



Module 2 – Useful programs and apps

Module Background

Nowadays, in order to be prepared for the labour market is essential to be able to manage several digital skills related to the creation and edition of documents on digital devices. Furthermore, smartphones and their different applications are not only necessary for work tasks, but they are also fundamental for the management of daily life in different contexts.

Module/ Skill Unit Code	Module/Skill Unit Title	Teacher led instruction	Teacher backed instruction	Total number of hours
MODULE 2	USEFUL PROGRAMS AND APPS			
SU 2.1	Introduction to MS Word	10	8	18
SU 2.2	Graphic design	10	8	18
SU 2.3	Using smartphone apps	10	8	18
TOTAL MODULE HOURS		30	24	54



Skill Unit 2.2 – Graphic Design

Skill Unit Background

We live in a visual world where graphic design is almost everywhere and has an impact on businesses, advertising, the media, entertainment, culture and even politics. According to this fact, young people need to manage different graphic design programs to have access to the labour market. Taking into account that there are many of these programs, PowerPoint and Canva are the most common as they are very complete, useful and easy to use.

Learning Objectives

This Skill Unit will teach how to do basic and simple graphic design

Learning Outcomes

The learner is able to write a small text on a PowerPoint or Canva document (2.2.1)

The learner is able to insert an image from the internet on a PowerPoint or Canva document (2.2.2)

The learner is able to insert a shape in different places on a PowerPoint or Canva document (2.2.3)

The learner is able to create a basic GIF (2.2.4)

Pre-knowledge

Turn on the PC, use the mouse and keyboard, search information and photos on the internet, copy and paste the information on the document.

Indicative content: Topics and Key concepts

- Graphic design
- Powerpoint, Canva
- Inserting a shape and an image into Power Point or Canva
- Creating a GIF



Teacher led Activities

How much do you know about Powerpoint and Canva? (2.2.1, 2.2.2, 2.2.3, 2.2.4):

Discover your knowledge about Powerpoint and Canva by doing two questionnaires on Socrative

Invent a name for this photo! (2.2.1, 2.2.2): Create a composition with images from the internet on a Canva or Powerpoint document and invent your own title for them

My own creation (2.2.3): Create an original and personal composition by inserting different shapes, forms and colours on a Canva or Powerpoint document.

My first GIF (2.2.4): Create a kind of animated GIF with an image from the internet and changing the colour of the background

Teacher backed Activities

A city to visit (2.2.1, 2.2.2, 2.2.3, 2.2.4):

Create a canva or Power Point including images from a famous city, change the background and save as GIF

Assessment methods

As final assessment of this Skill Unit, learners will be able to create a small biography of themselves with different photos and texts with information about them. They can decorate the presentation adding different shapes, forms and GIFs. Finally they will present it in class.



HOW MUCH DO YOU KNOW ABOUT CANVA & POWERPOINT?

Activity type:
Introduction

Topics and content:
Graphic Design
Canva & PowerPoint

Learning outcomes:

The learner is able to write a small text on a PowerPoint or Canva document

The learner is able to insert an image from the internet on a PowerPoint or Canva document

The learner is able to insert a shape in different places on a Powerpoint or Canva document

The learner is able to create a basic GIF

Target group: Pair activity

Material

Physical material: computers

Link to activities: [Canva Quiz](#) / [PPT Quiz](#)

Printable: [Canva Pdf](#) / [PPT Pdf](#)

Additional resources

[The Basics of PowerPoint \(Video\)](#)

Step by step process

1. The educator assigns one computer to each pair of students.
2. Learners access the internet through any web browser.
3. Learners view a short video on Google about the basics of PowerPoint or Canva
4. Learners take a quiz with True or False as well as Multiple Choice questions through **Socrative** so as to evaluate their previous knowledge on PowerPoint or Canva.
5. Learners check the correct answers as well as the immediate feedback after each question.
6. The educator will briefly explain the basics of these two digital tools to the students after finishing the questionnaire.

Debriefing

What browser did you use to access the Internet?

Which digital tool was more useful for you?

Which one did you like the least? Why?

Tips

Educators should check whether computers and wifi are working.



INVENT A NAME FOR THIS PHOTO!

Activity type: Instruction

Topics and content:
Graphic Design. Canva

Learning outcomes:

The learner is able to write a small text on a PowerPoint or Canva document

The learner is able to insert an image from the internet on a PowerPoint or Canva document

Target group:
Individual activity

Material

Physical material:
Laptop or desktop computer with mouse, keyboard and monitor.
Projector

Step by step process

1. The educator will assign a computer to each student.
2. Learners access the internet through any web browser.
3. Learners search four images on Google about a topic they like.
4. Learners save the images in a new file for this project.
5. Learners open a new slide in Powerpoint or Canva where they will insert said images.
6. Learners invent a title for their graphic design and present their work to their classmates.

Debriefing

- What browser did you use to access the Internet?
- What websites did you use to download your pics?
- What is the name of the App you've used to do this activity?

Tips

- Educators should check whether computers and wifi are working
- Provide visual aids



Activity type: Instruction

Topics and content:

Graphic Design
Canva

Learning outcomes:

The learner is able to insert a shape in different places on a Powerpoint or Canva document.

Target group:

Individual activity

Material

Physical material:
Laptop or desktop computer with mouse, keyboard and monitor.
Projector.

MY OWN CREATION

Step by step process

1. The educator will assign a computer to each student.
2. Learners access Canva through any web browser.
3. Learners choose a template they like (infographic, animation, story, card, etc.)
4. Learners edit the template by adding new elements such as text, images or stickers of their choice.
5. Learners download their own creation in any format and save their work in the computer.
6. Learners will be able to share their creation through social media. (Optional)

Debriefing

What browser did you use to access the Internet?

What is the name of the app you've used to do this activity?

What type of template did you use for your own creation?

What interactive elements did you use for your design?

What format did you use to save your project?

Tips

Learners should write down their credentials when accessing to Canva.
Educators should check whether computers and wifi are working.



MY FIRST GIF

Step by step process

1. The learner will access Canva through any web browser.
2. Learners choose a small template such as card, label or logo for instance.
3. Learners include a background, a picture and a text for their design.
4. Learners choose a sticker from the given Elements so as to include it in their design.
5. Learners download the design in gif format and save a copy in their devices.
6. Learners will be able to share their creation through social media. (Optional)

Debriefing

What browser did you use to access the Internet?

What is the name of the app you've used to do this activity?

What is the name of your GIF?

Tips

Educators should check whether computers and wifi are working.

Learners should write down their credentials when accessing to Canva.

Activity type: Follow up

Topics and content:

Graphic Design

Canva

Learning outcomes:

The learner is able to create a basic GIF

Target group:

Individual activity

Material

Laptop or desktop computer with mouse, keyboard and monitor.
Projector



Activity type: Follow-up

Topics and content:

Graphic Design. Canva and Powerpoint

Learning outcomes:

The learner is able to write a small text on a Canva or Powerpoint document;

The learner is able to insert an image from the internet on a Canva or Powerpoint document;

The learner is able to insert a shape in different places on a Canva or Powerpoint document;

The learner is able to create a basic GIF

Target group:

Individual activity

Material

Laptop or desktop computer with mouse, keyboard and monitor.

Projector

A CITY TO VISIT

Step by step process

1. The educator will assign a city to each student (Paris, Rome, New York, London, etc)
2. Learners access Canva or Powerpoint through any web browser.
3. Learners open a blank document
4. Learners look for information and images of 4 famous landmarks of the city.
5. Learners copy and paste these 4 images and the information below them on the Canva or Powerpoint document
6. Learners create a second slide on which he/she will insert a typical image of the city and they will change the background colour of the document in order to create a basic GIF
7. Learners download the design in GIF format and save a copy in their devices.
8. Learners will be able to share their creation front of the class by means of the projector in order to inform their partners about the city.

Driving questions

Where should you go to open a new Canva or Powerpoint document?

Where should you look for information and images about Paris, Rome or New York?

How can you copy and paste the images and information from the internet on the Canva document?

How can you add a second slide in the document?

Where should you look for a typical image of the city given?

How can you paste the image of the city into the Canva document?

How can you change the background colour of the document to create a basic GIF?