market Research

You are going to write an email to a local company applying for an apprenticeship that you have seen them advertising.

Go to <u>http://jobs.theimi.org.uk</u> and search for an apprenticeship. Pick one vacancy that you are going to apply for.

Open Microsoft Outlook by clicking on the icon that looks like this: (Yours might be 2007 or another year)



When you are applying for a job, the email is your cover letter and should always have certain things in:

- The email address of the person you are sending it to
- Your email address to send a copy of the email to
- A Subject
- It should be addressed to the correct person, if you do not know the name, put 'Dear Sir or Madam'.
- The main section of the email will state why you are writing. In this case it will include the position that you want to apply for, where you saw it advertised and why you think you'd be good at the job
- Finish the letter with 'Yours sincerely' (or 'Yours faithfully' if your letter was address to 'Dear Sir or Madam') and your full name.
- Your CV will need to be attached to the email

When you open Microsoft Outlook you will need to create a new email:

Put the email address in of the person you want to send the email to (in this case the one your teacher has given you).



14-Nov-17



You then want to put your own email address into the 'CC' line, this stands for Carbon Copy and sends a copy of the email to yourself so you remember what you have applied for.

You also have the option of sending an email to someone 'BCC', this means Blind Carbon Copy and means that the person you send the email to cannot see that you also sent a copy to the BCC person.

<u>File E</u> dit <u>V</u> iew <u>G</u> o <u>T</u> ool	s <u>A</u> ctions <u>H</u> elp
😭 <u>N</u> ew 🚽 🌲 🎦 🗙 🙈	Reply 🙈 Reply to All 🙈 Forward 🔡 🚩 📑 Send/Receive 👻 🍅
Mail	« 🖾 Inbox
Favorite Folders	
🖂 Inbox	
📁 Unread Mail	Message Insert Options Format Text
📁 Unread Mail	
🔄 Sent Items	→ & Cut + 11 + A A = = = = =
Mail Folders	
All Mail Items	Format Painter
🖃 🧐 Mailbox - Emily Hakansson	Clipboard 🕞 Basic Text
🗄 🗟 Deleted Items	
🔯 Drafts	To teacher@school.sch.uk
🗆 🖂 Inbox	Cc me@me.com
1st Gear/Accelerate	Send
Apprentices	Subject:
Autocity	
CIAC Steering Group	
EIF2	
🖃 🧰 Headlight	
🚞 Indicate	
🚞 Literacy	
🚞 Influencing the Influ	
🖃 💭 Internal	
🜄 1st Aid	
Jobs Platform	

You must **always** put a subject into an email; most companies have systems set up that will reject any email that comes in without a subject as 'Junk' or 'Spam', so to make sure your email gets through always put something in the subject box.

This can be very simple and straight forward, in this case: 'Application for Vacancy' is all that is needed.





You then need to write your email, you MUST write something in the main body of the email or, again, many companies Spam filters will reject it. Plus – it looks strange, if an employer receives an email with a CV attached but nothing written in the email how do they know why you have sent your CV?

The email is not very different to the cover letter that you created in Word except you do not need to put any postal addresses or the date at the top.

Do not think that because it is an email it can be informal; this is still you applying for an apprenticeship, or job role, and your first contact with an employer. If it's badly written they will just delete it.

Now write your email.

Did yours look like this?

Message I	nsert Options For	mat Text					
Paste V Clipboard	• 11 • A • • ☷ • <u>u</u> • • • <u>A</u> • ≡ ≡ = Basic Text	ting the second	ess Check k Names Names	Attach Item Include	Calendar Signature	Follow Up + Options	ABC Spelling
This message has not he	een sent						
Send Subject: A	e@me.com pplication for Vacancy						
Deer Cir / Meder							
Dear Sir / Madam	1,						1
l would like to ap advertised on the	oply for the apprentice IMI Jobs Website a	ceship vacanc nd have attach	y of Light Vehi ed my CV.	cle Maintenan	ce and Repair 1	Гechnician th	at I saw
I have always be team and have b	en interested in fixi een volunteering at	ng cars and w my local go-ka	ould like to tur rt track at week	n this hobby i ends.	nto a career. To	can work as p	part of a
I look forward to I	hearing from you.						
Yours sincerely,							
Amy Beech							

Make sure that all the writing is in the same font. To change the font; select all the writing on the page and left click on the font box in the bar along the top, you can then select a different font by left clicking on it.



Change to font to Arial now using this box, then use the box next to it to make sure all your writing is the same size (12):



Once you have written your email make sure you have no spelling mistakes by doing a spell check (you should do this on any email you create). Click 'Spelling' on the top menu:

	003 Creating an Email - Microsoft V						
Dc	AaBbCcl	AaB	bCc]	AaBb	CcI	Aa	аB
ci	Heading 1	Head	ling 2	Headir	ng 3	Ti	tle
L)					-		×
							C
ļ			۲	- 12		ABC	
255 (*	Calendar Sign	ature *	Follo Up •	w 🏮	Sp	pelling *	
de		- Gi	Opt	ions	Pr	oofing	

A box will appear that will change any words you have spelt wrong – remember do not just accept what it tells you, it might be changing the word. Make sure you read it carefully and think what you want to say.



You now need to attach your CV to the email, using the file your teacher tells you, select the paper clip icon:

Paste Clipboa	Arial Arial B	× 11 × A A I II × II × II × II × II × II	Address Chick Book Names	Attach File Attach Business Card ~ Include	Calendar Sig	
This m	This message has not been sent. Attach File					
	То	teacher@school.sch.uk		Attach a file to this item	1.	
Send	Сс	me@me.com				
	Subject:	Application for Vacancy				
Dea	Dear Sir / Madam,					
advertised on the IMI Jobs Website and have attached my CV.						
l hav tean	I have always been interested in fixing cars and would like to turn this hobby into a care team and have been volunteering at my local go-kart track at weekends.					

This will open a box and you need to find the file you are attaching then click insert:

۲ L	Inse	ert File			
🔄 🏵 👻 🕆 퉬 🕨 This PC 🕨 Th	ne IMI Data (\\srv-fps1) (I:) → Careers →		v C	Search Careers	
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This PC Desktop Documents Documents Music My Web Sites on MSN Performance Library on intrar Pictures Professional Development on The IMI internal Newsletter or INMAwards (\\srv-fps1) (H:) SkillsDev (\\srv-fps1) (k:) Profelev (\\srv-fps1) (k:) Profelev (\\srv-fps1) (k:)	Name Admin Archive Careers Emily Films to Convert May Beech CV	Date modified 07/08/2014 12:03 11/09/2014 11:29 16/10/2014 14:05 20/10/2014 15:00 07/08/2014 11:35 28/10/2014 14:51	Type File folder File folder File folder File folder Hicrosoft Office	Size	
File name: Amy	Beech CV		¥	All Files	
			Tools 🔻	Insert	- c



The attachment will now show on your email:

	Message	Insert Options Format Text		0
Paste	Arial	• 11 • A ▲ ▲ □ · □	ss Calendar Signature	
This me	ssage has no	basic lext ¹² Names includ	Options '* Prooting	
	To	teacher@school.sch.uk		٦
Send	Сс	me@me.com		
	Subject			
	Attached:	Amy Beech CV.docx (10 KB)		_
Dear	Sir / Mad	am,		
I would like to apply for the apprenticeship vacancy of Light Vehicle Maintenance and Repair Technician that I saw advertised on the IMI Jobs Website and have attached my CV. I have always been interested in fixing cars and would like to turn this hobby into a career. I can work as part of a team and have been volunteering at my local go-kart track at weekends.				
I hav team	e always and have forward f	been interested in fixing cars and would like to turn this hobby been volunteering at my local go-kart track at weekends.	r into a career. I can work as part of a	=
I hav team Hook Your	e always and have forward t s sincerel	been interested in fixing cars and would like to turn this hobby been volunteering at my local go-kart track at weekends. o hearing from you. y,	r into a career. I can work as part of a	III
I hav team Hook Your Amy	e always and have forward t s sincerel Beech	been interested in fixing cars and would like to turn this hobby been volunteering at my local go-kart track at weekends. o hearing from you. y,	r into a career. I can work as part of a	

Read over your email again and make sure you are happy with everything.

If you are, click Send.



LESSON 9: ICT

Creating a Meeting, Task & Contact

Learning objectives:

- Know what Microsoft Outlook is
- Understand what Microsoft Outlook can do.
- Be able to create tasks and calendar appointments

Key words and phrases:

Outlook	Inbox	Sent Items	Email
Sent	Junk E-Mail	Attachment	Forward
Reply	Deleted Items	Address Book	

Resources:

Stude	nt hand outs		
022	Handout: Creating a meeting	023	Handout: Creating a task
024	Handout: Creating a contact	025	

Teach	er's resources		
В	Automotive Family Fortunes_Slides	С	Automotive Family Fortunes_Questions

Misc.	
Post-it notes (green, red, orange or yellow)	Blue Tack
Smart board & Flip chart paper	Blank paper and marker pens

Pre-class preparation:

Task 1: Print handout 022: Creating a meeting

Task 2: Print handout 023: Creating a task

Task 3: Print handout 024: Creating a contact

Lesson begins...

Starter Activity

Automotive Family Fortunes (4-5 minutes)



Use Resources: Automotive Family Fortunes_Slides AND Automotive Family Fortunes Questions

Automotive Family Fortunes

Explain the rules if necessary (See Resource A Rules Automotive Family Fortunes)

- They will be split into two teams for this game (same teams over the 17 lessons).
- The winning team will receive a prize in the final lesson.
- Show example question and scoring on slides:
- Check everyone knows how to play.

Start the game:

Divide the class into two teams, ask the first player from each team to come to the front desk – and ask them both the first question.

Lesson object	tive/aims:
(T)	Explain the objectives.
	Discuss what else Microsoft Outlook can be used for in an office environment (diary, meetings manager and contacts database)
	Meetings: where you can create and invite people to meetings, check other people's calendars and manage your time. You can also use it to create a task list or save contacts.
(ALL)	List some reasons why you may use Microsoft Outlook in an office
Task 1:	
(ALL)	Go to Microsoft Outlook and use their handout to bring you through the process of creating a meeting in outlook
Task 2:	
(ALL)	Go to Microsoft Outlook and use their handout to bring you through the process of creating a task in outlook



Task 3:

(ALL) Go to Microsoft Outlook and use their handout to bring you through the process of creating a contact in outlook

Feedback to teacher

(T) Ask students if they feel the learning objective & aims have been met using Post-its. Explain what the colours mean and give an example.

Give out Post-	its. Green = YES	Red = NO	Amber OR Yello	<mark>ow</mark> = not sure
	Ask students to give their re	easons.		
(ALL)	Hold up a Post-it and volunt	eer reasons.		
(T)	Collect in Post-its held up/c	ount no. of each	colour and keep	a written record.

Lesson ends



HANDOUT 022: Creating a Meeting

You are going to create a meeting between you and your teacher to discuss your Career Options.

Open Microsoft Outlook by clicking on the icon that looks like this: (Yours might be 2007 or another year)



You will be using the Microsoft Excel calendar and it is important to fill in all the fields that it asks you for.

Go to your calendar in Microsoft Outlook by selecting the Calendar icon on the left hand menu:





You can view your calendar a day, week or month at a time.

Calendar «	Da	Week	Month O Show w	vork week 💿 Show full wee	:k			
✓ October 2014 Mo Tu We Th Fr Sa Su	۲	∋ ∠. Ostober	vovember 201	4			Search Calenda	r "O •
29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19		27 Monday	28 Tuesday	29 Wednesday Half Term	30 Thursday	31 Friday	1 Saturday	2 Sunday
20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9	07.00		JH 8-4; Joanna Holling ↔		JH 8-4; Joanna Holling 🖓	EmilyH WFH PM (Physio		
🖸 All Calendar Items 👻	07 **							
My Calendars *	08 00							
Calendar in Accelerate Calendar in Sarah Cunningham	09 00	Send Careers Events shit				Contact School re: event i		
Calendar in Steve Trotter	10 00	Interim Review (EH) Meeting Room 3 Lesley Woolley		PD Managers meeting Meeting Room 1 Libby Lovick	CIAG and ATNF discussio meeting room 3 James Stockdale			
Calendar in headlight Calendar in Chris Lincoln	11 00	PR for Competitions						
Sarah Whiteside Jones Lesley Woolley	12 00			Lunch				
Maria Ciampa Joanna Hollingdale	13 00							
A Mail	14 00			IMI at JCP Hertford		Physio		
Calendar	15 00							
Tasks	16 00							

Select 'New' from the top menu bar (circled above) and this will open a new calendar event:

C	🚽 🔊 (° 🍝 🍫) 🔻	Untitled - Ap	pointment	- 🗆 🗙
	Appointment Insert	Format Text		۲
Save & Close	Invite Attendees Actions	Appointment Scheduling Assistant Show	Construction Control Contro Control Control Control Control	
Subject:				
Location:				~
Start time End time:	Tue 28/10/2014	✓ 15:30 ✓ All day event ✓ 16:00 ✓		
				5
				Â
				=
•		iii.		 ,*
In Shared	Folder: 🧱 Calendar			



You now need to fill in the details of your meeting. First you need to put the subject and location:

	Appointment Insert	Format Text		
Ĥ	Calendar		🚧 Show As: 🔲 Busy	· 🗘 🍳
Save & Close At	Invite tendees 🙈 Forward 👻	Appointment Scheduling Assistant	🐺 Reminder: 15 minutes	Recurrence Time Zone
	Actions	Show		Options
Subject:	My Career Options			
Location:	Mr. Jones' Office			
Start time:	Tue 28/10/2014	✓ 15:30 ✓	All day event	
End time:	Tue 28/10/2014	✓ 16:00 ✓		

You then need to put the correct day and time, set your meeting for tomorrow at 2pm by using the drop down boxes:



You will then need to write a brief description to tell the other person what your meeting is about.



You need to do this every time, even if they already know as if you were planning a meeting for in a few months' time they may have forgotten what it was about by then!

Save & Invite Celete Close Attender Poward Actions Show As: Busy Reminder: 15 minutes Conflicts with another appointment on your Calendar. Subject: My Career Options Location: Mr. Jones' Office Dear Mr Jones Please can we meet to go through my Career Options, I have now written my cover letter and would like to talk to you about the best companies to apply for an apprenticeship with.
Actions Show Options Proofing Conflicts with another appointment on your Calendar. Subject: My Career Options Subject: My Career Options Image: Conflict of the second
Conflicts with another appointment on your Calendar. Subject: My Career Options .ocation: Mr. Jones' Office Start time: Wed 29/10/2014 Wed 29/10/2014 In time: Wed 29/10/2014 Dear Mr Jones Please can we meet to go through my Career Options, I have now written my cover letter and would like to talk to you about the best companies to apply for an apprenticeship with. Thanks
Subject: My Career Options Location: Mr. Jones Office Dear Mr Jones Please can we meet to go through my Career Options, I have now written my cover letter and would like to talk to you about the best companies to apply for an apprenticeship with. Thanks
Location: Mr. Jones' Office Start time: Wed 29/10/2014 V 15:30 V All day event End time: Wed 29/10/2014 V 16:00 V Dear Mr Jones Please can we meet to go through my Career Options, I have now written my cover letter and would like to talk to you about the best companies to apply for an apprenticeship with. Thanks
Start time: Wed 29/10/2014 V 15:30 V All day event End time: Wed 29/10/2014 V 16:00 V Dear Mr Jones Please can we meet to go through my Career Options, I have now written my cover letter and would like to talk to you about the best companies to apply for an apprenticeship with. Thanks
Dear Mr Jones Please can we meet to go through my Career Options, I have now written my cover letter and would like to talk to you about the best companies to apply for an apprenticeship with. Thanks
Amy Beech
n Shared Folder: 🕎 Calendar

Now Spell-check what you have written using the blue tick on the menu bar (circled).

If you are happy with what you have written you need to invite the people that you want at the meeting. Click 'Invite Attendees':




This will open a box similar to when you add an email address:

Meeting Insert Format Text								
Cancel Concel Invitation Concernent Scheduling Actions Show Attendees								
Invitation Conflicts	Invitations have not been sent for this meeting. Conflicts with another specific ment on your Calendar.							
E Sand	To							
Sella	Location:	Mr. Jones' Office	•					
	Start time:	Wed 29/10/2014	Y	15:30	v			
	End time:	Wed 29/10/2014	×	16:00	v			
Dear Mr Jones								

Please can we meet to go through my Career Options, I have r

Write the email address of the person to send it to in this line (your teacher will give you this) and check the meeting again to check everything is right:

	Meeting	Insert Format Text							
Cancel Invitation	Calendar Calendar Delete	Appointment Scheduling Assistant Show	Meeting Workspace	Show As:	Busy - minutes - Re Options	currence Zones	Categorize	ABC Spelling Proofing	
Invitation Conflicts	Invitations have not been sent for this meeting. Conflicts with another appointment on your Calendar.								
	То	MJones@teacher.sch.uk							
Eand L	Subject:	My Career Options							
Sena	Location:	Mr. Jones' Office						~	Rooms
	Start time: End time:	Wed 29/10/2014 ¥ Wed 29/10/2014 ¥	15:30 V All da	y event					
Please compa Thanks	ir Jones can we me nies to app	et to go through my Caro ly for an apprenticeship v	eer Options, I have now w with.	itten my cover	letter and wou	ld like to talk	to you about :	the best	
Amy B	eech								
lf you	are hap	py, click send.							



HANDOUT 023: Creating a task

You are going to create a task on Microsoft Outlook. A task list is like a to-do list, it helps you remember everything you need to do for work and mark it as complete when you have finished.

Open Microsoft Outlook by clicking on the icon that looks like this: (Yours might be 2007 or another year)



Then go to the Tasks section of Outlook:



Your task list will be blank at the moment, you need to select 'New' from the menu:

©		1stgear - Tasks in 1stgear - Microsoft Outlook		
Gooolsctions	He	p		Type a question for help
🗄 💆 New 🔹 🖨 🏝 🗡 🖉 🕰 Reply		eply to All 🙈 Forward 🚟 🦞 🔛 Search address books 💽 💽		
Table	~	😤 1stgear - Tasks	Search 1stgear - Tasks 🔎 👻 🗧	To-Do Bar »
All Task Items	•	🗅 🗹 Subject Due	Date 🔺	Cctober 2014
My Tasks	* 🔺	Click here to add a new Task		Mo Tu We Th Fr Sa S
 To-Do List Tasks Tasks in 1stgear Tasks in Accelerate 		There are no items to show in this view.		29 30 1 2 3 4 6 7 8 9 10 11 1 13 14 15 16 17 18 1 20 21 22 23 24 25 2 27 28 29 30 31 1
Tasks in Sarah Cunningham Tasks in Steve Trotter Tasks in IMI Members Tasks in careers				3 4 5 6 7 8 PD Managers meeting Wed 10:00 - 11:00 Meeting Room 1; Libby Low
Tasks in headlight Tasks in Chris Lincoln Other Tasks	*			Lunch Wed 12:00 - 13:00
🔍 Master-Task	_			IMI at JCP Hertford
Current View Simple List Detailed List Active Tasks Next Seven Days Overdue Tasks By Category Assignment By Person Responsible Completed Tasks Mail Calendar Calenda		N N		Wed 14:00 - 16:00 Arranged By: Importa Type a new task Normal Careers events o Metrics Bus Plan Y Training Needs
0 Items			8	Online with Microsoft Exchange

Select 'New' from the top menu bar (circled above) and this will open a new task:





You now need to fill in the details of your task. First you need to put the subject:

	0 (* * *)) =		U	Intitled - Task						×
Task	Insert	Format Text									0
Save & Dele	te Task D	Petails Assign Task	Send Statu Report	Js Mark Complete	Reply Reply to All Forward	O Recurrence	Skip Occurrence	Categorize	Follow Priva	te Spelling	
Cubiest	Maite New OV	v)[1	vianage rask			0	ptions		Proofing	1
Subject:	write New CV										
Start date:	None	~	Status:	Not Started							¥
Due date:	None	~	Priority:	Normal	✓ % Complete	: 0%					
Reminder:	None	Y	None	N 1	🖉 🐠 Owner:	1stgear					
											Ċ,
4											•

You then need to put the Start Date (the date that you plan to start the task), and the Due Date (the date you need to finish the task by).

Put that start date as tomorrow and the due date as 2 weeks after that using the drop down buttons:

🖬 🕅 🕫 🗢 🗢 🔻 👘 Write New CV - Task 🛛 👘 🗖	- ×
Task Insert Format Text	
Image: Save & Delete Close Show Image: Sh	BC elling
ubject: Write New CV	
tart date: Wed 19 Status: Not Started	,
vue date: Ved 19/11/2014 V Prot. Normal V % Complete: 0%	
November 2014	
Reinder: Mo Tu We Th Fr Sa Su None V 🕀 Owner: 1stgear	
3 4 5 6 7 8 9	C
10 11 12 13 14 15 16 17 18 19 20 21 22 23	ŕ
24 25 26 27 28 29 30	
	L



You will see that you can change the 'Status' of the task, see what option you have by clicking on the drop down menu and select the most appropriate status for your task.

Set the Priority of the task to 'High':

) (° 4 4) Ŧ		Write	e New CV - Ta	sk
Task	Insert Forma	t Text			
Save & Dele Close	te Task Details	Assign Send Statu Task Report	Mark Complete	C Reply Reply to All Forward	Recurrence Skip Occurren
Actions	Show	1	/lanage Task		
Subject:	Write New CV				
Start date:	Wed 12/11/2014	✓ status:	Not Started		
Due date:	Wed 19/11/2014	Priority:	Normal	Scomplete	: 0%
Reminder:	None	None	Low Normal High	Owner:	1stgear

Set a reminder for your task for 5 days before it is due at 10am using the drop down buttons:

	<u>(* + +)</u> =	Write New CV - Task
Task	Insert Forma	at Text
Save & Delete	Task Details	Assign Send Status Mark Task Report Complete Manage Task Opt
Subject:	Write New CV	
Jubjecti		
Start data	Wed 12/11/2014	Status: MulStarted
oue date:	Wed 19/11/2014	Priority: Normal % Complete: 0%
Reminder:	Wed 19/11/2014	V 08:00 V Owner: 1stgear
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Now put a brief description of what you need to do in the box; this is your task list so you do not have to write it formally.

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) 🥴 🗢 🗢 🔻		Write New CV - Ta	ask				
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Subject:	Write New CV							
Start date:	Wed 12/11/2014	✓ Status:	Not Started					
Due date:	Wed 19/11/2014	✓ Priority:	Normal 💉 % Complet	e: 0% 🔺				
Reminder:	Fri 14/11/2014	10:00	V Wner:	1stgear				
Write up n	Write up my new CV after I have met with Mr. Jones so that it is ready to send to employers.							

You can now click 'Save & Close':

C	। ७ ४ २) न			Write New CV -	Task				
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Due date:	Wed 19/11/2014		Priority:	Normal 🖌 % Comp	ete: 0%	•			
Reminder:	Fri 14/11/2014		10:00	V 😻 Own	r: 1stgear				

Write up my new CV after I have met with Mr. Jones so that it is ready to send to employers.



The task will now appear in your Outlook Task List:

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Y To-Do List		🛃 🗖 Write New CV	Wed 19/11/2014				
Tasks							
Tasks in Accelerate							
强 Tasks in Sarah Cunningham							
Tasks in Steve Trotter	=						
Tasks in IMI Members							

Once you have completed the task you can tick the box to the left of it and it will draw a line through it to show it is complete:

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I Task Items		-	C 🗹	Subject		Due Date	*	
asks	*			Click here to add	a new Task			
o-Do List			2 🗸	Write New CV		Wed 19/11/2	2014	
isks								
asks in 1stgear								
isks in Accelerate								
asks in Sarah Cunningham								
asks in Steve Trotter								



HANDOUT 023: Creating a contact

You are going to create a contact on Microsoft Outlook. Your Contacts are like your phone book, you can save people's emails, phone numbers and addresses that you might want for work.

Open Microsoft Outlook by clicking on the icon that looks like this: (Yours might be 2007 or another year)



Then go to the Contacts section of Outlook:





Your contact list will be blank at the moment, you need to select 'New' from the menu:



Select 'New' from the top menu bar (circled above) and this will open a new contact:

		Untitled - Contact	
Contact Insert Format Text			
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IM address:			
Phone numbers			
Business 👻			
Home			
Business Fax			
Mobile			
Addresses			
Business			
This is the mailing address			



You now need to fill in the details of your contact.

Fill this one in for yourself, you will notice as you start to fill in different information the contact card starts to fill them in as well (make up the information you do not have):

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Contact Inse	ert Format Text						
Save & New ~ Save & Send ~ Close X Delete Actions	General General Certificates All Fields General All Fields Show	E-mail Meeting Call Communicate	Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system <	ABC Spelling Proofing			
Full Name	A. Smith		A. Smith				
Company:	ABC Garages	0	ABC Garages Sales Manager				
Job title:	Sales Manager		01234 567890 Work 07777 444555 Mobile				
File as:	Smith, A.		01111 222333 Home				
Internet			. Alamaterbegulagestein				
🔛 E-mail 🔻	A.smith@ABCgarages.com						
Display as:	A. Smith (A.smith@ABCgarages.o	:om)	Notes				
Web page address:	www.ABCGarages.com			ć			
IM address:							
Phone numbers							
Business 🔻	01234 567890						
Home 🝷	01111 222333						
Business Fax 💌							
Mobile 🔻	07777 444555						
Addresses							
Business 💌	123 ABC Road						
✓ This is the mailing address	ABC AB1 CD3						
				L.,			

You can add a picture of your contact if you like by clicking on the picture square (circled above).



You can also add notes into the contact, for example how you met them or what you discussed:

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Save & Send Save & X Close X Delet Actiony	w * SGeneral Certificates Certificates Certificates Certificates All Fields Show	E-mail Meeting Call Communicate	 Picture * 1 Picture * 1 Picture * 1 Categorize * 1 Categorize * 1 Spelling * Proofing
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Component	ABC Compar		A. Smith ABC Garages
Company:	ADC Galages		Sales Manager 01234 567890 Work
Job title:	Sales Manager		07777 444555 Mobile
File as:	Smith, A.	¥	01111 222333 Home A.smith@ABCgarages.com
internet			
E-mail	 <u>A.smith@ABCgarages.com</u> 		+
Display as:	A. Smith (A.smith@ABCgarages.	com)	Notes
Web page address:	www.ABCGarages.com		
IM address:			Call in January to discuss new prices
Phone numbers			for Windscreen Wipers.
Business	 <u>01234 567890</u> 		
Home	• <u>01111 222333</u>		
Business Fax	•		
Mobile	▼ 07777 444555		
Addresses			
Business	 123 ABC Road 		
✓ This is the mailin	9 ABC		
address	AB1 CD3		
			4
in Shared Folder: 🛛 💐	1stgear		

When you are happy with the record click 'Save & Close' circled above.

Your contact will now appear in your contacts list:

<u>File Edit View Go Tools Actions</u>	s <u>H</u> elp			Type a question for help
: 💁 New 🔹 🧰 🏰 🗙 🚱 🗞 🔹 🔡	Y Search address books	-		
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Now add another contact to the list with a different surname and see how they are saved.

LESSON 10: ICT

Microsoft PowerPoint

Learning objectives:

- Know: what Microsoft PowerPoint is
- Understand: what Microsoft PowerPoint can create and be used for
- Be able to: create a Presentation based on a researched subject

Resources:

Student hand outs				
026	Handout: Creating a presentation	027		
028				

Teach	er's resources		
В	Automotive Family Fortunes_Slides	С	Automotive Family Fortunes_Questions

Misc.	
COMPUTERS	Post-it notes (green, red, orange or yellow)
Smart board & Flip chart paper	Blue Tack, blank paper and marker pens

Pre-class preparation:

Task 1: access to computers

Task 2: printout Handout 026 creating a presentation

Lesson begins...

Starter Activity

Go to <u>https://www.typingclub.com/typing-qwerty-en.html</u> and practice your typing skills. Keep note of where you left off so as you can start at that point next lesson!



Lesson objective/aims:

(T) Explain the objectives.

Task 1:

- (T) Discuss the number of job roles available in the retail automotive industry (150), that they can be found on <u>www.theimi.org.uk/autocity</u> and that today they are going to develop a 5 min presentation on a job role they did not know existed
- (ALL) Discuss different job roles they know exist and list on the board

Visit the <u>www.theimi.org.uk/autocity</u> website and find a job role they are interested in they did not know about before today

Task 2:

(T) Go to PowerPoint and use their handout to bring you through the process of creating a presentation

Feedback to teacher

(T) Ask students if they feel the learning objective & aims have been met using Post-its. Explain what the colours mean and give an example.

Give out Post-	its.	Green = YES	Red = NO	Amber 0	DR <mark>Yellow</mark>	= not sure
	Ask stud	lents to give their re	easons.			
(ALL)	Hold up	a Post-it and volunt	eer reasons.			

(T) Collect in Post-its held up/count no. of each colour and keep a written record.

Lesson ends



HANDOUT 026: Creating a Presentation

You are going to create a 5 minute presentation to describe an automotive job role that you did not know existed.

Go to <u>www.autocity.org.uk</u> and decide which job role you are going to do your presentation on, then research it and find out some basic information that you will include in your slidesOpen Microsoft

Open PowerPoint by clicking on the icon that looks like this: (Yours might be 2007 or another year)



You can then start to put your information in the slides.

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	Click to add title	
	Click to add subtitle	
	Click to add notes	



Follow the instructions to add a title and subtitle into your presentation:

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Click to add notes	

When you have done this click on 'New Slide' in the top toolbar to create the next slide:

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SMART Repairer By Sub Smon Cent 19	Click to add title						
2	Click to add text						
	Click to add notes	2					

You can now create the slide using similar items to a Word document, add a title and text, you can use bullet points and change the font you use:





Repeat this process to add more slides to your presentation and put the information that you wish to include on your chosen job role.

You might want to include what qualifications you need, how much you can earn, where you work and what the best bits of the job are.

Keep going back to the information on the job role using <u>www.autocity.org.uk/world-of-work</u> to make sure you are including lots of relevant information.

Remember not to put everything onto the slides so you'll just read off them, put key bots of information on the slide and then if you need to have notes in front of you to remind you about the detail of what you're going to say.

Once you have finished your presentation save it by clicking on the Windows or File button and clicking 'Save As' and then 'PowerPoint Presentation':



Then save it where your teacher tells you to.

LESSON 11: ICT

Editing a Presentation

Learning objectives:

- Know: how to edit a Microsoft PowerPoint presentation
- Understand: what can be included in a PowerPoint presentation
- Be able to: add animations, backgrounds and images to a presentation.

Resources:

Student hand outs					
026	Editing a presentation	027			
028					

Teach	er's resources		
В	Automotive Family Fortunes_Slides	С	Automotive Family Fortunes_Questions

Misc.	
COMPUTERS	Post-it notes (green, red, orange or yellow)
Smart board & Flip chart paper	Blue Tack, blank paper and marker pens

Pre-class preparation:

Task 1: Access to presentations form last lesson

Print out handout on editing a presentation

Lesson begins...

Starter Activity

Automotive Family Fortunes

Explain the rules if necessary (See Resource A Rules Automotive Family Fortunes)

- They will be split into two teams for this game (same teams over the 17 lessons).
- The winning team will receive a prize in the final lesson.
- Show example question and scoring on slides:



• Check everyone knows how to play.

Start the game:

Divide the class into two teams, ask the first player from each team to come to the front desk – and ask them both the first question.

33. Name 5 car tyre br	ands	34. Name 5 petrol brands that you see out and about			
Continental	31% said	Shell	26% said		
Michelin	29%	BP	24%		
Goodyear	22%	Esso	22%		
Pirelli 10%		Техасо	17%		
Bridgestone 8%		Total	12%		
35.Name 5 different kinds of lights a car		36.Name 5 safety features designed to protect			
35.Name 5 different ki	nds of lights a car	36.Name 5 safety featur	es designed to protect		
35. Name 5 different ki has	nds of lights a car	36. Name 5 safety featur passengers	es designed to protect		
35.Name 5 different ki has Headlight	nds of lights a car	36.Name 5 safety featur passengers Seat belts	es designed to protect 39% said		
35.Name 5 different ki has Headlight Indicator	nds of lights a car 34% said 25%	36.Name 5 safety featur passengers Seat belts Airbags	res designed to protect 39% said 34%		
35.Name 5 different ki has Headlight Indicator Fog light	nds of lights a car 34% said 25% 21%	36.Name 5 safety featur passengers Seat belts Airbags Anti-lock braking system	es designed to protect 39% said 34% 15%		
35.Name 5 different ki has Headlight Indicator Fog light Full beam	nds of lights a car 34% said 25% 21% 11%	36.Name 5 safety featur passengers Seat belts Airbags Anti-lock braking system Traction control	es designed to protect 39% said 34% 15% 9%		

Lesson objective/aims:

(T) Explain the objectives.

Task 1:

(T) Review last lessons presentation skills

Task 2:

(ALL) Follow handouts on editing your presentation

Feedback to teacher

(T) Ask students if they feel the learning objective & aims have been met using Post-its. Explain what the colours mean and give an example.



Ask students to give their reasons.



- (ALL) Hold up a Post-it and volunteer reasons.
- (T) Collect in Post-its held up/count no. of each colour and keep a written record.

Lesson ends



HANDOUT 028: Editing a Presentation

You are now going to edit your presentation.

Open Microsoft PowerPoint by clicking on the icon that looks like this: (Yours might be 2007 or another year)



Then click the Windows or File button, select Open and then open your presentation from where it was saved:

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Dave Hs	·	7 002 Computing PowerPoint Lessons 6 and 7	-[=]				
		8 002 Computing PowerPoint Lesson 5	-[=]				
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28		002 Computing PowerPoint Lesson 3	-[=]				
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		002 Computing PowerPoint Lesson 8	-[=]				
<u> </u>		002 Computing PowerPoint Lessons 6 and 7	-[=]				
		PowerPoint Options X Exit Power	rPoint				
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First change the background colour of your slides, to do this you can use a pre-set design, click on the 'Design' tab in the top menu and then select which colour scheme you would like to use:



Once you have selected a design you can change the colours of it by clicking the 'Colours' drop down menu:



Try out a few different designs and colours now.



Now you can add some images into your presentation, your teacher will tell you where the motor industry images are saved.

Simply left click the mouse to the place in a slide where you would like to put a picture and then click 'Insert' from the top Menu, and then 'Picture':



Select the picture you would like to put in your slide and click 'Insert':

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	Desktop	🔛 IMI Image 2	29/11/2004 15:09	JPEG image	1,422 KB	
	Documents	🔛 IMI Image 3	08/05/2012 13:33	JPEG image	615 KB	
	Downloads	🔛 IMI Image 4	23/05/2006 11:35	JPEG image	145 KB	
SMART Repairer	Music	🔛 IMI Image 5	08/05/2012 15:03	JPEG image	6,417 KB	
By Bob Smith	Defense en librer en intere	🔛 IMI Image 6	08/05/2012 15:03	JPEG image	4,846 KB	
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The picture will then appear on the slide:



Obviously this picture is too big, so use the boxes on each corner of the picture to make it the size you want.

Then move it to where you want it on the slide by clicking in the middle of the picture and dragging it to where you want before letting go of the mouse button.





Repeat this process to put pictures anywhere you would like them in your presentation using the saved motor industry ones.

Now you can add in some animations, these make lines of text or pictures move / appear in different ways.

Highlight a word or sentence that you would like to animate, then click on the 'Animations' tab and then on the 'Custom Animation' button:



This will open a box on the right hand side of the screen.



Click on the 'Add Effect' drop down and this will give you the options relating to WHEN you want the animation to happen.

We are going to make the words move when they appear so chose 'Entrance' and then select the style you would like out of the options:

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-0	**	8. Random Effects					
Ť		More Effects					

See what happens to the text you had highlighted. Try some different animations on some different words or lines of text until you decide on the ones you want to keep.

Remember not to use too many or it distracts your audience!



When you are happy with your presentation go back to the first slide and click the 'Slideshow' tab and select 'From Beginning'; this will now play though your slideshow as it would when you are actually presenting (including all the animations):



Move from slide to slide by clicking the right arrow on your keyboard or the space bar and check you are happy with how the presentation looks and how all the animations work.

Press 'Esc' on your keyboard at any time to go back into PowerPoint and change anything you are not happy with.

Once you have finished your presentation save it by clicking on the Windows or File button and clicking 'Save As' and then 'PowerPoint Presentation':



Then save it where your teacher tells you to.

LESSON 12: ICT

Presentation Evaluation

Learning objectives:

- Know: how to give a presentation using PowerPoint
- Understand: how to present and move through the PowerPoint document
- Be able to: present their own PowerPoint presentation on a subject they have researched that includes text, images, animations and background designs / colours.

Resources:

Student hand outs				
026	Handout: Presentation evaluation	027	Additional Information : ICT	

Teach	er's resources		
В	Automotive Family Fortunes Slides	С	Automotive Family Fortunes Questions

Misc.	
COMPUTERS	Post-it notes (green, red, orange or yellow)
Smart board & Flip chart paper	Blue Tack, blank paper and marker pens

Pre-class preparation:

Task 1: Print out feedback documents

Task 2: Access to a projector for the presentations

Task 4: Print out overall feedback on ICT lesson plans for The IMI

Lesson begins...

Starter Activity

Go to <u>https://www.typingclub.com/typing-qwerty-en.html</u> and practice your typing skills. Keep note of where you left off so as you can start at that point next lesson!

Lesson objective/aims:



(T) Explain the objectives.

Task 1:

(T) Revise what we did last lesson with presentations, explain all students will have 5 mins each to present their PowerPoint and the rest of the class will fill in the feedback documents.

Task 2:

(ALL) Each student has 5mins to present their work

Students complete feedback document on each presentation

Task 3:

(ALL) Feedback form documents on good points from presentations

Task 4:

- (ALL) Students fill in overall ICT Literacy feedback evaluation forms on all previous 12 lesson
- (T) Sends feedback back to the Careers Team at The IMI <u>careers@theimi.org.uk</u> along with any particularly good presentations to showcase on IMI Autocity website <u>www.theimi.org.uk/autocity</u>

Feedback to t	eacher				
(T)	Ask students if they feel the learning objective & aims have been met using Post-its. Explain what the colours mean and give an example.				
Give out Post-	its. Green = YES Red = NO Amber OR Yellow = not sure				
	Ask students to give their reasons.				
(ALL)	Hold up a Post-it and volunteer reasons.				
(T)	Collect in Post-its held up/count no. of each colour and keep a written record.				

Lesson ends



HANDOUT 026: Presentation Evaluation

Speaker's Name	Date
Title of presentation	
What do you remember most?	
What was good?	
What was good?	
What was great?	
What could have been better?	
When you are assessing someone's presentation	look for these success criteria:
Body Language	Voice and Clarity
Eye contact	Clear pronunciation
Posture	Volume
Gestures	Good pace
Poise	
Content and Research	Audience Appeal
Main ideas	Interesting
Well-argued (makes sense)	Answers Questions
• Well-organised (introduction-body-conclusion)	Persuasive
	Confident
Additional comments:	

HANDOUT: Additional Information: ICT

Course feedback – Student

The Institute of the Motor Industry is very interested to hear your thoughts and opinions on the ICT course you have completed.

School or college name	
Your name	
Year group	

Please tick one of these boxes:

	Question	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
Course aims	Accurately described the content					
& objectives	and propose					
Resources	Useful online resources					
	Useful paper handouts					
	Useful presentation slides					
Course topic	Interesting					
	Contained enough detail					
Course	Useful and relevant					
activities	Fun and interesting					
	Enough time to complete each one					
	A good mix of group and individual					
	activities					
Homework	Relevant and achievable					
Course speed	Appropriate					
Difficulty level	Appropriate					
My interest in IC	CT has increased					
My ICT knowledge has increased						
My increased ICT knowledge will help me in the						
future						
Overall the ICT course has met my expectations						
I would recomm	nend the ICT course to other students					

What was positive and or negative about the ICT course?

What suggestions do you have for improving the ICT course?

Thank you for your feedback! careers@theimi.org.uk

TEACHING RESOURCE: Automotive Family Fortunes - 36 Questions

We asked 100 people...

Lesson 1 – Understanding Hardware & Software

37.Name an animal that would not fit into a Smart car		38.Name the most popular car colours in the UK	
Elephant	43% said	Silver	41% said
Lion	18%	Black	17%
Нірро	16%	Blue	16%
Giraffe	14%	Red	15%
Mouse	9%	White	11%
39.What are the most crashed cars in the UK?		40.What are the most popular cars of all time in the UK?	
Renault Clio	38% said	Ford Fiesta	41% said
Ford Fiesta	20%	Ford Escort	17%
Alfa 147	18%	Vauxhall Astra	16%
Porsche Boxter	15%	Ford Cortina	15%
BMW Convertible	9%	Vauxhall Corsa	11%
41.Name 5 of the most reliable cars		42.Name 5 of the most unreliable cars	
Honda	43% said	Land Rover	38% said
Toyota	28%	BMW	20%
Lexus	12%	Porsche	18%
Suzuki	11%	Volvo	15%
Subaru	6%	Mercedes	9%

Lesson 3 – Online Reputation

43.Name 5 past and present Top Gear presenters		44.Name the most popular (past and present) Top Gear presenter	
Chris Evans	43% said	Jeremy Clarkson	38% said
Jeremy Clarkson	28%	James May	20%
Richard Hammond	12%	Chris Evans	18%
James May	11%	Richard Hammond	15%
Matt Le Blanc	6%	Matt Le Blanc	9%



45.Name the oldest (past and present) Top Gear presenter		46.Name the youngest (past and present) Top Gear presenter	
Jeremy Clarkson (55)	41% said	Richard Hammond (46)	43% said
James May (53)	17%	Matt Le Blanc (48)	28%
Chris Evans (49)	16%	Chris Evans (49)	12%
Matt Le Blanc (48)	15%	James May (53)	11%
Richard Hammond (46)	11%	Jeremy Clarkson (55)	6%
47.Name 5 of their most favourite cars featured on Top Gear so far		48.Name 5 supercars	
Audi	41% said	Bugatti	38% said
Lamborghini	17%	Ferrari	20%
Ferrari	16%	Aston Martin	18%
BMW	15%	Lamborghini	15%
Alfa Romeo	11%	Porsche	9%

Lesson 6 – Microsoft Excel

49.Name 5 of the top selling motorbikes		50.Name 5 major motorbike race circuits in the UK		
Yamaha MT-09 Tracer Honda CBF 125 M BMW R 1200 S	38% said 20% 18%	Brands Hatch (South West) Silverstone (East Midlands) Oulton Park (North West)	41% said 17% 16%	
BMW S1000 RR Honda CBR 125 R	15% 9%	Donnington Park (East Midlands) Anglesey (North Wales)	15% 11%	
51. Name 5 common reasons for motorbike accidents in the UK		52.Name 5 of the most famous r World Champions	notorcycle racing	
Bends on country roads Collisions at junctions Collisions while overtaking Loss of control Road surface conditions	43% said 28% 12% 11% 6%	Valentino Rossi Jorge Lorenzo Marc Marquez Danni Pedrosa Bradley Smith	38% said 20% 18% 15% 9%	
53.Name 5 commonly replaced motorbike parts – due to wear and tear		54.Name 5 commonly modified r	notorbike parts	
Tyres Brake Pads Oil filters Air filters Builte	38% said 20% 18% 15%	Exhausts Brake pads Mirrors Wind screens	41% said 17% 16% 15%	
Duibs	3/0		11/0	

55.Name 5 job roles related to m	otorbikes	56.Name 5 popular motorbike colours.	
Service OR Parts adviser	43% said	Black	38% said
Motorcycle technician	28%	Silver	20%
Motorcycle sales executive	12%	Blue	18%
Ignition component engineer	11%	Red	15%
Mechanical / Restoration engineer	6%	White	9%

Lesson 7 – Microsoft Excel

57.Name 4 cars from TV programmes		58.Name 5 films featuring cars	
Batmobile Kit (Knight Rider) The Mystery Machine Transformers	38% said 22% 21% 19%	Transformers The Fast and the Furious Chitty Chitty Bang Bang Mad Max / Gone in 60 secs Italian Job	41% said 17% 16% 15% 11%
59.Name 5 commonly misspelt car names		60.Name 5 car manufactu advertise on TV	urers that often
Lamborghini Ferrari Subaru Porsche Mitsubishi	43% said 28% 12% 11% 6%	BMW Toyota Volkswagen Seat Skoda	38% said 20% 18% 15% 9%
61.Name 5 car manufacturers		62.Name 5 companies of	fering car insurance
BMW Ford Toyota Audi Vauxhall	41% said 17% 16% 15% 11%	Direct Line Aviva Tesco RAC AA	38% said 20% 18% 15% 9%

Lesson 8 – Microsoft Outlook

63.Name 5 of the most expensive cars in the world		64.Name 5 manufacturers beginning with the letter 'm'	
Ferrari	41% said	Maserati	43% said
Bugatti	17%	Mercedes-Benz	28%
Mercedes Benz	16%	Mazda	12%
Pagani	15%	Mini	11%
Aston Martin	11%	Mitsubishi	6%



65.Name 5 car manufacturers beginning with the letter 's'		66.Name 5 German car manufacturers	
Saab	38% said	Audi	41% said
Subaru	20%	Mercedes-Benz	17%
Skoda	18%	BMW	16%
Seat	15%	Volkswagen	15%
Smart	9%	Porsche	11%
67.Name 5 car manufacturer's logos featuring animals		68.Name 5 completely silver car logos	
67.Name 5 car manufa featuring animals	acturer's logos	68.Name 5 completely sil	ver car logos
67.Name 5 car manufa featuring animals Ferrari	acturer's logos 43% said	68.Name 5 completely sil	ver car logos 38% said
67.Name 5 car manufa featuring animals Ferrari Porsche	43% said 28%	68.Name 5 completely sil Audi Mercedes-Benz	ver car logos 38% said 20%
67.Name 5 car manufa featuring animals Ferrari Porsche Lamborghini	43% said 28% 12%	68.Name 5 completely sil Audi Mercedes-Benz Renault	ver car logos 38% said 20% 18%
67.Name 5 car manufa featuring animals Ferrari Porsche Lamborghini Jaguar	43% said 28% 12% 11%	68.Name 5 completely sil Audi Mercedes-Benz Renault Toyota	ver car logos 38% said 20% 18% 15%

Lesson 11 – Microsoft PowerPoint Further

69.Name 5 car tyre brands		70.Name 5 petrol brands visible on the roads	
Continental	38% said	Shell	43% said
Michelin	20%	BP	28%
Goodyear	18%	Esso	12%
Pirelli	15%	Техасо	11%
Bridgestone	9%	Total	6%
71.Name 5 different ki	71. Name 5 different kinds of lights that a 72. Name 5 safety features designe		ures designed to protect
car has		passengers	
Headlight	41% said	Seat belts	38% said
Indicator	17%	Airbags	20%
Fog light	16%	Anti-lock braking system	18%
Full beam	15%	Traction control	15%
Reverse light	11%	Safety cage	9%



We hope you have enjoyed using the ICT Lesson Plans.

If you have any feedback please get in touch with <u>careers@theimi.org.uk</u>