CLMD

PIVOT 4A
LEARNER'S MATERIAL

EPP (Entrepreneurship and Information and Communication Technology) G6

MELC-based SLM

DepEd CALABARZON
Curriculum and Learning Management Division

EPP

(Entrepreneurship and Information and Communication Technology)

Grade 6

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Guide in Using PIVOT 4A Learner's Material

For the Parents/Guardians

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

Activities presented in this module are based on the Most Essential Learning Competencies (MELCs) in **EPP (Entrepreneurship and Information Communication Technology)** as prescribed by the Department of Education.

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

You are expected to assist the children in the tasks and ensure the learner's mastery of the subject matter. Be reminded that learners have to answer all the activities in a separate sheet of paper.

For the Learners

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

The module is composed of different types of activities that are arranged according to graduated levels of difficulty—from simple to complex. You are expected to :

a. answer all activities in your notebook;

b. accomplish the **PIVOT Assessment Card for Learners on page 38** by providing the appropriate symbols that correspond to your personal assessment of your performance; and

c. submit the outputs to your respective teachers on the time and date agreed upon.

Parts of PIVOT 4A Learner's Material

	K to 12 Learning Delivery Process	Descriptions
Introduction	What I need to know	This part presents the MELC/s and the desired learning outcomes for the day or week, purpose of the lesson, core content and relevant samples. This maximizes awareness of his/her own knowledge as regards content and skills required for the lesson.
	What is new	
Development	What I know	This part presents activities, tasks and contents of value and interest to learner. This exposes him/her on what he/she knew, what he/she does not know and what he/she wants to know and learn. Most of the activities and tasks simply and directly revolve around the concepts of developing mastery of the target skills or MELC/s.
	What is in	
	What is it	
Engagement	What is more	In this part, the learner engages in various tasks and opportunities in building his/her knowledge, skills and attitude/values (KSAVs) to meaningfully connect his/her concepts after doing the tasks in the D part. This also exposes him/her to real life situations/tasks that shall: ignite his/her interests to meet the expectation; make his/her performance satisfactory; and/or produce a product or performance which will help him/her fully understand the target skills and concepts .
	What I can do	
	What else I can do	
Assimilation	What I have learned	This part brings the learner to a process where he/she shall demonstrate ideas, interpretation, mindset or values and create pieces of information that will form part of his/her knowledge in reflecting, relating or using them effectively in any situation or context. Also, this part encourages him/her in creating conceptual structures giving him/her the avenue to integrate new and old learnings.
	What I can achieve	

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

Produce Simple Product

Lesson

I

This lesson will help you know and demonstrate knowledge and skills that will lead you to become an ideal entrepreneur. You are now ready to understand and identify the market and the marketplace so that you can serve and directly reach out to your buyers and customers.

In this lesson, you are expected to produce simple products, buys product-based on the needs and sells product-based on the needs and demands of the school and the community.

To become an ideal entrepreneur, you must understand the market and the human motivation for buying and selling a product or service based on needs, wants, and demands. There are thousands of products and services available to consumers today, so it is wise to always keep consideration on what you need rather than what you want.

Entrepreneurship is the pursuit of opportunity beyond resources controlled.

Entrepreneur is "a person who starts a business and is willing to risk loss in order to make money."

Producing New and Simple Products

An ideal entrepreneur desires to establish a business that will able to produce new and simple products.

Here is an example of a new and simple product that you can produce. This product is very useful, easy to make, simple, low cost and the materials are readily available. Keep in mind that in making a project, a plan is most helpful. Here is a project plan for a simple product.

SAMPLE PROJECT PLAN

HANGING ORGANIZER

I. Name of Project: Hanging Organizer

A hanging organizer is a container with packets or compartments for storage.

II. Objectives:

1. Produce a simple product within the allotted budget and time frame.

2. Make a hanging organizer.

III. Materials and Tools

A. Materials

MATERIALS	QUANTITY	UNIT COST	TOTAL COST
1. Fabric (printed or plain)	1 meter	PHP 50.00	PHP 50.00
2. Thread	1 piece	PHP 10.00	PHP 10.00
3. Needle	1 piece	PHP 2.00	PHP 2.00
4. Pattern paper	1 piece	PHP 10.00	PHP 10.00
5. Velcro	1 ½ meter	PHP 7.00	PHP 10.50
6. Ribbon	½ meter	PHP 9.00	PHP 9.00
TOTAL AMOUNT			PHP 91.50

B. Tools

1. Tailor's chalk

2. Scissors

3. Pins

4. Tracing wheel

5. Ruler

6. Carbon paper

V. Procedures

1. Prepare big and small patterns (provided with the necessary seam allowance.)
2. Fold the fabric on the wrong side.
3. Lay and pin the patterns on the fabric (lay the big patterns first before the small ones.)
4. Mark the sides of the patterns on the fabric with a tailor's chalk.
5. Use carbon paper and tracing wheel to transfer all the necessary seam allowances on the fabric.
6. Hand sew each pocket using a back stich starting from the biggest to smallest pieces.
7. When all the pockets are sewn, attach the side facings.
8. Attach a Velcro where you decide to put it.
9. Sew embellishments (optional) on the sides of the pockets or in the middle of the pockets to make it attractive.
10. Attach the ribbon on the upper part of the organizer for hanging.

Buys and Sells products based on needs

Needs are the necessity of people such as food, clothing, and shelter. People cannot survive without them. Nowadays, education and healthcare are part of the human needs. These needs are always bought by the consumers. However, you will see a lot of brands in the market that make it difficult to sell products. Agricultural products, garment products are always patronized.

Wants are goods or services that people desire or wish to have. Wants are not obligatory part of life. People can still live even without these products or services. Electronic products and entertainment industry fall under this category.

Demands are step ahead of wants. It is the amount of interest to a given product that consumers are willing to buy at a given price, at a given period.

Sells products based on needs and demands in school and community

A **product** is something that is manufactured following a process or grown and nurtured in order to be sold for a profit.

Sellers could offer products in the school and the community based on existing needs and demands. Examples include the following:

1. Bottled water is one of the most in-demand products in school and community that can provide a solution to a need.

2. Used clothing and furniture commonly known as *garage sale* business offers old products and sometimes overruns sold at a lower price.

3. Street food such as *fishballs, siomai,* and assorted *kakanin* can be sold the whole day and are offered at a lower price.

4. Baked products such as *pandesal, ensaymada,* bread loaf, cakes and other pastries are equally salable.

5. Assorted fruits such as bananas, green mangoes with bagoong, sliced pineapple, and sliced watermelon are appealing as well.

6. Different flavors of ice cream on a cart placed on a cone, cup or bread are salable to children and adults alike.

7. Beauty products made of organic and natural ingredients are popular nowadays too.

D

Learning Task 1: Make a project plan about a simple, useful and easy to make project and useful project that is needed in your home. Use the template below.

TITLE			
I. Name of Project:			
II. Objectives:			
1.			
2.			
III. Materials and Tools			
A.			

MATERIALS	QUANTITY	UNIT COST	TOTAL COST
TOTAL AMOUNT			

B. Tools

   1.

   2.

   3.

   4.

   5.

   6.

V. Procedures

   1.

   2.

   3.

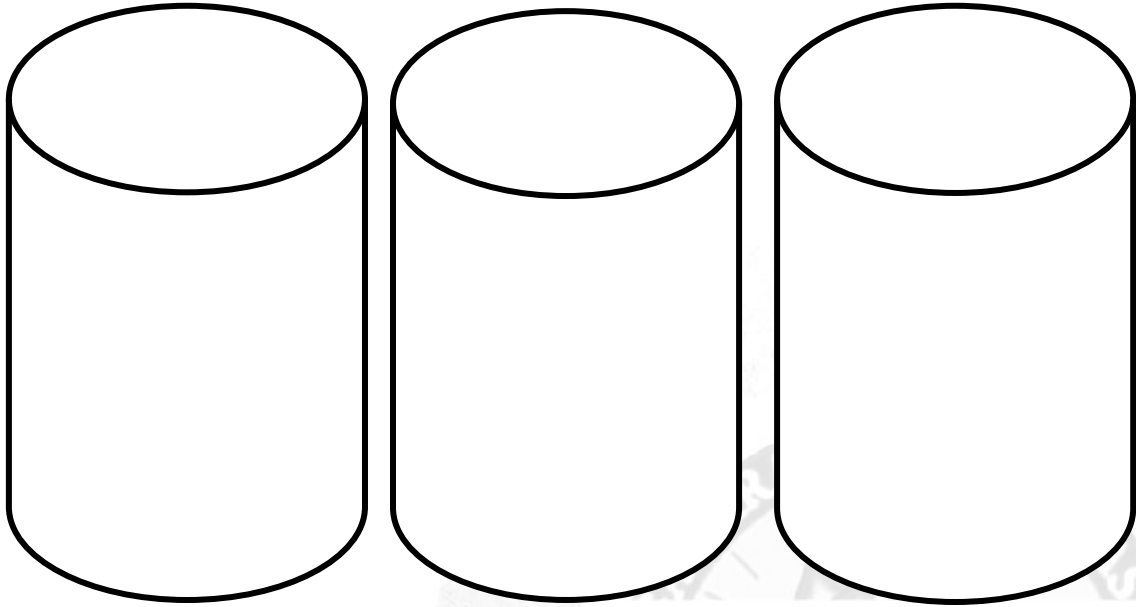   4.

   5.

   6.

   7.

   8.

   9.

   10.

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Learning Task 2: Interview a businessman/entrepreneur about their experiences on running a business, or parents/guardian on their observations about businessman/entrepreneur run their business. Ask him or her the following questions. Copy this template and write it on your answer sheet.

QUESTIONS	RESPONSES
How the business started?	
What gave him/her the idea to sell his/ her products or services?	
What do you think are the factors that the buyers shows that motivated you to sell a particular product?	
Where he/ she source his/her products? Why?	

Learning Task 3: Give examples of products that are needed and can be sold in school and community. Write your answer inside the containers.

A _____

Learning Task 4: Based from your point of view or experience during the interview with the businessman/entrepreneur or guardian/parents, discuss the important roles of entrepreneur. Write your answer on a separate sheet of paper.

_____
_____
_____
_____
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_____
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_____

Different Types of Web Applications
Lesson

I

Wikis, blogs, and **audio-video conferencing** are some of the most common applications available via Internet. While computers are used to create, store and manage critical information, it is also important not only to make the information easily accessible and available when you need it, but also learn to protect and secure them from damage, loss data, and misuse.

Wikis, blogs and video conferencing are web applications that enable businessmen, students, educators, and individuals to communicate with one another all throughout the world.

1. *Wiki*- is a collaborative web tool that allows users to create and share information on website using any web browser. Wiki is designed to be an online forum, where you can post information and allow you to edit or add it. Some wikis are available to public. Every user has access to any content anytime and even anywhere in the world.

The following are the steps on how to edit wiki content in a safe way:

a. Connect to the Internet using a web browser.

b. Go to a wiki page.

c. Edit the content of the page.

d. Click the Save button to send the modified text back to the wiki server. The document gathers the corresponding text file, changing the text into HTML.

e. Insert the information into a template, then the result is sent to your browser.

2. Blogs- also known as weblog, is a personal online journal that contains short entries written and updated by an individual called a blogger. Many people are using blogs nowadays to share their thoughts, creativity and experiences.

The following are the steps on how to create a Blog post in a safe way:

1. Go to blogging platform website.

2. If you are not yet registered, create an account. Fill out all the necessary information such as username, password e-mail address, name, among others.

3. Choose a domain name (i.e. studentblogger.wordpress.com)

4. Verify your e-mail address.

5. Once registered, you may now log in to your account.

6. Customize the name of your blog.

7. Write a post. Keep it concise yet interesting.

8. Add a title to your post.

9. Check your grammar, spelling, and punctuation used.

10. You may add photo, video, music, among others.

11. Publish your work.

D ————————————————

Learning Task 1: Arrange the following steps on how to edit wiki content in a safe way. Number the steps from 1-5. Write your answer in your answer sheet.

_____Click the Save button to send the modified text back to the wiki server. The document gathers the corresponding text file, changing the text into HTML.

_____ Connect to the Internet using a web browser.

_____ Edit the content of the page.

_____ Go to a wiki page.

_____ Insert the information into a template, then the result is sent to your browser.

Learning Task 2: Arrange the following steps on how to create a Blog post in a safe way. Number the steps from 1-10. Write your answer in your answer sheet.

_____ Check your grammar, spelling, and punctuation used.

_____ Customize the name of your blog.

_____ Go to blogging platform website.

_____ Choose a domain name (i.e. studentblogger.wordpress.com)

_____ Write a post. Keep it concise yet interesting .

_____ Verify your e-mail address.

_____ Publish your work.

_____ Add a title to your post.

_____ You may add photo, video, music, among others.

_____ If you are not yet registered, create an account. Fill out all the necessary information such as username, password e-mail address, name, among others.

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Learning Task 3: Give the purpose and importance of using wikis and blogs in your daily life. Write your answer inside the tablet. Copy your answer in your answer sheet.

_____

_____

_____

_____

_____

_____

_____

_____

Learning Task 4: In a responsible and safe manner, post and share personal journal using a blog. Write your answer in the lines below. Copy your answer in your answer sheet.

_____
_____
_____
_____
_____
_____
_____
_____
_____

A

Learning Task 5: Answer the following questions. Write your answer in a sheet of paper.

1. Why do we need to use or edit content in Wikis?

_____
_____

2. How will you use wikis in a responsible manner?

_____
_____

3. In your idea, why blogging nowadays is trending to the students? Explain.

_____
_____

4. How will you sure that blogging is safe?

_____
_____

## Participating in Video and Audio Conferences in a Safe and Responsible Manner

Lesson

I

In this lesson, you are expected to participate in video and audio conferences in a safe and responsible manner.

Video Conferencing - also called as teleconferencing or web conferencing, is an online meeting wherein two or more people can see hear and talk to each other using computer networks to send audio and video data in real time.

The following are the steps on how to participate a video and audio conferencing in a safe way:

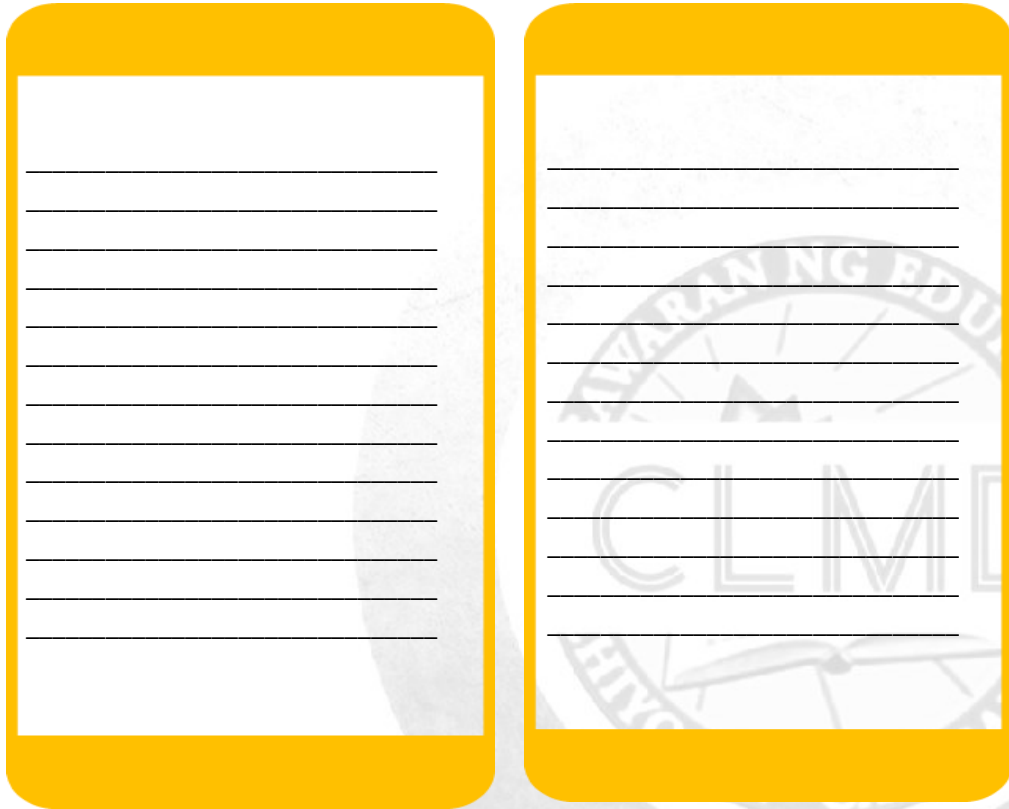1. Connect to the Internet using a web browser.
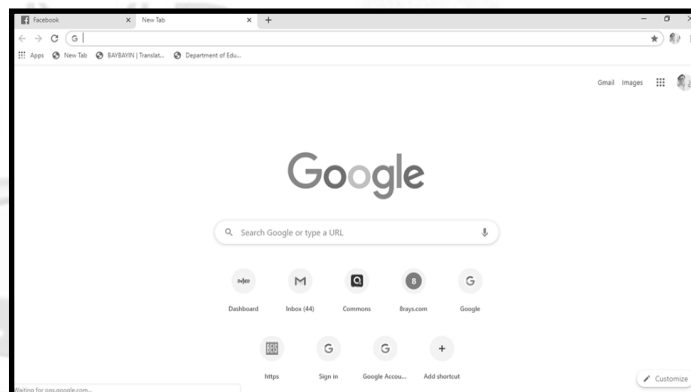
2. Log in to your account Skype, Google+ Hangouts, Fuze Meeting, Face Time, messenger and Zoom.
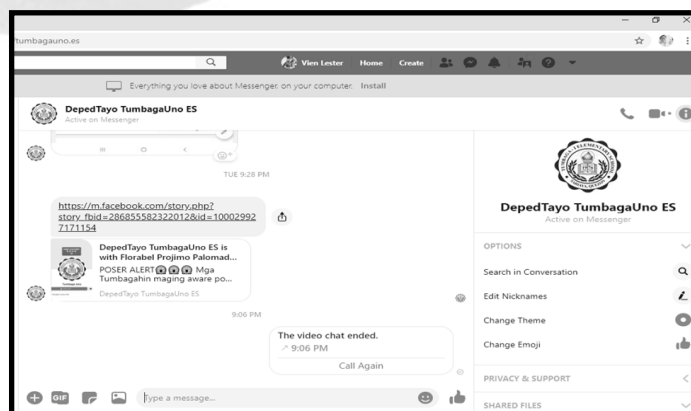
3. Check your camera, microphones and audio.

4. Start your meeting to your friends/classmates.

D

Learning Task 1: Give the benefits of video conferencing with your friends and classmates. Write your answer inside the cellphone's screen. Copy your answer in your answer sheet.

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Learning Task 2: Arrange the following steps on how to participate in a video and audio conferencing in a safe way. Number the steps from 1-4. Write your answer in your answer sheet.

_____Log in to your account Skype, Google+ Hangouts, Fuze Meeting, Face Time, messenger and Zoom.

_____Start your meeting to your colleagues.

_____Connect to the Internet using a web browser.

_____Check your camera, microphones, and audio.

Learning Task 3: Give the importance of participating Video Conference and audio conference in responsible and safe manner. Write your answer in laptop's monitor.

A _____

Learning Task 4: Answer the following questions briefly:

1. As a student, why do you need to participate video and audio conferencing?

2. In your own idea, is video conferencing safe to children? Why?

Using Online Tool to Gather Data

Lesson

I

_____

In this lesson, you are expected to create an online survey form   and processes online survey data.

Online survey is an innovative, easier, and faster way to deliver surveys, collect results, and analyze results using online system. This tool is used to define questions and the possible answers using the Internet. The link to these survey questions are sent to the participants who will answer the survey online.

The following are the steps on how to create a survey using google forms:

1. Log in to your Google account. Click on the **Forms** web app icon. The forms icon will appear when you add a new tab.


Log in to
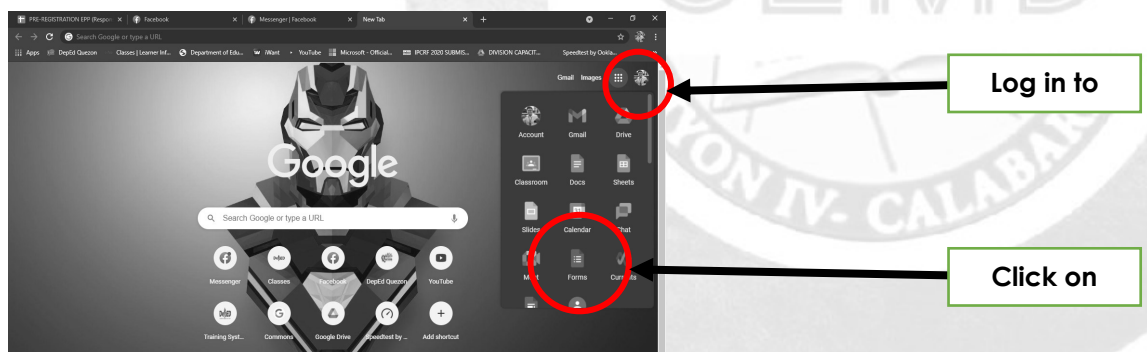
Click on

2. Click **One click**. The one click forms web app opens a new browser tab that has a blank form.

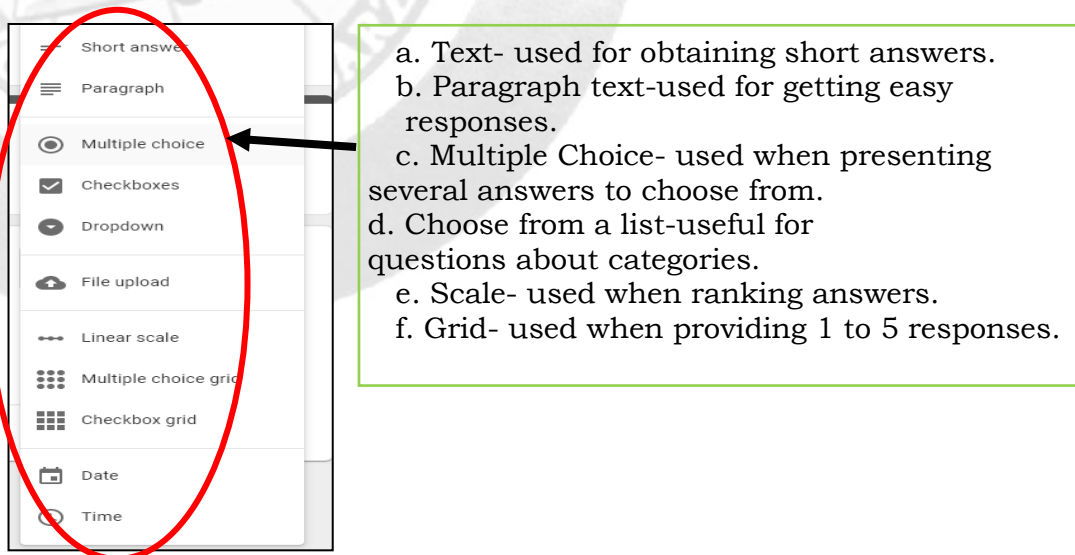The one click forms web app opens a new browser tab that has a blank
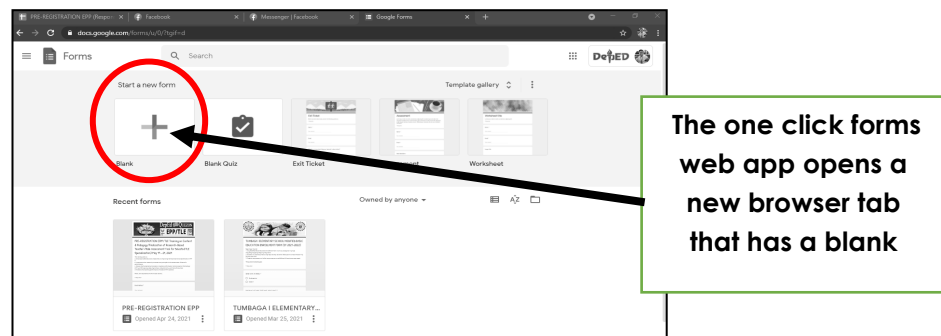
3. Accomplish survey setup. Write a title for your survey. Explain it in two sentences. There are three checkbox options display at the top of the survey form:

  a. Sign in to view the form

  b. Users can add responses

  c. The respondent's username is automatically collected.

Write a title for your survey. Explain it in two sentences.

There are three checkbox options display at the top of the survey
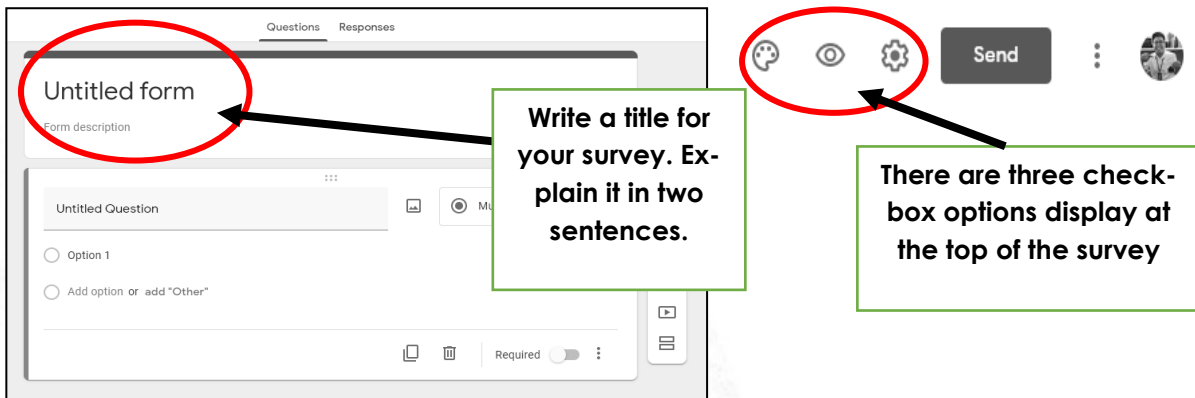
4. Add and edit questions. Each question has a Question. Title and Help Text field. The Help Text field is a box used to explain a ranking system. (For example, you may use 5 to indicate the highest or best and 1 as the lowest or worst.) There are six types of distinct questions in the Google Forms.

a. Text- used for obtaining short answers.
b. Paragraph text-used for getting easy responses.
c. Multiple Choice- used when presenting several answers to choose from.
d. Choose from a list-useful for questions about categories.
e. Scale- used when ranking answers.
f. Grid- used when providing 1 to 5 responses.

5. Edit the Survey Completion Confirmation.

6. Distribute the survey.

7. View responses.

8. Edit the survey later.

Processing Online Survey Data

1. Open your google account.
2. Type "GOOGLE FORMS" on the menu bar then click enter.

Log in
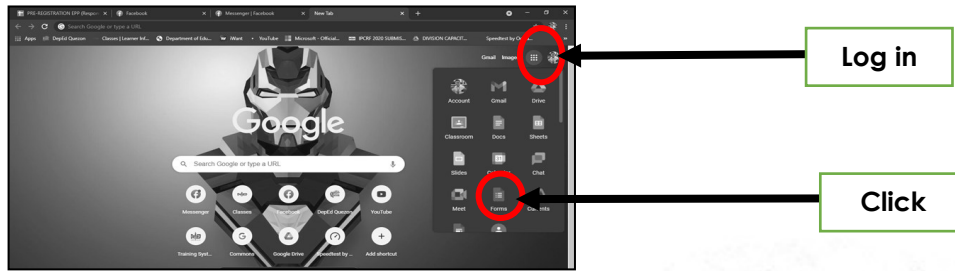
Click

3. Look for GOOGLE FORMS- Create and Analyze surveys for free-google docs.
4. Click EVENT REGISTRATION Type the TITLE, DATE and Location Label- NAME, POSITION/DESIGNATION, SCHOOL, Email Address

Click to create the form

Type the Title

Type the Name

Type the position/ designation

Type the time, etc.
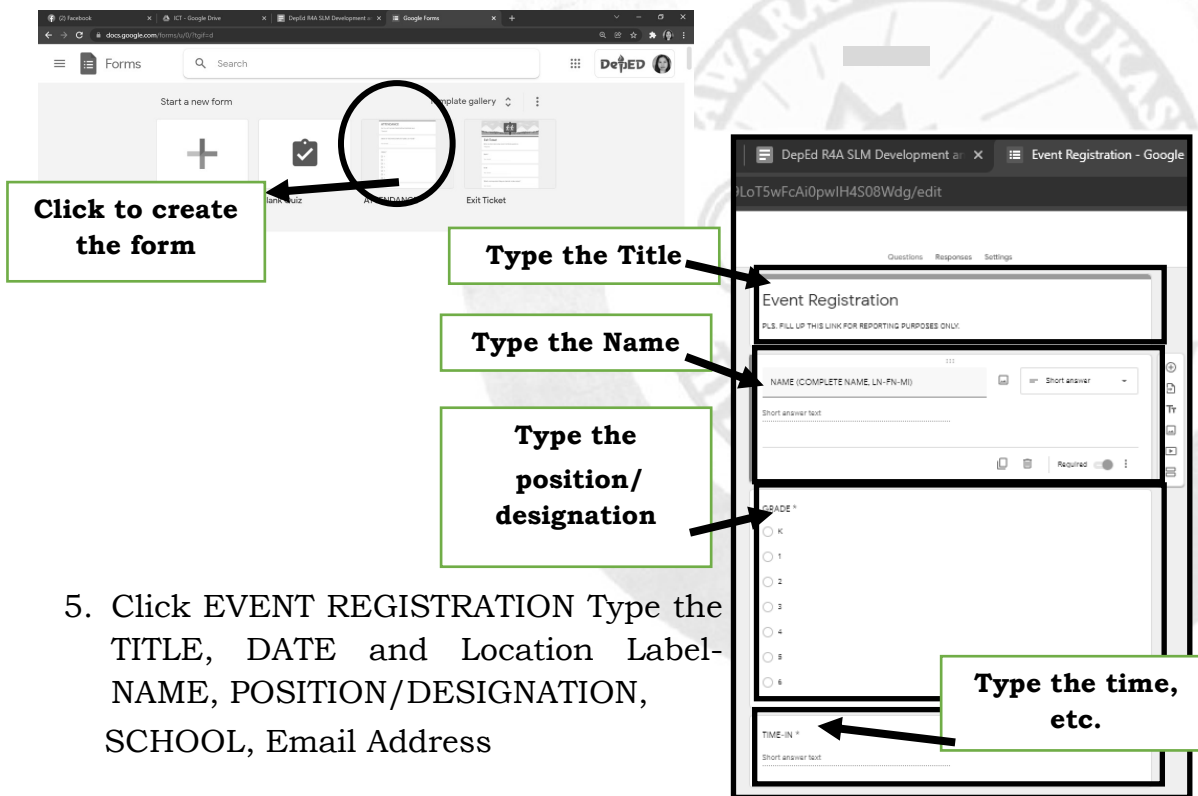
5. Click EVENT REGISTRATION Type the TITLE, DATE and Location Label- NAME, POSITION/DESIGNATION, SCHOOL, Email Address

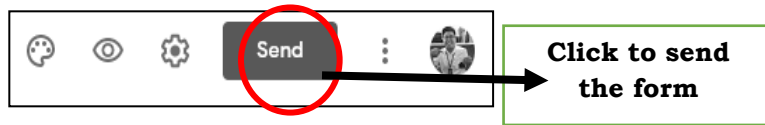6. Click the COLOR PALETTE at the top right-side to change the design and color of the form.

Click to change the design and color the form.
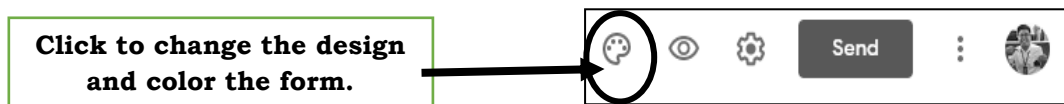
7. Click the EYE next to color palette to preview your output.

Click to preview your output.

8. SEND your form in an email with subject and message.

Click to send the form

9. Copy and share a link (or short URL) to your form.

Click to copy the link

Click to shorten the link

10. Open or go to http://deped.in
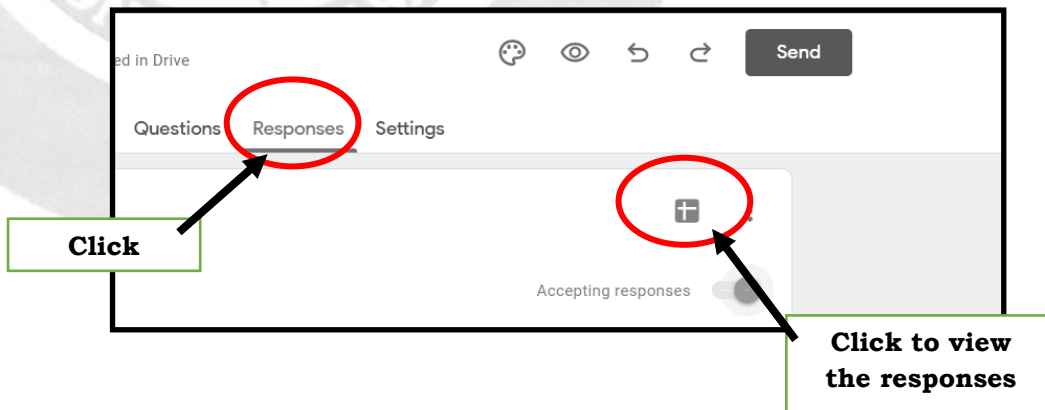11. Paste the URL into the shortened field. Place the cursor in the text on the shortened and paste the copied URL.
12. Answer the SPAM questions then type your desired alias and click SHORTEN MY URL
13. Copy code that will be shown on the table.
14. Back to the forms. Click RESPONSES then the Spreadsheet to view the responses.

Click

Click to view the responses

D

Learning Task 1: Fill the blanks by selecting the correct word in the box . Write your answer in your answer sheet.

1. The _____are utilized to determine the following: feedback for the products and services, market research, customer feedback, and employee satisfaction.
2. Online survey is an _____ easier, and faster way to deliver surveys, collect results, and analyze results using online system.
3. Log in to your_____. Click on the Forms web app icon. The forms icon will appear when you add a new tab.
4. Online survey is _____. There is no need for printing the questionnaires or to worry about the other expenses in collecting data.
5. _____may be encountered. The server may crash, unstable Internet connection, and technical variance in browsers and computers are just some technical issues that respondents and researchers may face using online surveys.

> *Technical problems may be encountered*
>
> *Cheaper*
>
> *Google account*
>
> *Innovative*
>
> *Online Survey Tools*

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Learning Task 2: Create an Online Event Registration. Follow the steps on how to create online survey. Pass to your teacher the link that you made.

A

Learning Task 3: Write a journal of your observation on processing the online survey. You may use the guide questions below. Write your answer in your answer sheet.
1. Why do you need to process the data in online survey tool?
2. What is the importance of processing the data in online survey tool?
3. What are the disadvantages in processing data in online survey?
4. What do you think are the benefits of dissemination and processing data?

Uses, Functions and Formulas in an Electronic Spreadsheet Tool in Performing Advanced

Lesson

I

A wide variety of software applications are available to meet the society's need to perform tasks easier and faster. With the help of this innovation, information can now be analyzed and communicated effectively in a more convenient way.

In this lesson, you are expected to know the uses, functions and formulas in an electronic spreadsheet tool to perform advanced calculations on numerical data.

Electronic spreadsheet software is like Microsoft Excel that is commonly used by individuals and businesses to create and produce much needed calculations and operations. Spreadsheets are designed with **functions** and **formulas** that will make calculating numerical data easier and convenient for you.

Functions- are calculations that return a result. To create and enter functions always start with an equal sign (=). Without it, Excel will not calculate a result. The inputs in functions are called arguments. ***Arguments*** can be in a form of numbers, cell references, or texts.

These are the following methods to access functions in Excel

Step 1: Click the formulas tab. Click the Insert Function button – *fx* from the left side of the formulas tab

Step 2: Select a function from one of the lists in the Insert Function dialog box. Then click OK

Step 3: Function Arguments dialog box will appear that will automatically assist you to input numbers in your selected function. This window indicates what each function does and the arguments that each function considers.

Step 4: Directly input numbers into the cells. Useful prompts showing the format of the function and the arguments that should be inserted will appear. You may also use the mouse to click desired ranges that you want to include in the function. Then, the cells address will automatically be inserted in your function. Once the numbers are typed in the dialog box, click OK.

Step 5: The answer to the Function is shown in the cell. There are different categories of functions. Some of which are the following:

a. Mathematical

b. Date and Time

c. Logical

d. Lookup and Reference

Formulas, on the other hand, are combinations of functions, operands, and operations. These are used like when you are manually calculating.

Using spreadsheet serves different purposes in almost every profession. These include the following:

1. Spreadsheets are used as calculators to automatically calculate the values entered.

2. Spreadsheets are used as tables to track personal investments, expenses, inventory, address, telephone numbers, among others.

3. Spreadsheets are used to graph, analyze, and store information.

4. Spreadsheets are used for What-if calculations. You may change one number in a spreadsheet and all the calculations in a large spreadsheet will recalculate, will automatically change.

D

Learning Task 1: Write TRUE on the space provided if the statement is correct and FALSE if it is not.

_____1. There are only four functions in MS Excel.

_____2. Functions are combinations of functions, operands and operators.

_____3. Formulas always start with an equal sign.

_____4. Without an equal sign, Excel will not calculate a result.

_____5. Average is used to add two or more numbers together.

Learning Task 2: Arrange the jumbled letters to form a word. Use the clue indicated below. Write your answer on the space provided.

1. **T F U I O N S C N** _____

   - are calculations that return a result.

2. **S M U L A F O R** _____

   - are combinations of functions, operands, and operations.

3. **D A E P R S S T E E S** _____

   - are designed with functions and formulas that will make calculating numerical data easier and convenient for you.

4. **G U A R N T S M E** _____

   - can be in a form of numbers, cell references, or texts.

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Learning Task 3: Create an excel file of your hanging organizer project that you can found in page 2. Using the formulas, and functions compute the unit cost and total cost of materials that you used.

Learning Task 4: Fill the blanks with the correct answer. Select from the choices below.

1. The _____software is used to create and produce calculated data needed by individuals and business.

2. An _____always begins with an equal (=) sign.

3. _____are used like when you are manually calculating.

4. _____can be in a form of numbers, cell references, or texts.
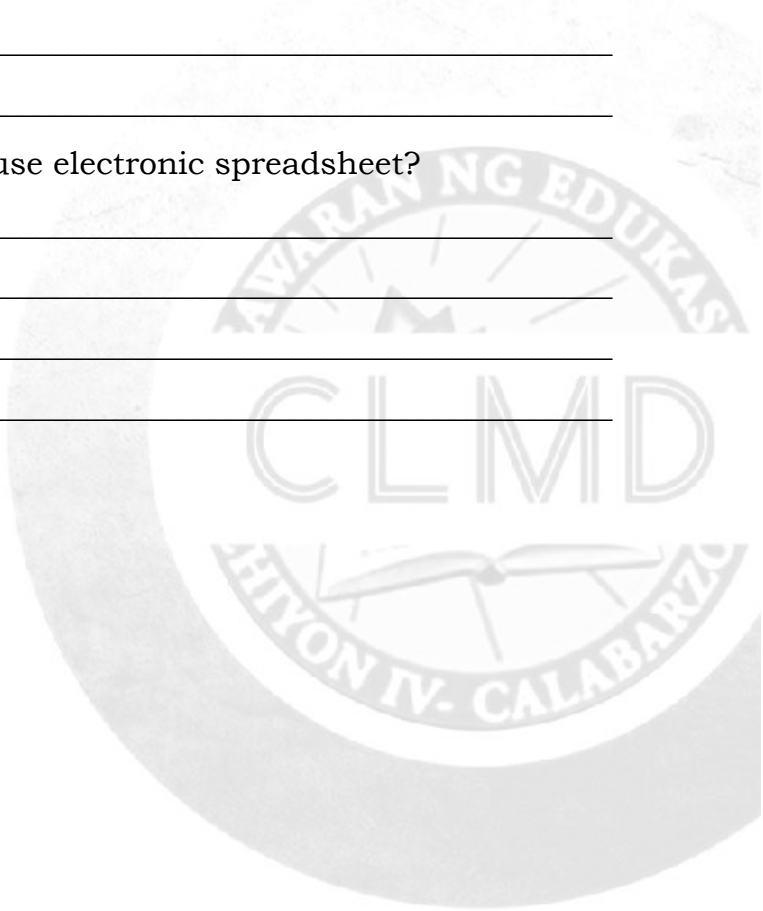
Functions
formulas
arguments
excel functions
electronic spreadsheet

A

Learning Task 5: Answer the following questions:

1. What is the importance of using electronic spreadsheet?

   _____

   _____

   _____

   _____

2. Why do we need to use electronic spreadsheet?

   _____

   _____

   _____

   _____

Uses audio and video conferencing and e-group to share ideas and work with others

I Lesson

Constant communication is inevitable when dealing with other people. Advanced technologies contributed to make communication to be easier and faster via online services such as video conferencing and e-group.

In this lesson, you are expected to use audio and video conferencing tools to share ideas and work with others online and uses an e-group to share ideas and work with others.

Video conferencing, also called as teleconferencing or web conferencing is an online meeting wherein two or more people can see, hear, and talk to each other using computer networks to send audio and video data in real time.

Here are the requirements for using the video conferencing:

  a. computer with good access to the internet.

  b. browser

  c. speakers, headset, or headphones

  d. microphone

  e. web camera

The following are the uses of video conferencing:

  1. At home, it helps families and friends to stay connected to loved ones from different places in and out of the country.

  2. In school, it may enable students to see each other, share documents, and discuss lecture even if they are in different cities or even countries.

  3. In business, video conferencing is efficient to use not only during meetings, but also when dealing with customers. Product demonstration, for instance, may be executed more effectively through video conferencing rather than explaining it verbally.

E-groups, also known as online or web communities, are groups of people who use Internet services such as e-mail, chat systems, discussion boards, and social networking sites to communicate and collaborate with one another. It is a convenient way to share messages, photos, and ideas and keep people with same interests stay connected.

The following are the uses of E-groups:

1. Sharing ideas among the group.

2. Improving work and increasing efficiency.

3. Showcasing individual strengths and creating an improved workforce

4. Offering better relationships.

D

Learning Task 1: List down the three uses of video conferencing. Write your answer in your answer sheet. Explain your answer.

1. _____

_____

2. _____

_____

3. _____

_____

Learning Task 2: Draw 🖤 if the statement is correct. Otherwise change the underlined words to make the statement correct. Write your answer in your answer sheet.

_____1. Skype is an example of an underlined e-group.

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

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

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

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

E

_{cv}

Learning Task 3: Answer the given situations. Do this on your answer sheet.

1. Your teacher will be inviting you to join the classes group chat and participate in the video conferencing about the use of spreadsheet. Write your observation about the use of group chat messenger.

2. Join the e-group namely "DEPED COMMONS COMMUNITY". Get some learning materials that you need in studying TLE 6. Write a journal about this experience. Submit it to your teacher.

A

Learning Task 5: Answer the following questions:

1. What is the importance of using e-groups in studying lessons?
   _____
   _____
   _____

2. If you were joining e-groups, what is the first thing that you should do?

   _____
   _____
   _____

3. How will you limit your time using gadget and having online group chats?

   _____
   _____
   _____

Using the Advanced Features of a Slide Presentation Tool and Uses the Moviemaking
Lesson

I

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

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

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

HOW TO ADD VIDEO CLIPS FROM FILE

Audio and video are great tools to make any presentation interesting and exciting. Here are the procedures.

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

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

Click insert tab

Click media/video

Click to locate video on pc
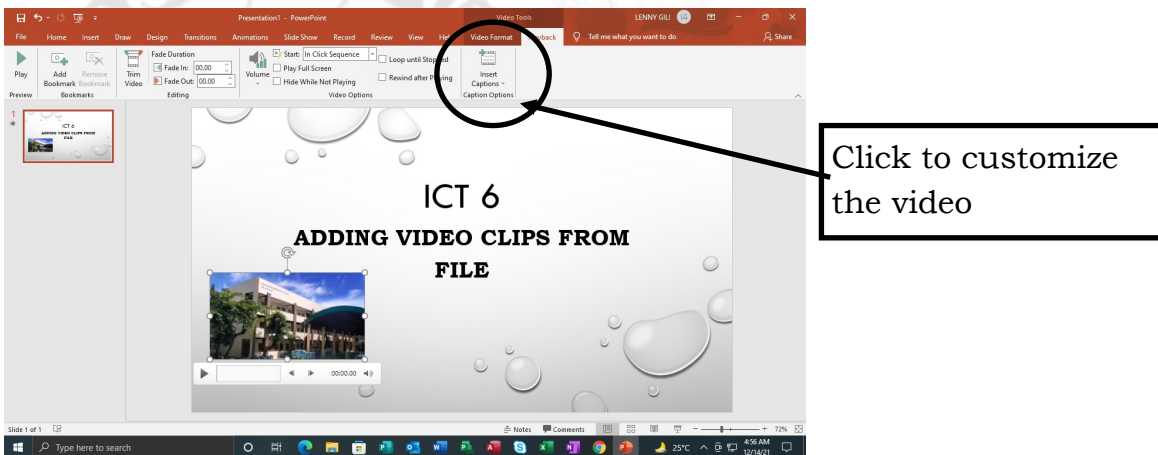
ICT 6
ADDING VIDEO CLIPS FROM FILE
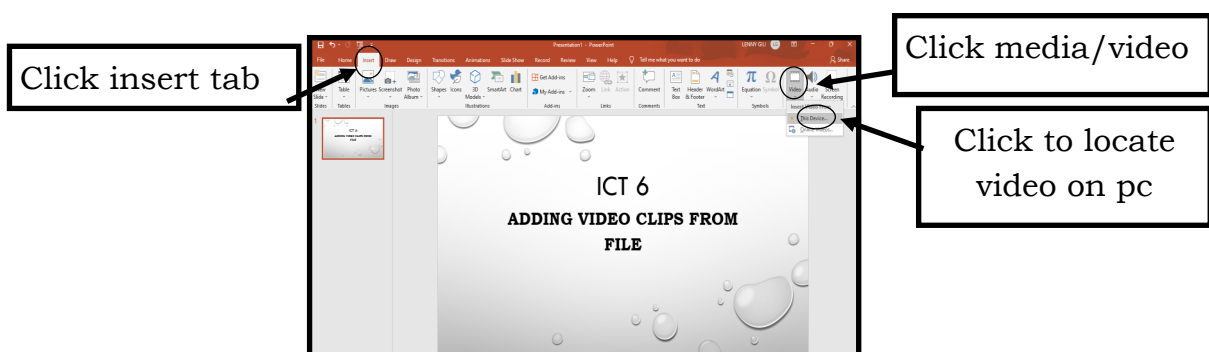
Step 3: Find the Video that you want to Insert. Click on the Video once to select it and click Insert button.

Click the video that you want to insert.
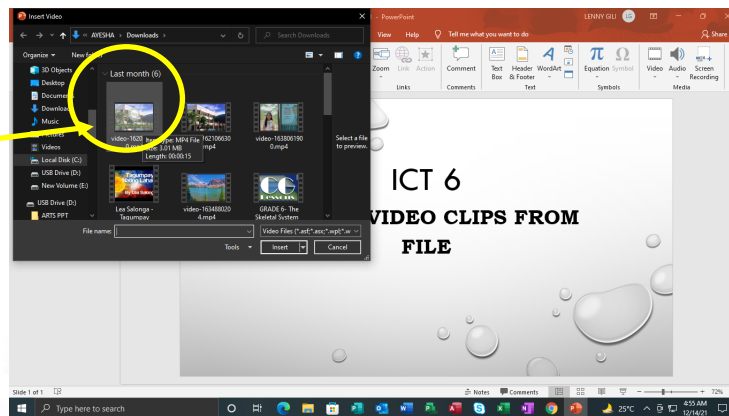
Step 4: To modify the playback options of the video, click it once. You may customize the options that will appear in the menu bar at the VIDEO FORMAT.


Click to customize the video

HOW TO ADD AUDIO FROM FILE

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

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

Step 2: Click the **AUDIO button**, then select Audio on my PC when you click the downward arrow below the Audio button. Browse in the dialog box to choose the music file. Then click **OK**.

Click insert tab

Click Audio button

Click audio on My PC
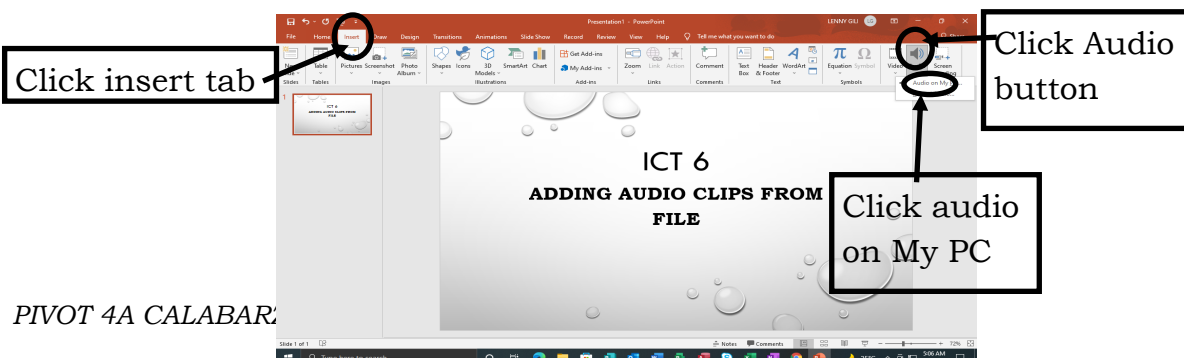
Step 3: Find the Audio that you want to Insert. Click on the Audio once to select it and click **Insert button.**

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

Click the audio that you want to insert.

Click to reposition the sound icon
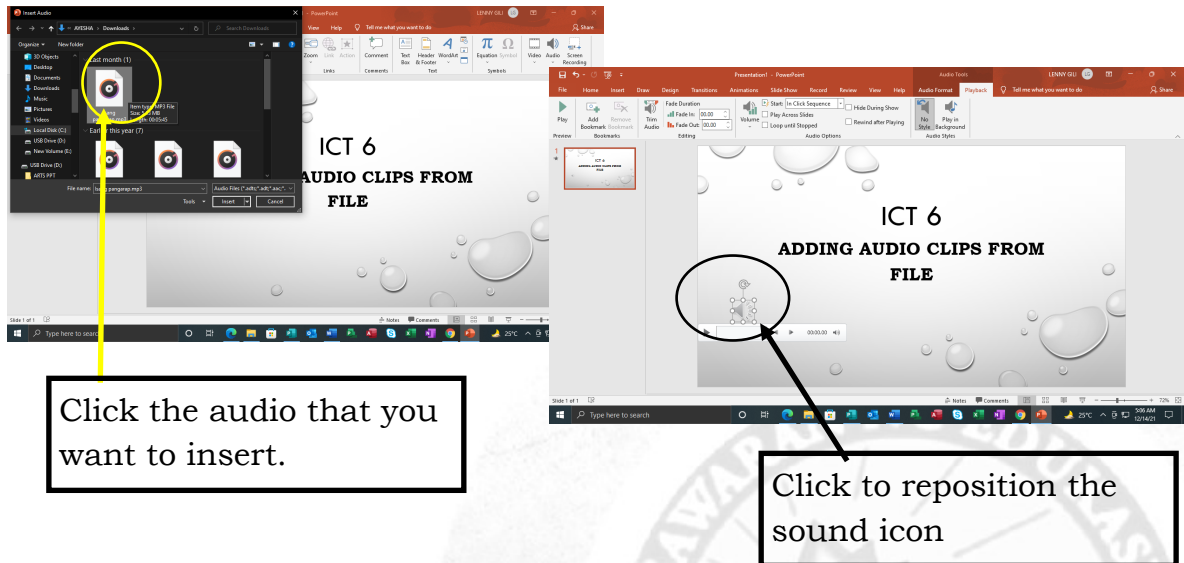
HOW TO PUT ANIMATION TO SLIDES

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

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

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


Click Animation Tab
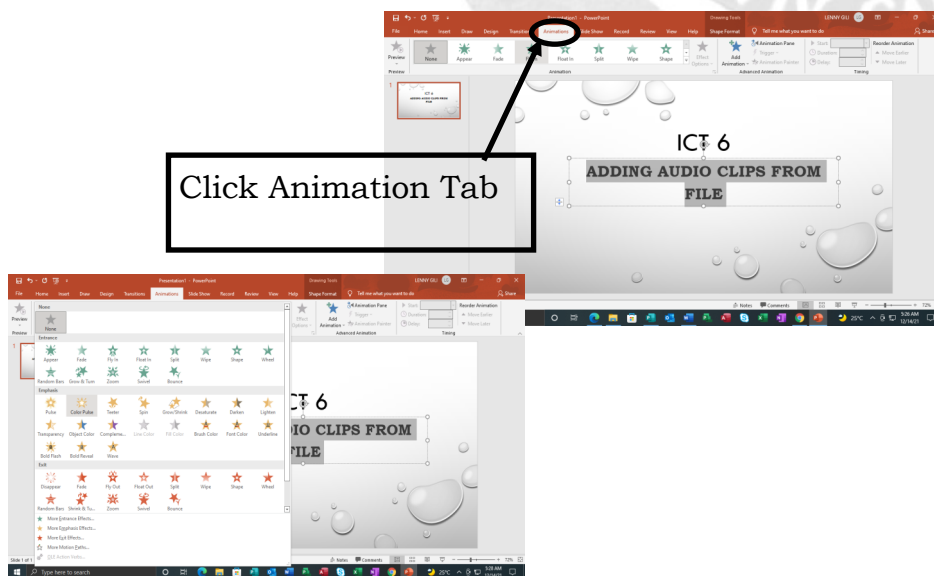
Step 3: Preview the effect by either going to slideshow mode clicking

PREVIEW or PLAY button or pressing **F5 key** on your keyboard.

HOW TO ADD HYPERLINK

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

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

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

Click Link/ Hyperlink icon

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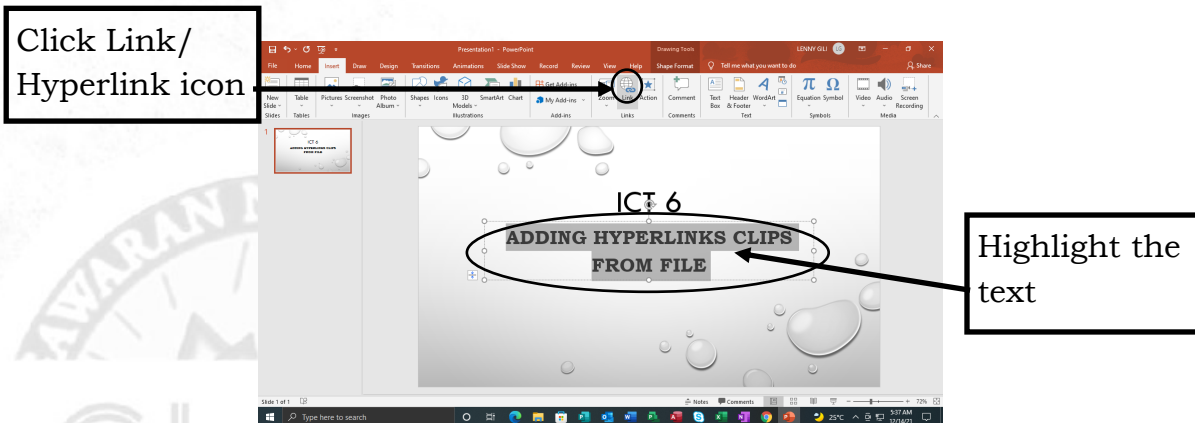
Step 3: Choose from the options found in the **HYPERLINK** dialog box. Once done click **OK**.

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

Movie Maker is a software that allows you to create and edit videos. This program is manufactured by Microsoft Windows and is available for free. Movie Maker is non-linear editing software, which means that the original file that was placed on your hard drive will not be modified in any way. Movie Maker creates its own distinct video file while you are editing, so that if you want, you can create several different movies using the same footage. Various features of Movie Maker include timeline narration, effects, audio track, transitions, titles and credits.

HOW TO MAKE VIDEO PRESENTATION IN MOVIE MAKER

Step 1: Open the built in Windows Media Movie Maker in your laptop or desktop.

Step 2: Choose a video or pictures that you want to insert in movie maker.

Step 3: Add music from the file.

Step 4: Edit the music or sound. Click the picture where you want the music to stop

Step 5: Import your file as movie. Choose what type of video file you want to save. (example: VCL format or Windows Media Player)

Step 6: Play your video presentation.

D _____

Learning Task 1: Fill in the blanks. Write your answers on a separate sheet of paper.

1._____is an effective tool used in different fields such as business and education. It allows faster and easier grasping ideas and concepts. A multimedia presentation can be easily created and edited

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

Answer the following questions:

1. How to use MS PowerPoint to create slide presentation?
   _____
   _____
   _____

2. Why do we need to use multimedia presentation?
   _____
   _____
   _____

Learning Task 2: Arrange the following steps on how to make video presentation in movie maker. Number the steps from 1-5. Write your answer in your answer sheet.

          _____Add music from the file.

          _____Import your file as movie. Choose what type of video file you want to save

          _____Choose a video or pictures that you want to insert in movie maker.

          _____Play your video presentation.

          _____Edit the music or sound. Click the picture you want to stop the music.

E
cv

Learning Task 3:

1. Create PowerPoint Presentation about the Hanging Organizer that we tackle a while ago add pictures and audio to make interesting. Submit it to your teacher.

2. Create a video presentation using a movie maker software about the learnings in TLE 6. Post and share to your personal blog that you made.

A

Learning Task 4: Make a journal using the guide question below. Write your answer in your answer sheet.

What do you think are the advantages of using PowerPoint Presentation and using Movie Maker Software in presenting a lesson or information?

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____
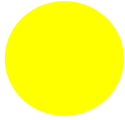
Answer Key

Weeks 1-2

Learning Task 1: Answers may vary

Learning Task 2: Answers may vary

Learning Task 3: Answers may vary

Learning Task 4: Answers may vary

Week 4

Learning Task 1: Answer may vary

Learning Task 2: 2, 4, 1, 3

Learning Task 3: Answer may vary

Learning Task 4: Answer may vary

Week 6

Learning Task 1: FALSE, TRUE, TRUE, TRUE, TRUE

Learning Task 2: 1. FUNCTIONS 2. FORMULA 3. SPREADSHEET 4. ARGUMENTS 5. EXCEL

Learning Task 3: Answer may vary

Learning Task 4: Electronic spreadsheet, Spreadsheet, Excel functions, formulas

Learning Task 5: Answer may vary

Week 8

Learning Task 1: Answer may vary

Learning Task 2: 2,4,1,5, 3

Learning Task 3: Answer may vary

Learning Task 4: Answer may vary

Learning Task 5: Answer may vary

Learning Task 6: Answer may vary

Week 3

Learning Task 1: 4, 1,3,2,5

Learning Task 2: 9, 6, 1,3,7,4,11,8,10,9, 2

Learning Task 3: Answer may vary

Learning Task 4: Answer may vary

Learning Task 5: Answer may vary

Week 5

Learning Task 1: 1. online survey tools

2. innovative

3. google account

4. cheaper

5. technical problems.

Learning Task 2: Answer may vary

Learning Task 3: Answer may vary

Learning Task 4: Answer may vary

Week 7

Learning Task 1: Answer may vary

Learning Task 2: 1. Heart 2. Heart 3. School 4.teleconferencing 5. heart

Learning Task 3: Answer may vary

Learning Task 4: Answer may vary

Personal Assessment on Learner's Level of Performance

Using the symbols below, choose one which best describes your experience in working on each given task. Draw it in the column for Level of Performance (LP). Be guided by the descriptions below.

☆ - I was able to do/perform the task without any difficulty. The task helped me in understanding the target content/lesson.

✓ - I was able to do/perform the task. It was quite challenging but it still helped me in understanding the target content/lesson.

? - I was not able to do/perform the task. It was extremely difficult. I need additional enrichment activities to be able to do/perform this task.

Distribution of Learning Tasks Per Week

Week 1	LP	Week 2	LP	Week 3	LP	Week 4	LP
Learning Task 1		Learning Task 1		Learning Task 1		Learning Task 1	
Learning Task 2		Learning Task 2		Learning Task 2		Learning Task 2	
Learning Task 3		Learning Task 3		Learning Task 3		Learning Task 3	
Learning Task 4		Learning Task 4		Learning Task 4		Learning Task 4	
Learning Task 5		Learning Task 5		Learning Task 5		Learning Task 5	
Learning Task 6		Learning Task 6		Learning Task 6		Learning Task 6	
Learning Task 7		Learning Task 7		Learning Task 7		Learning Task 7	
Learning Task 8		Learning Task 8		Learning Task 8		Learning Task 8	

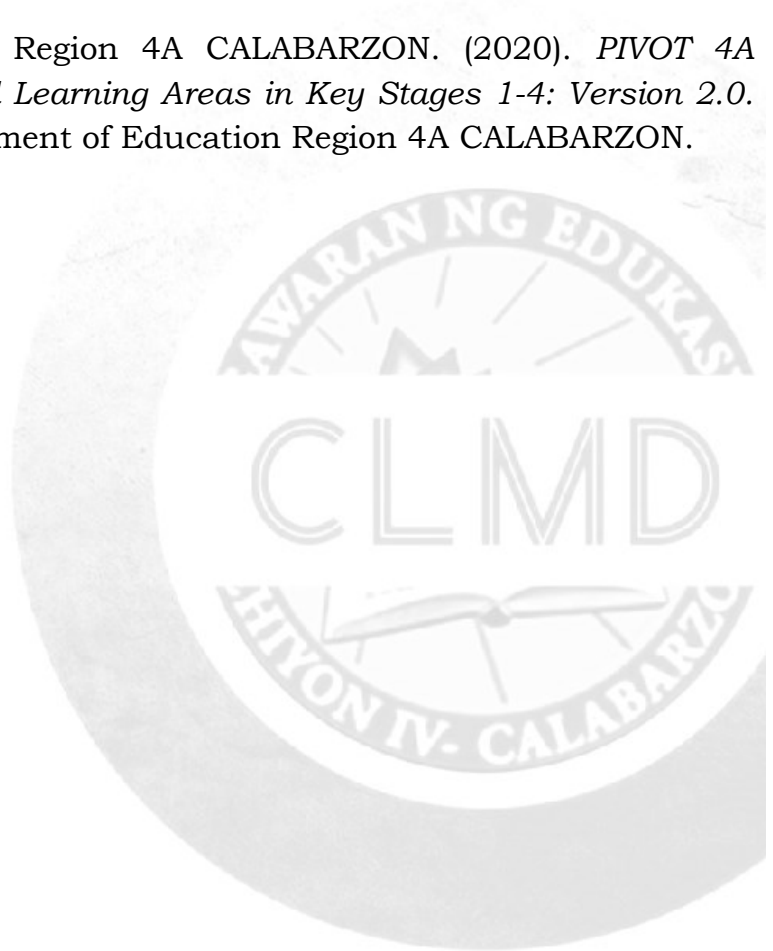| Week 5	LP	Week 6	LP	Week 7	LP	Week 8	LP
Learning Task 1		Learning Task 1		Learning Task 1		Learning Task 1	
Learning Task 2		Learning Task 2		Learning Task 2		Learning Task 2	
Learning Task 3		Learning Task 3		Learning Task 3		Learning Task 3	
Learning Task 4		Learning Task 4		Learning Task 4		Learning Task 4	
Learning Task 5		Learning Task 5		Learning Task 5		Learning Task 5	
Learning Task 6		Learning Task 6		Learning Task 6		Learning Task 6	
Learning Task 7		Learning Task 7		Learning Task 7		Learning Task 7	
Learning Task 8		Learning Task 8		Learning Task 8		Learning Task 8	

Note: If the lesson is designed for two or more weeks as shown in the ear tag, just copy your personal evaluation indicated in the first Level of Performance found in the second column up to the succeeding columns, ie. if the lesson is designed for weeks 4-6, just copy your personal evaluation indicated in the LP column for week 4, week 5 and week 6. Thank you.
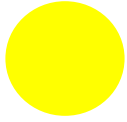
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Department of Education Region 4A CALABARZON. (2020). *PIVOT 4A Budget of Work in all Learning Areas in Key Stages 1-4: Version 2.0.* Cainta, Rizal: Department of Education Region 4A CALABARZON.