

September 23, 2019

Marie Carolyn B. Verano CESO VI
Schools Division Superintendent
Department of Education
Division of Baguio City

Dear Ms. Verano:

Greetings from Swiss IT Academy Inc.!

SWISS IT ACADEMY INC. is an institution committed to provide quality technical and developmental education through the delivery of an innovative learning system. The Academy aims to be an institution that is globally recognized as the leader in producing skilled professionals who will make a difference in the world's advancement.

As such, may we request for an endorsement from your office to extend our campaign to schools in your division in promoting our training programs for teachers.

Our programs are meant to retool educators with the current strategy in the delivery of lessons using Information and Communication Technology (ICT). As survey says, exposure to educational ICT through curriculum integration has positive impacts on the teachers and students in terms of knowledge, comprehension, and practical application to different subjects. Moreover, well-trained teachers, particularly in the integration of ICT in the curriculum can help improve the quality of education in the country. In that way, teachers can also help transform the lives of Filipino graduates into meaningful, sustainable, and responsible citizens who are needed for nation-building. These are the benefits of our ICT training programs:

- ✓ **Helping teachers in their license renewal every three (3) years by automatically earning 15 CPD credit units per program as required by Professional Regulation Commission (PRC)**
- ✓ **Augmenting teachers' current knowledge**
- ✓ **Strengthening teachers' teaching strategy**
- ✓ **Improving teachers' classroom management**
- ✓ **Enhancing students' academic performance**
- ✓ **Preparing students to become globally competitive**

Our Affiliations

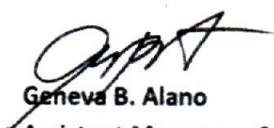
We are acknowledged and accredited by:





- TESDA as a technical-vocational training center
- Microsoft Philippines as a licensed testing center
- Professional Regulation Commission (PRC) as a Continuing Professional Development (CPD) provider

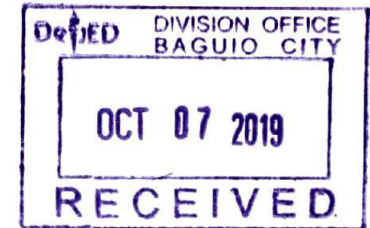
You can find more information about our Academy and our training programs in the attached file.

Hoping for your consideration.

Sincerely yours,


Geneva B. Alano
Assistant Manager – Sales

	Republic of the Philippines DEPARTMENT OF EDUCATION CORDILLERA ADMINISTRATIVE REGION DIVISION OF BAGUIO CITY #82 Military Cut-off Road, Baguio City, 2600	
ADVISORY		
November 05, 2019		
TO: ALL SCHOOL HEADS (PUBLIC & PRIVATE) ALL OTHERS CONCERNED		
For information and appropriate action subject to existing guidelines.		
 MARIE CAROLYN B. VERANO, CESO VI Schools Division Superintendent 		



INSTRUCTIONAL DESIGN FOR INTEGRATED DIGITAL COMPETENCE TRAINING

I. Specific Training Objective Stating Competencies to be gained from the Program.	II. Specific Assessment / Evaluation Tool for each Training Objective Stating Competencies to be gained from the Program
<p>1. Microsoft Word 2016</p> <p>Training Topic 1: Understanding Word</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Familiarize with the Microsoft Office Word 2016 software and its applications in creating a document, customizing options, saving, and printing.</p> <p>Program of Activities</p> <p>8:00 – 8:30 Defining Microsoft Word 2016 Environment, creating of document, customizing options and views for documents, showing of print, and saving of document</p>	<p>Specific Assessment:</p> <ul style="list-style-type: none"> A. Customize the Quick Access toolbar. B. Show or hide the formatting symbols. Create a blank document. C. Save documents in alternative file formats. D. Create a blank document using a template. E. Modify print settings. Print all or part of a document. F. Project: Typing a Business Letter G. Project: Printing a Document <p>Assessment Tool: Microsoft Office Word 2016</p> <p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 2: Basic Editing</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to change and organize document views, navigate, and search through a document, cut, copy and paste a text and change information in the properties inspecting documents.</p> <p>Program of Activities</p> <p>8:30 – 9:00 Showing navigation through a document,</p>	<p>Specific Assessment:</p> <ul style="list-style-type: none"> A. Change document views. Customize views by using zoom settings. Split the window. B. Search for text. Find and replace text. Move to a specific location or object in a document. C. Cut, copy, and paste text. D. Add document properties. Inspect a document for hidden properties or personal information. Inspect a document for

customizing options and views for documents, inserting text and paragraphs

accessibility issues. Inspect a document for compatibility issues.

- E. Project: Updating a Document
- F. Project: Editing Text

Assessment Tool:

Microsoft Office Word 2016

Evaluation of competencies:

Passing mark: 70% - 100%

Failing mark: Below 70%

Name of Trainer: **Mr. Matthew Crisostomo, BSIT**

Trainer's credential: **Proctor**
Certified Microsoft Office Specialist

Training Topic 3: Character Formatting

Specific Objective:

At the end of the topic, the participants are expected to:

Learn how to format characters manually, use format painter, format text with styles. Know how to insert text, format existing documents in other file formats and remove text formatting.

Program of Activities

9:00 – 9:30 Creating of a document, formatting text and paragraphs

Specific Assessment:

- A. Apply font formatting.
- B. Apply formatting by using Format Painter. Apply a text-highlight color to text selections.
- C. Apply built-in styles to text.
- D. Change text to WordArt.
- E. Insert text from a file or external source.
- F. Open a PDF in Word for editing.
- G. Clear formatting.
- H. Project: Formatting a Letter
- I. Project: Formatting a Flyer

Assessment Tool:

Microsoft Office Word 2016

Evaluation of competencies:

Passing mark: 70% - 100%

Failing mark: Below 70%

Name of Trainer: **Mr. Matthew Crisostomo, BSIT**

Trainer's credential: **Proctor**
Certified Microsoft Office Specialist

<p>Training Topic 4: Paragraph Formatting</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to set line spacing in text and between paragraphs, create and format a bulleted list, create and format a numbered list.</p> <p><u>Program of Activities</u></p> <p>9:30 – 10:00 Formatting text and paragraphs, creating and and modify a list</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Set line and paragraph spacing and indentation. B. Create a numbered of bulleted list. C. Change bullet characters or number formats for a list level. Define a custom bullet character or number format. Increase or decrease list levels. Restart or continue list numbering. Set starting number value. D. Project: Formatting an Expense Report E. Project: Formatting Paragraphs <p><u>Assessment Tool:</u> Microsoft Office Word 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 5: Managing Text Flow</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to set page layout, work with breaks, and set up columns.</p> <p><u>Program of Activities</u></p> <p>10:00 – 10:15 Break 10:15 – 10:45 Formatting a document, ordering and grouping text and paragraphs</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Modify page setup. B. Insert page, section, or column breaks. Change page setup options for a section. C. Format text in multiple columns. D. Project: Formatting Two-Column Newsletter E. Project: Formatting Section Breaks and Column Breaks <p><u>Assessment Tool:</u> Microsoft Office Word 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>

Training Topic 6: Creating Tables

Specific Objective:

At the end of the topic, the participants are expected to:

Learn how to create table, format a table, and manage tables.

Program of Activities

11:15 – 11:45 Creating a table, modifying a table, and formatting a graphic element

Specific Assessment:

- A. Create a table by specifying rows and columns.
- B. Apply table styles.
- C. Resize tables, rows, and columns. Sort table data. Merge and split cells. Configure cell margins and spacing. Convert text to tables. Convert tables to text. Configure a repeating row header. Split tables.
- D. Project: Creating and Formatting a Table
- E. Project: Creating and Managing a Table

Assessment Tool:

Microsoft Office Word 2016

Evaluation of competencies:

Passing mark: 70% - 100%

Failing mark: Below 70%

Name of Trainer: **Mr. Matthew Crisostomo, BSIT**

Trainer's credential: **Proctor**

Certified Microsoft Office Specialist

Training Topic 7: Working with Themes, Style Sets, Backgrounds, Quick Parts, and Text Boxes

Specific Objective:

At the end of the topic, the participants are expected to:

Learn how to format, create, and customize a theme. Know how to format a document using style sets, background, apply and manipulate text boxes and insert a special character.

Program of Activities

11:45 – 12:00 Inserting graphic elements, formatting graphic elements, inserting and formatting SmartArt graphics

12:00 – 1:00 Lunch Break

Specific Assessment:

- A. Apply document themes.
- B. Apply document style sets.
- C. Format page background elements.
- D. Insert text boxes.
- E. Insert special characters.
- F. Project: Formatting Background Elements
- G. Project: Creating and Customizing Document Themes

Assessment Tool:

Microsoft Office Word 2016

Evaluation of competencies:

Passing mark: 70% - 100%

Failing mark: Below 70%

Name of Trainer: **Mr. Matthew Crisostomo, BSIT**

Trainer's credential: **Proctor**

Certified Microsoft Office Specialist

<p>Training Topic 8: Using Illustrations and Graphics</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to insert and format pictures in a document, insert and format shapes, WordArt and SmartArt.</p> <p><u>Program of Activities</u></p> <p>1:00 – 1:30 Inserting graphic elements, formatting graphic elements</p>	<p><u>Specific Assessment:</u></p> <p>A. Insert pictures. Format objects. Apply a picture style. Create a SmartArt graphic. Apply picture effects. Apply artistic effects. Wrap text around objects. Removing picture backgrounds. Insert a screen shot or screen clipping.</p> <p>B. Insert shapes. Create a SmartArt graphic. Format a SmartArt graphic. Modify SmartArt graphic content. Position objects.</p> <p>C. Project: Inserting and Formatting Pictures</p> <p>D. Project: Inserting and Formatting WordArt</p> <p><u>Assessment Tool:</u> Microsoft Office Word 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 9: Formatting a Research Paper</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to create citations, adding captions, insert footnotes and endnotes, create a table of contents, insert a cover page, create and modify headers or footers and creating of bookmarks.</p> <p><u>Program of Activities</u></p> <p>1:30 – 2:00 Creating and managing reference markers, creating and managing simple references</p> <p>2:00 – 3:30 GMetrix Skills Management System Practice Exam 1</p> <p>3:30 – 3:45 Break</p> <p>3:45 – 5:00 GMetrix Skills Management System Practice Exam 3</p>	<p><u>Specific Assessment:</u></p> <p>A. Create bibliography citation sources. Modify bibliography citation sources. Insert citations for bibliographies.</p> <p>B. Insert figure and table captions. Modify caption properties.</p> <p>C. Insert footnotes and endnotes. Modify footnote and endnote properties. Insert a standard table of contents. Update a table of contents. Insert a cover page.</p> <p>D. Insert page numbers. Insert headers and footers.</p> <p>E. Create bookmarks. Move to a specific location or object in a document.</p> <p>F. Project: Inserting Hyperlinks and Email Addresses</p> <p>G. Project: Inserting Captions</p> <p><u>Assessment Tool:</u> Microsoft Office Word 2016 GMetrix Skills Management System application</p>

	<p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>2. Microsoft PowerPoint 2016</p>	
<p>Training Topic 1: PowerPoint Essentials</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Familiarize with the Microsoft PowerPoint 2016 software and its application in working with an existing presentation.</p> <p>Program of Activities</p> <p>8:00 – 8:30 Defining Microsoft PowerPoint 2016 environment, changing presentation options and views, inserting, and formatting text</p>	<p>Specific Assessment:</p> <ul style="list-style-type: none"> A. Change views of a presentation. Insert text on a slide. B. Project: Adding and Editing Text in a Presentation C. Project: Editing and Printing a Presentation <p>Assessment Tool: Microsoft Office PowerPoint 2016</p> <p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 2: Presentation Basics</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to create a new blank presentation, saving a presentation, creating a presentation from a template, adding, deleting, organizing slides, creating a presentation from existing content and showing a print presentation.</p> <p>Program of Activities</p> <p>8:30 – 9:00 Creating of Presentation, inserting and formatting slides, ordering and grouping of slides, configuring a presentation for print merging content from multiple presentations and finalizing presentations</p>	<p>Specific Assessment:</p> <ul style="list-style-type: none"> A. Create a new presentation. Apply a different slide layout. B. Preserve presentation content. C. Create a presentation based on a template. D. Insert specific slide layouts. Duplicate existing slides. Modify slide order. Delete slides. E. Import word document outlines. Insert slides from another presentation. F. Print note pages. Print all or part of a presentation. Print in color, grayscale, or black and white. G. Project: Creating a New Presentation from a Template H. Project: Creating a Presentation from an Outline <p>Assessment Tool: Microsoft Office PowerPoint 2016</p>

	<p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 3: Working with Text</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to format characters, lists, insert and format WordArt, create, and format text boxes, use proofing tools.</p> <p>Program of Activities</p> <p>9:00 – 9:30 Inserting and formatting text, inserting and formatting shapes and text boxes, finalizing presentations</p>	<p>Specific Assessment:</p> <ul style="list-style-type: none"> A. Apply formatting and styles to text. B. Create bulleted and numbered lists. C. Apply WordArt styles to text. D. Insert text boxes. Resize shapes and text boxes. Format shapes and text boxes. Apply styles to shapes and text boxes. Format text in multiple columns. E. Proof a presentation F. Project: Using Quick Styles G. Project: Typesetting with Typefaces <p>Assessment Tool: Microsoft Office PowerPoint 2016</p> <p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 4: Designing a Presentation</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to format presentations with Themes and Layouts, changing slide backgrounds, insert a date, footer, and slide numbers. Link to web pages and other programs, work with sections. Customize slide masters.</p> <p>Program of Activities</p> <p>9:30 – 10:00 Inserting and formatting slides, modifying slides,</p>	<p>Specific Assessment:</p> <ul style="list-style-type: none"> A. Change the slide master theme or background. B. Modify individual slide backgrounds. C. Insert slide headers, footers, and page numbers. D. Insert hyperlinks. E. Create sections. Modify slide order. Rename sections. F. Change the slide master theme or background. G. Modify slide master content. Modify a slide layout. Create a slide layout. Modify the handout master. Modify the notes master. H. Project: Changing Themes and Variants

<p>Handouts, and notes Ordering and group slides, inserting and formatting text</p>	<p>I. Project: Organizing Slides into Sections</p> <p>Assessment Tool: Microsoft Office PowerPoint 2016</p> <p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 5: Adding Tables to Slides</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to create tables, import tables from external sources, modify table layout, and format tables.</p> <p>Program of Activities</p> <p>10:00 – 10:15 Break 10:15 – 10:45 Inserting and formatting tables</p>	<p>Specific Assessment:</p> <ul style="list-style-type: none"> A. Create new tables. B. Import a table. C. Insert and delete table rows and columns. D. Apply table styles. E. Project: Inserting and Formatting an Excel table F. Project: Inserting a table <p>Assessment Tool: Microsoft Office PowerPoint 2016</p> <p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 6: Using Charts in a Presentation</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to build charts, modify the chart type and data, modify chart elements, and format a chart.</p> <p>Program of Activities</p> <p>10:45 – 11:15 Inserting and formatting charts</p>	<p>Specific Assessment:</p> <ul style="list-style-type: none"> A. Create a chart. Import a chart. B. Change the chart type. C. Add legends to charts. D. Create and modify chart styles. E. Project: Creating a Line Chart <p>Assessment Tool: Microsoft Office PowerPoint 2016</p>

	<p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 7: Creating SmartArt Graphics</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to add SmartArt to a slide and modify SmartArt.</p> <p>Program of Activities</p> <p>11:15 – 11:45 Inserting and formatting SmartArt graphics</p>	<p>Specific Assessment:</p> <ul style="list-style-type: none"> A. Create SmartArt graphics. Convert lists to SmartArt graphics. B. Apply styles to shapes and text boxes. Change the color of SmartArt graphics. Add shapes to SmartArt graphics. Reorder shapes in SmartArt graphics. C. Project: Using SmartArt to show company reorganization D. Project: Using SmartArt to improve presentation <p>Assessment Tool: Microsoft Office PowerPoint 2016</p> <p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 8: Adding Graphics to a Presentation</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to insert and format shapes and text boxes, insert and format images, order and group objects, and finalize presentations.</p> <p>Program of Activities</p> <p>11:45 – 12:00 Inserting and formatting images, adding shapes to slides, and ordering and grouping shapes</p>	<p>Specific Assessment:</p> <ul style="list-style-type: none"> A. Insert images. Display alignment tools. Resize and crop images. Apply styles and effects. Preserve presentation content. B. Insert or replace shapes. Resize shapes and text boxes. Format shapes and text boxes. C. Order objects. Align objects. Group objects. D. Project: Inserting and Resizing a Picture E. Project: Formatting a Picture <p>Assessment Tool: Microsoft Office PowerPoint 2016</p>

	<p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>				
<p>Training Topic 9: Using Animation and Multimedia</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to insert and manage media, apply slide transitions, animate slide content, set timing for transitions and animations, and finalize presentations.</p> <p>Program of Activities</p> <table border="0"> <tr> <td>12:00 – 1:00</td> <td>Lunch Break</td> </tr> <tr> <td>1:00 – 1:30</td> <td>Setting up slide transitions, animating slide content, and adding media clips to a presentation</td> </tr> </table>	12:00 – 1:00	Lunch Break	1:00 – 1:30	Setting up slide transitions, animating slide content, and adding media clips to a presentation	<p>Specific Assessment:</p> <ol style="list-style-type: none"> Insert slide transitions. Set transition effect options. Set transition effect duration. Configure transition start and finish options. Apply animations to objects. Apply animations to text. Set animation effect options. Reorder animations on a slide. Set animation paths. Insert audio and video clips. Configure media playback options. Set media timing options. Set the video start and stop time. Adjust media window size. Compress media. Project: Working with Transitions Project: Using Animations <p>Assessment Tool: Microsoft Office PowerPoint 2016</p> <p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
12:00 – 1:00	Lunch Break				
1:00 – 1:30	Setting up slide transitions, animating slide content, and adding media clips to a presentation				
<p>Training Topic 10: Securing and Sharing a Presentation</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to change presentation options and views, merge content from multiple presentations, finalize presentations, and insert and format slides.</p> <p>Program of Activities</p> <table border="0"> <tr> <td>1:30 – 2:00</td> <td>Working with comments, incorporating reviewer changes, protecting a presentation, preparing a presentation for distribution, exporting, and</td> </tr> </table>	1:30 – 2:00	Working with comments, incorporating reviewer changes, protecting a presentation, preparing a presentation for distribution, exporting, and	<p>Specific Assessment:</p> <ol style="list-style-type: none"> Review comments. Insert comments. Insert slides from another presentation. Compare two presentations. Protect a presentation. Inspect a presentation. Set file properties. Export presentations to other formats. Project: Adding and Replying to Comments Project: Protecting a Presentation 		
1:30 – 2:00	Working with comments, incorporating reviewer changes, protecting a presentation, preparing a presentation for distribution, exporting, and				

<p>saving a presentation in different formats</p>	<p>Assessment Tool: Microsoft Office PowerPoint 2016</p> <p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 11: Delivering a Presentation</p> <p>Specific Objective: <i>At the end of the topic, the participants are expected to:</i> Learn how to insert and format slides, modify slides, handouts, and notes, change presentation options and views, configure a presentation for print, configure and present a slide show, and finalize presentations.</p> <p>Program of Activities</p> <p>2:00 – 2:30 Adjusting slide orientation and size, customizing audience handouts, choosing slides to display rehearsing and recording a slide show, setting up a slide show, working with presentation tools, packaging a presentation for CD delivery.</p> <p>2:30 – 2:45 Break</p> <p>2:45 – 3:45 GMetrix Skills Management System Practice Exam 1</p> <p>3:45 – 5:00 GMetrix Skills Management System Practice Exam 3</p>	<p>Specific Assessment:</p> <ol style="list-style-type: none"> A. Change slide size. B. Modify the handout master. Print handouts. C. Hide and unhide slides. Create custom slideshows. D. Rehearse slide show timing. E. Configure slideshow options. F. Present a slide show by using Presenter View. G. Export presentations to other formats. H. Project: Finalizing a Presentation and Creating Handouts I. Project: Previewing a Presentation <p>Assessment Tool: Microsoft Office PowerPoint 2016</p> <p>Evaluation of competencies: Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>

<p>3. Microsoft Excel 2016</p> <p>Training Topic 1: Overview</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Familiarize with the Microsoft Office Excel 2016 software and its applications in creating a worksheets and workbooks, options and views for worksheets and workbooks.</p> <p><u>Program of Activities</u></p> <p>8:00 – 8:30 Defining Microsoft Excel 2016 Environment, creating and navigation of worksheets and workbooks</p>	<p><u>Specific Assessment:</u></p> <ol style="list-style-type: none"> A. Create a Workbook. B. Customize the Quick Access Toolbar. C. Change workbook views. Change window views. D. Navigate to a named cell, range, or workbook element. E. Project: Utilizing the Ribbon F. Project: Navigating a List <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 2: Working with Microsoft Excel 2016</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to format worksheets and workbooks, customize options views for worksheets and workbooks for distribution, insert data, and format in cells and ranges.</p> <p><u>Program of Activities</u></p> <p>8:30 – 9:00 Formatting worksheets and workbooks, customizing options and views for worksheets and workbooks, configuring worksheets and workbooks for distribution, inserting data cells and ranges, and formatting cells and ranges</p>	<p><u>Specific Assessment:</u></p> <ol style="list-style-type: none"> A. Save workbooks in alternative file formats. Inspect a workbook for compatibility issues. B. Replace data. Adjust row height and column width. Fill cells by using Auto Fill. Insert and delete cells. C. Apply number formats. D. Cut, copy, or paste data. E. Modify document properties. F. Project: Creating a Workbook G. Project: Setting Document Properties and assigning keywords <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>

<p>Training Topic 3: Using Office Backstage</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to create, format worksheets and workbooks, customize options views for worksheets and workbooks for distribution.</p> <p><u>Program of Activities</u></p> <p>9:00 – 9:30 Formatting worksheets and workbooks, customizing options and views for worksheets and workbooks, and configuring worksheets and workbooks for distribution.</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Set a print area. Print all or part of a workbook. Set print scaling. Modify page setup. B. Customize the Quick Access Toolbar. C. Create a Workbook. D. Project: Searching for and Using a Template E. Project: Printing a Specific Area of a Worksheet <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 4: Using Basic Formulas</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to customize options views for worksheets and workbooks, summarize data by using Functions.</p> <p><u>Program of Activities</u></p> <p>9:30 – 10:00 Customizing options and views for worksheets and workbooks, summarizing data by using Functions.</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Display formulas. B. Insert references. C. Insert elements. D. Project: Working with the Order of Operations E. Project: Naming a Range and Using the Range in a Formula <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>

<p>Training Topic 5: Using Functions</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Understand how to summarize data by using Functions.</p> <p><u>Program of Activities</u></p> <p>10:00 – 10:15 Merienda Break 10:15 – 10:45 Summarizing data by using Functions.</p>	<p><u>Specific Assessment:</u></p> <ol style="list-style-type: none"> A. Perform calculations by using the SUM function. B. Perform calculations by using the COUNT function. C. Perform calculations by using the AVERAGE function. D. Perform calculations by using the MIN and MAX functions. E. Project: Using Statistical Functions F. Project: Completing the Analysis Sheet in the Budget Workbook <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 6: Formatting Cells and Ranges</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to navigate the worksheets and workbooks, insert data in cells and ranges, format cells and ranges, and summarize and organize data.</p> <p><u>Program of Activities</u></p> <p>10:45 – 11:15 Navigating the worksheets and workbooks, inserting data in cells and ranges, formatting cells and ranges, and summarizing and organizing data</p>	<p><u>Specific Assessment:</u></p> <ol style="list-style-type: none"> A. Insert and delete cells. B. Modify cell alignment and indentation. Apply cell formats. Apply number formats. Wrap text within cells. Merge cells. C. Format cells by using Format Painter. D. Paste data by using special paste options. E. Apply cell styles. F. Insert and remove hyperlinks. G. Apply conditional formatting. H. Project: Applying Basic Formatting I. Project: Applying Cell Styles to a Worksheet <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>

<p>Training Topic 7: Formatting Worksheets</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to format, customize options and views for worksheets and workbooks, configure worksheets and workbooks for distribution, and insert data in cells and ranges.</p> <p><u>Program of Activities</u></p> <p>11:15 – 11:45 Formatting and customizing options and views for worksheets and workbooks, configuring worksheets and workbooks for distribution, and inserting data in cells and ranges</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Insert and delete columns or rows. Adjust row height and column width. Hide or unhide columns and rows. Paste data by using special paste options. B. Change workbook themes. C. Insert headers and footers. D. Display repeating row and column titles on multipage worksheets. Change workbook views. Set print scaling. E. Project: Working with Rows and Columns F. Project: Transposing Data and Adjusting Column Widths <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 8: Managing Worksheets</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to format, customize options and views for worksheets and workbooks, configure worksheets and workbooks for distribution, and insert data in cells and ranges.</p> <p><u>Program of Activities</u></p> <p>11:45 – 12:00 Formatting and customizing options and views for worksheets and workbooks, configuring worksheets and workbooks for distribution, and inserting data in cells and ranges</p> <p>12:00 – 1:00 Lunch Break</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Copy and move a worksheet. Rename a worksheet. Change worksheet order. Change worksheet tab color. Hide or unhide worksheets. Add a worksheet to an existing workbook. B. Change magnification by using zoom tools. Change window views. C. Search for data within a workbook. Replace data. D. Project: Copying and Modifying a Worksheet E. Project: Renaming a Worksheet, Unhiding a Worksheet, and Arranging Windows <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer's credential: Proctor Certified Microsoft Office Specialist</p>

<p>Training Topic 9: Working with Data and Macros</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to summarize and organize data, create and manage tables, manage table styles and options, filter, and sort a table.</p> <p><u>Program of Activities</u></p> <p>1:00 – 1:30 Summarizing and organizing data, creating and managing tables, managing table styles and options, filtering, and sorting a table</p>	<p><u>Specific Assessment:</u></p> <ol style="list-style-type: none"> A. Import data from a delimited text file. B. Change sort order. Sort data by multiple columns. C. Filter records. D. Outline data. Insert subtotals. E. Apply styles to tables. Configure table style options. Insert total rows. Add or remove table rows and columns. Filter records. Sort data by multiple columns. Change sort order. Remove duplicate records. Create an Excel table from a cell range. Convert a table to cell range. F. Project: Creating and Filtering a Table G. Project: Creating an Outline and Subtotaling Data <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 10: Using Advanced Formulas</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to perform conditional operations by using Functions and format and modify text by using Functions.</p> <p><u>Program of Activities</u></p> <p>1:30 – 1:45 Performing conditional operations by using Functions and formatting and modifying text by using Functions.</p>	<p><u>Specific Assessment:</u></p> <ol style="list-style-type: none"> A. Perform logical operations by using the SUMIF function. Perform logical operations by using the COUNTIF function. Perform logical operations by using the AVERAGEIF function. B. Perform logical operations by using the IF function. C. Format text by using RIGHT, LEFT, and MID functions. Format text by using UPPER, LOWER, and PROPER functions. Format text by using CONCATENATE function. <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>

<p>Training Topic 11: Securing Workbooks</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to configure worksheets and workbooks for distribution.</p> <p><u>Program of Activities</u></p> <p>1:45 – 2:00 Configuring worksheets and workbooks for distribution</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Inspect a workbook for hidden properties or personal information. B. Project: Protecting a File with a Password C. Project: Adding Comments to a File <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>
<p>Training Topic 12: Creating Charts</p> <p><u>Specific Objective:</u> <i>At the end of the topic, the participants are expected to:</i> Learn how to summarize and organize data and create and format charts.</p> <p><u>Program of Activities</u></p> <p>2:00 – 2:15 Summarizing and organizing data and creating and formatting charts</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Create a new chart. B. Add and modify chart elements. C. Add additional data series. Switch between rows and columns in source data. Move charts to a chart sheet. Resize charts. Apply chart layouts and styles. D. Insert sparklines. Analyze data by using Quick Analysis. E. Project: Creating a Pie Chart F. Project: Creating a Column Chart <p><u>Assessment Tool:</u> Microsoft Office Excel 2016</p> <p><u>Evaluation of competencies:</u> Passing mark: 70% - 100% Failing mark: Below 70%</p> <p>Name of Trainer: Mr. Matthew Crisostomo, BSIT Trainer’s credential: Proctor Certified Microsoft Office Specialist</p>

Training Topic 13: Adding Pictures and Shapes to a Worksheet

Specific Objective:

At the end of the topic, the participants are expected to:

Learn how to configure worksheets and workbooks for distribution and insert and format objects.

Program of Activities

2:15 – 2:30	Configuring worksheets and workbooks for distribution and inserting and formatting objects
2:30 – 2:45	Break
2:45 – 3:45	GMetrix Skills Management System Practice Exam 1
3:45 – 5:00	GMetrix Skills Management System Practice Exam 3

Specific Assessment:

- A. Insert images.
- B. Insert text boxes and shapes.
- C. Modify object properties.
- D. Add alternative text to objects for accessibility. Inspect a workbook for accessibility issues.
- E. Project: Adding Text to a Shape
- F. Project: Enhancing a Photo

Assessment Tool:

Microsoft Office Excel 2016

Evaluation of competencies:

Passing mark: 70% - 100%

Failing mark: Below 70%

Name of Trainer: **Mr. Matthew Crisostomo, BSIT**

Trainer's credential: **Proctor**

Certified Microsoft Office Specialist

III. PROGRAM OF ACTIVITIES

<p style="text-align: center;">Time Day/Time Duration (e.g. Day1 – 8:00 – 9:00pm)</p>	<p style="text-align: center;">Topic/Activity Title of the Lecture/Discussion</p>	<p style="text-align: center;">Speaker Complete name of Speaker PRC license no. expiration (if applicable) Position/Designation</p>
<p style="text-align: center;">Day 1 – 8:00am – 5:00pm</p>	<p>Microsoft Word 2016 Application</p> <p>Training Topic 1: Understanding Word Skills:</p> <ul style="list-style-type: none"> • Working with Tools • Creating a Document • Saving a Document • Working with Templates • Previewing and Printing a Document <p>Training Topic 2: Basic Editing Skills:</p> <ul style="list-style-type: none"> • Changing and Organizing Document Views • Navigating and Searching through a Document • Cutting, Copying, and Pasting Text • Changing Information in the Properties Inspecting Documents <p>Training Topic 3: Character Formatting Skills:</p> <ul style="list-style-type: none"> • Formatting Characters Manually • Using Format Painter • Formatting Text with Styles • Inserting Text 	<p>Matthew Crisostomo / IT Trainer / Microsoft Certified Educator</p>

- Formatting Existing Documents in Other File Formats
- Removing Text Formatting

Training Topic 4: Paragraph Formatting

Skills:

- Setting Line Spacing in Text and Between Paragraphs
- Creating and Formatting a Bulleted List
- Creating and Formatting a Numbered List

Training Topic 5: Managing Text Flow

Skills:

- Setting Page Layout
- Working with Breaks
- Setting Up Columns

Training Topic 6: Creating Tables

Skills:

- Creating a Table
- Formatting a Table
- Managing Tables

Training Topic 7: Working with Themes, Style Sets, Backgrounds, Quick Parts, and Text Boxes

Skills:

- Formatting, Creating, and Customizing a Theme
- Formatting a Document Using Style Sets
- Formatting a Document's Background

- Applying and Manipulating Text Boxes
- Inserting a Special Character

Training Topic 8: Using Illustrations and Graphics

Skills:

- Inserting and Formatting Pictures in a Document
- Inserting and Formatting Shapes, WordArt, and SmartArt

Training Topic 9: Formatting a Research Paper

Skills:

- Creating Citations
- Adding Captions
- Inserting Footnotes and Endnotes
- Creating a Table of Contents
- Inserting a Cover Page
- Creating and Modifying Headers or Footers
- Creating Bookmarks

Day 2 – 8:00am – 5:00pm

Microsoft PowerPoint 2016 Application

Training Topic 1: PowerPoint Essentials

Skills:

- Working with an Existing Presentation

Training Topic 2: Presentation Basics

Skills:

- Creating a New Blank Presentation
- Saving a Presentation
- Creating a Presentation from a Template
- Adding, Deleting, and Organizing Slides
- Creating a Presentation from Existing Content
- Printing a Presentation

Training Topic 3: Working with Text

Skills:

- Formatting Characters
- Formatting Lists
- Inserting and Formatting WordArt
- Creating and Formatting Text Boxes
- Using Proofing Tools

Training Topic 4: Designing a Presentation

Skills:

- Formatting Presentations with Themes and Layouts
- Changing Slide Backgrounds

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- Inserting a Date, Footer, and Slide Numbers
- Linking to Web Pages and Other Programs
- Working with Sections
- Customizing Slide Masters

Training Topic 5: Adding Tables to Slides

Skills:

- Creating Tables
- Importing Tables from External Sources
- Modifying Table Layout
- Formatting Tables

Training Topic 6: Using Charts in a Presentation

Skills:

- Building Charts
- Modifying the Chart Type and Data
- Modifying Chart Elements
- Formatting a Chart

Training Topic 7: Creating SmartArt Graphics

Skills:

- Adding SmartArt to a Slide
- Modifying SmartArt

Training Topic 8: Adding Graphics to a Presentation

Skills:

- Inserting and Formatting Images
- Adding Shapes to Slides

- Ordering and Grouping Shapes

Training Topic 9: Using Animation and Multimedia

Skills:

- Setting Up Slide Transitions
- Animating Slide Content
- Adding Media Clips to a Presentation

Training Topic 10: Securing and Sharing a Presentation

Skills:

- Working with Comments
- Incorporating Reviewer Changes
- Protecting a Presentation
- Preparing a Presentation for Distribution
- Exporting and Saving a Presentation in Different Formats

Training Topic 11: Delivering a Presentation

Skills:

- Adjusting Slide Orientation and Size
- Customizing Audience Handouts
- Choosing Slides to Display
- Rehearsing and Recording a Slide Show
- Setting Up a Slide Show
- Working with Presentation Tools
- Packaging a Presentation for CD Delivery

Day 3 – 8:00am – 5:00pm

Microsoft Excel 2016 Application

Training Topic 1: Overview

Skills:

- Starting Excel
- Working in the Excel Window
- Changing Workbook and Window Views
- Working with an Existing Workbook

Training Topic 2: Working with Microsoft Excel 2016

Skills:

- Creating Workbooks
- Saving Workbooks
- Entering and Editing Basic Data in a Worksheet
- Using Data Types to Populate a Worksheet
- Cutting, Copying, and Pasting Data
- Editing a Workbook's Properties

Training Topic 3: Using Office Backstage

Skills:

- Printing with Backstage
- Changing the Excel Environment
- Accessing and Using Excel Templates

Training Topic 4: Using Basic Formulas

Skills:

- Understanding and Displaying Formulas
- Using Cell References in Formulas

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- Using External Cell References

Training Topic 5: Using Functions

Skills:

- Summarizing Data with Functions

Training Topic 6: Formatting Cells and Ranges

Skills:

- Inserting and Deleting Cells
- Manually Formatting Cell Contents
- Copying Cell Formatting with the Format Painter
- Understanding Paste Special Options
- Formatting Cells with Styles
- Working with Hyperlinked Data
- Applying Conditional Formatting to Cells

Training Topic 7: Formatting Worksheets

Skills:

- Working with Rows and Columns
- Using Themes
- Inserting Headers and Footers
- Preparing a Document for Printing

Training Topic 8: Managing Worksheets

Skills:

- Organizing Worksheets
- Using Zoom and Freeze to Change the Onscreen View
- Finding and Replacing Data

Training Topic 9: Working with Data and Macros

Skills:

- Importing Data
- Sorting Data
- Filtering Data
- Outlining and Subtotaling Data
- Setting Up Data in a Table Format

Training Topic 10: Using Advanced Formulas

Skills:

- Using Formulas to Conditionally Summarize Data
- Adding Conditional Logic Functions to Formulas
- Using Formulas to Modify Text

Training Topic 11: Securing Workbooks

Skills:

- Securing Your Work

Training Topic 12: Creating Charts

Skills:

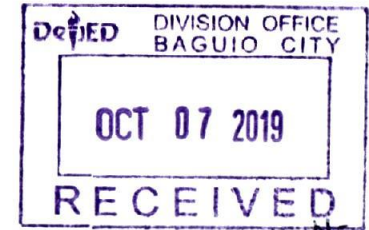
- Building Charts
- Formatting the Parts of a Chart Manually
- Modifying a Chart
- Using Quick Analysis Tools

Training Topic 13: Adding Pictures and Shapes to a Worksheet

Skills:

- Inserting Pictures

	<ul style="list-style-type: none"> • Adding Shapes, Lines, Text Boxes, and WordArt • Formatting Graphics • Adding Graphic Enhancements Using Picture Tools • Adding Alternative Text to Pictures 	
<p>Day 4 – 8:00am – 5:00pm</p>	<p>Assessment Day:</p> <p>Choose one (1) application:</p> <ul style="list-style-type: none"> • Microsoft Word 2016 • Microsoft PowerPoint 2016 • Microsoft Excel 2016 <p><i>*If a participant passes the exam, he or she will get an International Certificate and a badge from Microsoft that confirms that he or she is now a Microsoft Office Specialist Certified.</i></p>	<p>Matthew Crisostomo / IT Trainer / Microsoft Certified Educator</p>



ICT Facilitation for Integrated Teaching and Learning

I. Specific Course Objective Stating Competencies to be gained from the Program.	II. Specific Assessment / Evaluation Tool for each Course Objective Stating Competencies to be gained from the Program
<p align="center">ICT Facilitation for Integrated Teaching and Learning</p>	
<p>Training Topic 1: Introduction to Visual Graphic Design</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, participants are expected to: Familiarize with the Visual Graphic Design. Define the brief history of design as well as the influence of it to modern design. Learn the Elements, Principles of Design, and Typography Design.</p> <p><u>Program of Activities</u></p> <p>8:00 – 8:45: Defining Visual Graphic Design 8:45 – 9:30: Defining Flat Design and other Art Styles 9:30 – 9:45: Coffee Break 9:45 – 10:30: Applying the Elements of Design 10:30 – 11:15: Applying the Principles of Design 11:15 – 12:00: Identifying the Color Theory</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Explaining each of the Elements and Principles of Design B. Collecting examples of each element and principle from online, hand drawn and/or print resources C. Categorizing each example D. Discussing and sharing of the findings to the class <p><u>Assessment Tool:</u> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p><u>Name of Trainer:</u> Fonacier B. Balatero Jr. <u>Trainer's Credential:</u> Visual Graphic Design Trainer/Assessor</p>

<p>Training Topic 2: Creating vector graphics</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, participants are expected to: Define and explain the Logo and its importance to a company as well as the characteristics of the good and the bad logo. Learn the different Brainstorming techniques and analyze the given Design Brief.</p> <p><u>Program of Activities</u></p> <p>1:00 – 1:45: Defining what is a Logo and its importance 1:45 – 2:30: Identifying techniques in designing a logo 3:00 – 3:15: Explaining the different Brainstorming techniques 3:15 – 3:30: Analyzing the Design Brief 3:30 – 3:45: Coffee Break 3:45 – 4:15: Creating a Typographic design 4:15 – 5:00: Designing a Logo based on the design brief using any of the Brainstorming techniques</p>	<p>1. Corporate Business Logo</p> <p><u>Specific Assessment:</u></p> <ol style="list-style-type: none"> A. Analyzing the given Design Brief B. Sketching the idea of the logo in paper before plotting it C. Creating new document from the given Design Brief D. Applying the Elements and Principles of design to enhance the logo E. Saving the document to a folder <p><u>Assessment Tool:</u> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer's Credential:</i> Visual Graphic Design Trainer/Assessor</p>
<p>Training Topic 3: Developing graphic designs for a print media</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, re expected to: Demonstrate and explain how to design a brochure, define Bleed style and identify proper margins and measurements in lay-outing a tri-fold brochure.</p> <p><u>Program of Activities</u></p> <p>8:00 – 8:45: Designing a brochure 8:45 – 9:30: Defining a Bleed style</p>	<p><u>Specific Assessment:</u></p> <ol style="list-style-type: none"> A. Sketching of ideas for a Tri-fold brochure based from the given Design Brief before plotting it B. Creating new document based from design brief C. Choosing a color scheme and fonts relevant to the corporate branding of the logo design D. Adding the following contents for the tri-fold brochure: <ul style="list-style-type: none"> ○ 1ST PAGE Front Cover <ul style="list-style-type: none"> - Image (relevant to the product or services) - Subtitles and Logo ○ 2nd to 5th page is the contents of the products

<p>9:30 – 9:45: Coffee Break</p> <p>9:45 – 10:30: Measuring the margins and safe area</p> <p>10:30 – 11:15: Working with the document orientation and brochure page layout</p> <p>11:15 – 12:00: Creating a brochure template in less than 5 mins</p> <p>12:00 – 1:00: Lunch Break</p> <p>1:00 – 1:45: Adding the components of a brochure</p> <p>1:45 – 2:30: Designing a Location Map</p> <p>3:00 – 3:15: Designing a Tri-fold brochure based from the design brief</p> <p>3:15 – 3:30: Applying any of the Brainstorming techniques</p> <p>3:30 – 3:45: Coffee Break</p> <p>3:45 – 4:15: Designing for Corporate brand</p> <p>4:15 – 5:00: Printing</p>	<ul style="list-style-type: none"> -this may include services offered <ul style="list-style-type: none"> o 6TH Back page - list your contact address, number and online details plus the logo again E. Using pen tool to blend images to create a more realistic and 3d effects in between the margins of each page. F. Applying the Elements and Principles of Design properly G. Saving the document to a folder <p><u>Assessment Tool:</u> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer's Credential:</i> Visual Graphic Design Trainer/Assessor</p>
<p>Training Topic 4: Developing designs for an electronic media</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, participants are expected to: Identify and define Webpage Design, its components and programming languages used. Design a Landing Page and explain usability and responsive design.</p> <p><u>Program of Activities</u></p> <p>8:00 – 8:45: Defining Webpage Design</p> <p>8:45 – 9:30: Designing a Landing page</p> <p>9:30 – 9:45: Coffee Break</p> <p>9:45 – 10:30: Identifying the different browsers used nowadays</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Creating New Document from the design brief B. Designing a landing page based on the given Design Brief C. Adding the following components of a web page: <ul style="list-style-type: none"> o Banner o Menu o Footer o Sidebar o Content D. Using the <i>Slice tool</i> and <i>Slice Select tool</i> to add clickable links E. Adding a <i>URL</i> F. Adding a <i>Target Attributes</i> G. Adding an <i>Alt Tag</i> H. Saving to a folder

<p>10:30 – 11:15: Defining Web Standard Pages 11:15 – 12:00: Identifying components of a Webpage 12:00 – 1:00: Lunch Break 1:00 – 1:45: Slicing with the Slice tool 1:45 – 2:30: Adding links to a page 3:00 – 3:15: Enumerating types of target attributes 3:15 – 3:30: Defining Usability and Responsive designs 3:30 – 3:45: Coffee Break 3:45 – 4:15: Designing a Webpage based from the design brief 4:15 – 5:00: Publishing</p>	<p><u>Assessment Tool:</u> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p>Name of Trainer: Fonacier B. Balatero Jr. Trainer's Credential: Visual Graphic Design Trainer/Assessor</p>
<p>Training Topic 5: Developing designs for a product packaging</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, participants are expected to: Describe and explain the purpose of packaging design its components, functions and importance. Demonstrate how to create a packaging prototype in less than 5 mins as well as the functions of the QR and Barcodes.</p> <p><u>Program of Activities</u></p> <p>8:00 – 8:45: Explaining the purpose of packaging design 8:45 – 9:30: Identifying the components of a product packaging 9:30 – 9:45: Coffee Break 9:45 – 12:00: Explaining the proper margins and measurements needed to design a packaging 12:00 – 1:00: Lunch Break 1:00 – 1:45: Designing a packaging porotype in less than 5 mins 1:45 – 2:00: Creating secure documents 2:00 – 4:00: Designing a product packaging based from the given design brief 4:00 – 5:00: Printing</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> • Creating new document based on the brief • Designing a product packaging based on the given Design Brief with the dimension of the box • Designing the Layout view and the Isometric View of the packaging • Adding lines and shapes based from your ideas • Adding Text/Type and the Logo • Applying relevant color schemes • Saving the document to a folder <p><u>Assessment Tool:</u> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p>Name of Trainer: Fonacier B. Balatero Jr. Trainer's Credential: Visual Graphic Design Trainer/Assessor</p>

Training Topic 6: Designing a booth and product/window display

Specific Objectives:

At the end of the topic, participants are expected to:
Design a Tarpaulin based on the given Product Design Brief with correct resolution and proper margins and measurements. Explain the difference between a poster and a tarpaulin design.

Program of Activities

8:00 – 8:45:	Applying the correct resolution for a poster and tarpaulin design
8:45 – 9:30:	Applying the proper margins and measurements needed to design a tarpaulin
9:30 – 9:45:	Coffee Break
9:45 – 12:00:	Adding the needed components of a tarpaulin
12:00 – 1:00:	Lunch Break
1:00 – 2:00:	Identifying units of measurements to be used and its conversion
2:00 – 4:00:	Designing a tarpaulin based from the given Product Design brief
4:00 – 5:00:	Printing

Specific Assessment:

1. Creating new document based on the brief
2. Adding lines and shapes based on your ideas
3. Adding Text/Type and the Logo
4. Applying relevant color schemes
5. Adding 2-3 colors to your design
6. Adding images to your design
7. Saving the document to a folder

Assessment Tool:

Demonstration/Observation, Oral Questioning

Evaluation Competencies:

Competent: 80% above
Not Yet Competent: 80% below

Name of Trainer: Fonacier B. Balatero Jr.

Trainer's Credential: Visual Graphic Design Trainer/Assessor

III. PROGRAM OF ACTIVITIES

Time Day/Time Duration (e.g. Day1 – 8:00 – 9:00am)	Topic/Activity Title of the Lecture/Discussion	Speaker Complete name of Speaker PRC license no. expiration (if applicable) Position/Designation
Day 1 – 8:00am – 12:00pm	<p>Training Topic 1: Introduction to Visual Graphic Design</p> <p>Topics:</p> <ul style="list-style-type: none"> • What is Visual Graphic Design? • What are the Qualifications and Units of Competencies under Visual Graphic Design? • Evidence gathering procedures during assessment • Specific instructions for the candidates • Graphic Design Basic • What is Flat Design? • The Elements of Design • The Principles of Design 	Fonacier Balatero Jr. IT Trainer/Curriculum Developer
Day 1 – 12:00pm – 5:00pm	<p>Training Topic 2: Creating vector graphics</p> <p>Topics:</p> <ul style="list-style-type: none"> • What is a Logo? • Importance of a Logo to a company • Characteristics of a Good/Bad Logo • Proper techniques in creating a logo • Brainstorming techniques • Analyzing the Design Brief • Typography • Adobe Illustrator basics 	Fonacier Balatero Jr. IT Trainer/Curriculum Developer

	<ul style="list-style-type: none"> • Creating a Logo in Illustrator based on the design brief using any of the Brainstorming techniques learned • Printing of the Logo 	
Day 2 – 8:00am – 5:00pm	<p>Training Topic 3: Developing graphic designs for a print media</p> <p>Topics:</p> <ul style="list-style-type: none"> • Adobe Photoshop basics • How to design a brochure in Adobe Photoshop? • What is Bleed style? • Proper margins and measurements in lay-outing a 3-fold brochure • Proper orientation and page lay-outing of a brochure • How to create a brochure template in less than 5 minutes? • Components of a brochure • How to create a location map? • Designing a 3-fold brochure based on the design brief • What is corporate branding? • Printing the brochure 	Fonacier Balatero Jr. IT Trainer/Curriculum Developer
Day 4 – 8:00am – 5:00pm	<p>Training Topic 4: Developing designs for an electronic media</p> <p>Topics:</p> <ul style="list-style-type: none"> • Introduction to Webpage Design • Designing a Landing page in Adobe Photoshop • Identify the different browsers used nowadays • Programming languages used in web designing 	Fonacier Balatero Jr. IT Trainer/Curriculum Developer

	<ul style="list-style-type: none"> • About HTML/CSS/URL • Components of a Webpage • Slicing with the Slice Tool • Adding links to a page • Types of target attributes • About Usability and Responsive designs <p>Designing a Webpage based from the design brief</p>	
Day 5 – 8:00am – 5:00pm	<p>Training Topic 5: - Developing designs for a product packaging</p> <p>Topics:</p> <ul style="list-style-type: none"> • Purpose of packaging design • Components of a packaging design • Proper margins and measurements needed to design a packaging • How to create a packaging prototype in less than 5 minutes? • Definitions and functions of QR codes and Barcodes • Designing a product packaging based from the design brief • Printing the packaging prototype 	Fonacier Balatero Jr. IT Trainer/Curriculum Developer
Day 6 – 8:00am – 5:00pm	<p>Training Topic 6: Designing a booth and product/window display</p> <p>Topics:</p> <ul style="list-style-type: none"> • Correct resolution for poster and tarpaulin design • Proper margins and measurements needed to design a poster and/or tarpaulin • Difference between a poster and a tarpaulin design 	Fonacier Balatero Jr. IT Trainer/Curriculum Developer

	<ul style="list-style-type: none"> • Identifying units of measurements to be used and its conversion • Designing poster and/or tarpaulin based on the design brief 	
Day 7 – 8:00am – 5:00pm	<p>Review for National Assessment</p> <p>Topics:</p> <ul style="list-style-type: none"> • Things to be done during assessment • Tips on how to complete the projects within limited time • Sample interview questions during assessment • Mock-up assessment 	Fonacier Balatero Jr. IT Trainer/Curriculum Developer

1: Elements of Design

Define each of the 6 elements of art in the space provided. Collect examples of each of the elements of art from online, hand drawn and/ or print resources and categorize them into the appropriate boxes. Be prepared to share your finding with the class.

Points:

Lines:

Shape / Planes:

Form:

Light:

Color:



Texture:

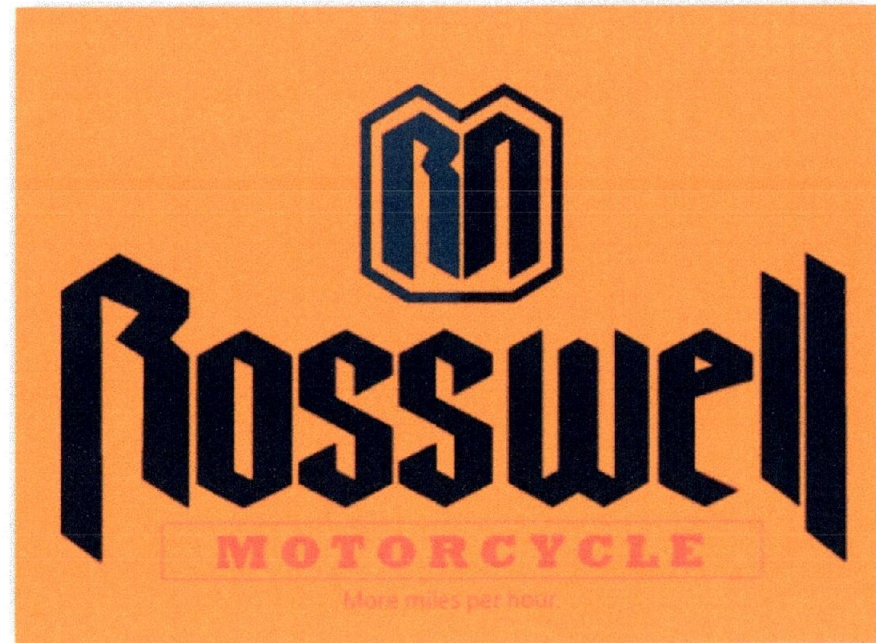


Size:





2: Corporate
Business Logo





3: Tri-fold Brochure



Landing Page

Mission

We offer to our customers top-quality motorcycle, genuine spare parts, superior after-sales service, competitive credit financing, innovative lifestyle services and support for the development of a safe motorcycle riding culture.

We offer to our employees the opportunities to be the best that they can be in their personal and professional growth and advancement to enhance their quality of life.

We commit to our shareholders a fair return for their investment.

We commit to the communities a local employment, economic benefits, environmental protection and fulfillment of corporate social responsibility.

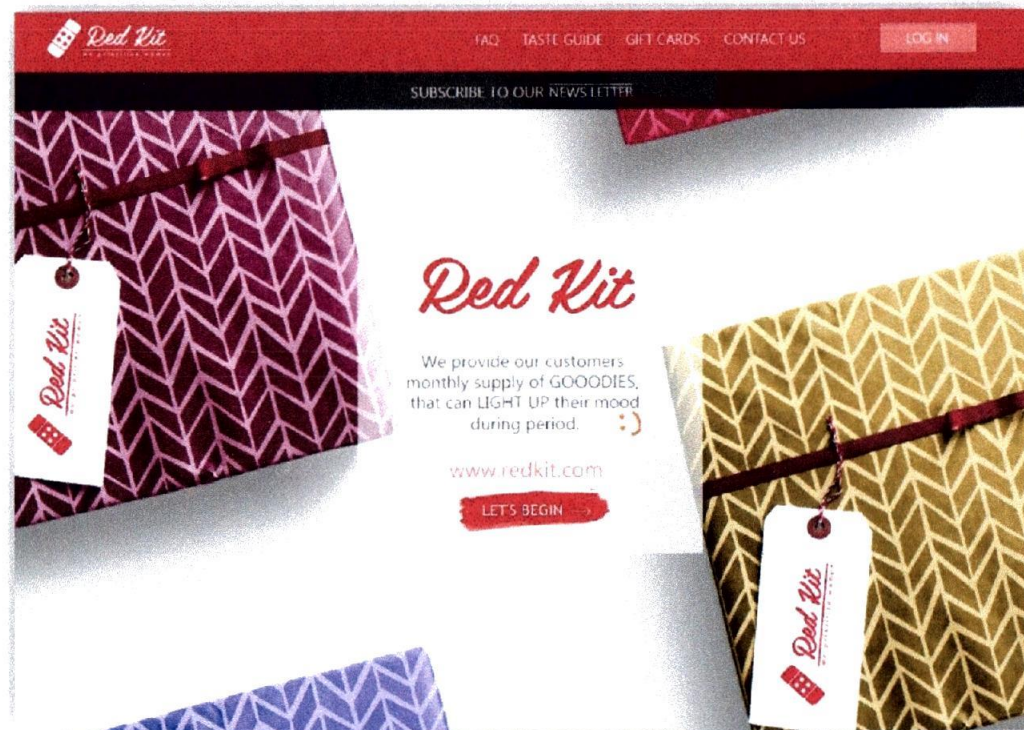
Vision

Motorswirl Group aims to be the most competitive motorcycle dealer that would provide total services to motorcycle customers at the most efficient and effective way to be the benchmark motorcycle company in total customer care and satisfaction in the Philippines.

We offer quality motorcycle sales parts, accessories, service, credit, and lifestyle services to promote support, and develop a safe motorcycle riding culture.

Unit 1503 Tycoon Centre, Pearl Dr
 T: 631 3776 / 909 7747 | E: info@swissitacademy.com

5: Product Packaging



Unit 1503 Tycoon Centre, Pearl Drive, San Antonio, Pasig City 1605, Metro Manila
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LAYOUT VIEW
ISOMETRIC VIEW

6: Tarpaulin Design

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T: 631 3776 / 909 7747 | E: info@swissitacademy.com

TWIN COOL
REFRIGERATION AND
AIRCONDITIONING
REPAIR SHOP

SERVICES OFFERED:

WASHING MACHINE
 ELECTRIC FAN
 VACUUM CLEANER
 HOT & COLD DISPENSER
 RICE COOKER

ELECTRICAL INSTALLATION
 MOTOR REWINDING
 AIRCON MAINTENANCE

AND ALL OTHER ELECTRICAL APPLIANCES...

TWIN COOL
REFRIGERATION AND
AIRCONDITIONING
REPAIR SHOP

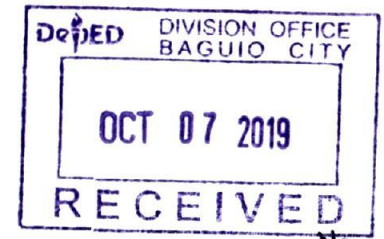
SERVICES OFFERED:

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Specialized Training for Digital Publishing

I. Specific Course Objective Stating Competencies to be gained from the Program.	II. Specific Assessment / Evaluation Tool for each Training Objective Stating Competencies to be gained from the Program												
<p align="center">Specialized Training for Digital Publishing</p>													
<p>Training Topic 1: Getting Started with Adobe InDesign</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, participants are expected to: Familiarize with the Adobe InDesign software and its applications in creating a document, customizing options, and modifying workspaces.</p> <p><u>Program of Activities</u></p> <table border="0"> <tr><td>8:00 – 8:45:</td><td>Managing tools</td></tr> <tr><td>8:45 – 9:30:</td><td>Opening and Creating new documents</td></tr> <tr><td>9:30 – 9:45:</td><td>Coffee Break</td></tr> <tr><td>9:45 – 10:30:</td><td>Managing Document Windows</td></tr> <tr><td>10:30 – 11:15:</td><td>Working with Panels</td></tr> <tr><td>11:15 – 12:00:</td><td>Using the Context Menu</td></tr> </table>	8:00 – 8:45:	Managing tools	8:45 – 9:30:	Opening and Creating new documents	9:30 – 9:45:	Coffee Break	9:45 – 10:30:	Managing Document Windows	10:30 – 11:15:	Working with Panels	11:15 – 12:00:	Using the Context Menu	<p><u>Specific Assessment:</u></p> <p>Instructions: Now that you have explored the work area, try some of the following tasks using either the 01_Introduction.indd document or your own document. Choose <i>Window > Utilities > Tool Hints</i> to display information about the selected tool. Select various tools to learn more about them.</p> <ol style="list-style-type: none"> 1. Choose <i>Window > Info</i> to display the Info panel. Notice the information provided about the document when no objects are selected. Click to select individual objects and see how the Info panel changes as you select them. 2. Learn more about existing key commands and how you can change them by exploring the Keyboard Shortcuts dialog box (<i>Edit > Keyboard Shortcuts</i>). 3. Review the menu configurations and how you can edit them in the Menu Customization dialog box (<i>Edit > Menus</i>). 4. Try organizing your panels to meet your needs, and create your own workspace by choosing <i>Window > Workspace > New Workspace</i> <p><u>Assessment Tool:</u> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer's Credential:</i> Visual Graphic Design Trainer/Assessor</p>
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11:15 – 12:00:	Using the Context Menu												

<p>Training Topic 2: Creating Documents and Layout</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, participants are expected to: Explore the Adobe InDesign interface by opening files, creating documents, and modifying the layout. Laying out a Master Page as well as Creating Table of Contents (TOC).</p> <p><u>Program of Activities</u></p> <p>1:00 – 1:45: Managing and setting new document 1:45 – 2:30: Laying out a Master page 3:00 – 3:15: Adding Pages to the document 3:15 – 3:30: Rearranging, deleting & resizing of pages 3:30 – 3:45: Coffee Break 3:45 – 4:15: Creating Table of Contents (TOC) 4:15 – 5:00: Adding Page Numbering and Captions</p>	<p><u>Specific Assessment:</u></p> <p>A. Creating a 6-page School Paper about any of the following topics:</p> <ul style="list-style-type: none"> ○ School Activities and Achievements ○ Hobbies and Sports ○ About the Faculties ○ School Policies, Courses and Curriculums <p>B. Creating new document based from the Design Brief C. Saving the new document in a folder. D. Printing the new document in A4.</p> <p><u>Assessment Tool:</u> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer’s Credential:</i> Visual Graphic Design Trainer/Assessor</p>
<p>Training Topic 3: Formatting Text</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, participants are expected to: Identify the different Font categories and typefaces relevant to the design. Familiarize with the InDesign’s Type tool in adding and formatting text, wrapping text, and adding Drop Cap.</p> <p><u>Program of Activities</u></p> <p>8:00 – 8:45: Adding and Importing Text 8:45 – 9:30: Applying the Text Formatting 9:30 – 9:45: Coffee Break 9:45 – 10:30: Changing Fonts and Type Styles 10:30 – 11:15: Wrapping Text around objects 11:15 – 12:00: Adding and formatting a Drop Cap</p>	<p><u>Specific Assessment:</u></p> <p>A. Adding and formatting text to the 6-page School Paper. B. Proofreading the content using the built-in Spell Checker in InDesign C. Saving the new document in a folder. D. Printing the new document in A4.</p> <p><u>Assessment Tool:</u> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer’s Credential:</i> Visual Graphic Design Trainer/Assessor</p>

<p>Training Topic 4: Drawing and Painting</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, participants are expected to: Familiarize with the use of Adobe InDesign’s Drawing tools in terms of drawing and editing basic lines, shapes, and paths, drawing with the Pen tool, and applying fills and strokes to a shape or path. Identify the elements and principles of design.</p> <p><u>Program of Activities</u></p> <p>1:00 – 1:45: Drawing Basic Lines and Shapes 1:45 – 2:30: Drawing with the Pen tool 3:00 – 3:15: Editing Paths and Shapes 3:15 – 3:30: Applying Line/Stroke Settings 3:30 – 3:45: Coffee Break 3:45 – 4:15: Working with Compound Paths 4:15 – 5:00: Elements and Principles of Design</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Drawing the school’s Location Map B. Choosing the relevant color schemes C. Adding font styles D. Applying the Elements and Principles of Design properly E. Saving the new document in a folder <p><i>Assessment Tools:</i> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer’s Credential:</i> Visual Graphic Design Trainer/Assessor</p>
<p>Training Topic 5: Applying Colors & Gradients</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, participants are expected to: Identify the different color modes, color schemes, and color codes. Customize colors and gradients using the Gradient tool.</p> <p><u>Program of Activities</u></p> <p>8:00 – 8:45: Identifying color modes, schemes and codes 8:45 – 9:30: Applying colors, gradients and tints 9:30 – 9:45: Coffee Break 9:45 – 10:30: Working with Swatches and color blends 10:30 – 11:15: Using colors from imported graphics 11:15 – 12:00: Understanding spot and process colors</p>	<p><u>Specific Assessment:</u></p> <ul style="list-style-type: none"> A. Creating new document B. Applying colors and Gradients C. Customizing color scheme through Adobe Color CC and InDesign’s Color Theme D. Working with the colors, gradients and swatches preset E. Saving the customized colors and swatches <p><i>Assessment Tools:</i> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer’s Credential:</i> Visual Graphic Design Trainer/Assessor</p>

Training Topic 6: Importing and Modifying Graphics

Specific Objectives:

At the end of the topic, participants are expected to:
Distinguish between vector and bitmap graphics. Manage imported Photoshop and Illustrator graphics using the Links panel. Adjust the display quality and the appearance of graphics by manipulating paths and alpha channels.

Program of Activities

- 1:00 – 1:45: Identifying vector and bitmap graphics
- 1:45 – 2:30: Importing Photoshop and Illustrator graphics
- 3:00 – 3:15: Managing imported graphics with the Links panel
- 3:15 – 3:30: Adjusting the display quality of graphics
- 3:30 – 3:45: Coffee Break
- 3:45 – 4:15: Creating an anchored graphics frame
- 4:15 – 5:00: Working with the Libraries of objects and Snippets

Specific Assessment:

- A. Creating new document
- B. Importing photographs and artworks from Photoshop and Illustrator
- C. Enhancing the document
- D. Adjusting the display quality of photographs and artworks
- E. Adding Snippets
- F. Saving the document to a folder

Assessment Tools: Demonstration/Observation, Oral Questioning

Evaluation Competencies:

Competent: 80% above
Not Yet Competent: 80% below

Name of Trainer: Fonacier B. Balatero Jr.

Trainer's Credential: Visual Graphic Design Trainer/Assessor

Training Topic 7: Applying Styles

Specific Objectives:

At the end of the topic, participants are expected to:
Create and apply paragraph and character styles as well as import styles from other InDesign documents. Apply object, cell, and table styles.

Program of Activities

- 8:00 – 8:45: Applying paragraph and character styles
- 8:45 – 9:30: Updating paragraph, character, object, cell and table styles globally

Specific Assessment:

- A. Sketching a flyer design and submitting to the Trainer before plotting it to InDesign
- B. Creating new document, Letter Size, and Landscape with 300 ppi
- C. Designing a Tri-fold School Flyer with the following contents:
 - o 1ST PAGE Front Cover
 - i. Image (relevant to the product or services)
 - ii. Subtitles and Logo
 - o 2nd to 5th page is the contents of the products
 - i. This may include services offered
 - o 6TH Back page
 - i. List your contact address, number and online details plus the logo again.

<p>9:30 – 9:45: Coffee Break 9:45 – 10:30: Importing styles from other InDesign documents 10:30 – 11:15: Creating and duplicating styles and style groups 11:15 – 12:00: Applying object, cell, and table styles</p>	<p>D. Using the pen tool to bend images to create a more realistic and 3d effects in between the margins of each page. E. Applying the Elements and Principles of Design properly F. Saving the document to a folder</p> <p><i>Assessment Tools:</i> Demonstration/Observation, Oral Questioning</p> <p><u><i>Evaluation Competencies:</i></u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer's Credential:</i> Visual Graphic Design Trainer/Assessor</p>
<p>Training Topic 8: Creating Tables</p> <p><u><i>Specific Objectives:</i></u></p> <p>At the end of the topic, participants are expected to: Create and format tables, add text and graphics to a table and apply table strokes and fills.</p> <p><u><i>Program of Activities</i></u></p> <p>1:00 – 1:45: Creating tables 1:45 – 2:30: Adding graphics to a table 3:00 – 3:15: Adding text to a table 3:15 – 3:30: Selecting and editing tables 3:30 – 3:45: Coffee Break 3:45 – 4:15: Formatting tables 4:15 – 5:00: Applying table strokes and fills</p>	<p><u><i>Specific Assessment:</i></u></p> <p>A. Creating new document B. Adding the Safe Area and Bleed within the document C. Designing an Event Calendar showing the whole days of the month D. Choosing the best color scheme E. Adding shapes and objects F. Saving the document to a folder</p> <p><i>Assessment Tools:</i> Demonstration/Observation, Oral Questioning</p> <p><u><i>Evaluation Competencies:</i></u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer's Credential:</i> Visual Graphic Design Trainer/Assessor</p>

Training Topic 9: InDesign Interactive PDF

Specific Objectives:

At the end of the topic, participants are expected to:
Define, Plan, and Work with Interactive PDF, Objects and Hyperlinks as well as adding different types of PDF form fields to a page and creating a Navigation system.

Program of Activities

8:00 – 8:45:	Defining and planning an interactive PDF
8:45 – 9:30:	Working with interactive objects and hyperlinks
9:30 – 9:45:	Coffee Break
9:45 – 10:30:	Defining Buttons
10:30 – 11:15:	Creating Interactive Imagery, Galleries and Slideshows
11:15 – 12:00:	Adding document effects
12:00 – 1:00:	Lunch Break
1:00 – 1:45:	Adding different types of PDF form fields to a Page
1:45 – 2:30:	Adding a description and setting the tab order of form fields
3:00 – 3:15:	Creating a Navigation System
3:15 – 3:30:	Incorporate Video and Audio
3:30 – 3:45:	Coffee Break
3:45 – 4:15:	Creating a Show/Hide Object button & toggle
4:15 – 5:00:	Exporting and testing the Adobe PDF (Interactive) file with form fields

Specific Assessment:

- A. Creating new document
- B. Designing an Interactive PDF
- C. Adding images to the design (If possible enhance the images in Photoshop)
- D. Choosing the best color scheme
- E. Adding shapes and objects
- F. Saving the document to a folder

Assessment Tools: Demonstration/Observation, Oral Questioning

Evaluation Competencies:

Competent: 80% above
Not Yet Competent: 80% below

Name of Trainer: Fonacier B. Balatero Jr.

Trainer's Credential: Visual Graphic Design Trainer/Assessor

Training Topic 10: Creating Data Merge

Specific Objectives:

At the end of the topic, participants are expected to:
Define Data Merge and identify the basic steps in merging data as well as enhancing data merge and adding data field placeholders to master pages.

Specific Assessment:

- A. Creating new document, Letter Size, Landscape, RGB mode with 300 ppi resolution
- B. Creating form letters, envelopes, or mailing labels
- C. Merging a data source file with a target document
- D. Saving the document to a folder

<p><u>Program of Activities</u></p> <p>8:00 – 8:45: Defining Data Merge 8:45 – 9:30: Identifying basic steps in merging data 9:30 – 9:45: Coffee Break 9:45 – 10:30: Adding and inserting Image and data fields 10:30 – 11:15: Adding data field placeholders to master pages 11:15 – 12:00: Generating QR Codes</p>	<p><i>Assessment Tools:</i> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer’s Credential:</i> Visual Graphic Design Trainer/Assessor</p>
<p>Training Topic 11: Publishing and Printing</p> <p><u>Specific Objectives:</u></p> <p>At the end of the topic, participants are expected to: Check and confirm a document or InDesign file and all its elements for potential printing issues and if ready for printing. Select appropriate print settings for fonts and graphics as well as create a print preset to automate the printing process.</p> <p><u>Program of Activities</u></p> <p>1:00 – 1:45: Checking a document for potential printing issues 1:45 – 2:30: Assembling all necessary files for printing 3:00 – 3:15: Generating an Adobe PDF file for proofing 3:15 – 3:30: Selecting and editing tables 3:30 – 3:45: Coffee Break 3:45 – 4:15: Creating a print preset to automate the printing process 4:15 – 5:00: Managing the colors in a document</p>	<p>5. Publishing and printing your layout</p> <p><u>Specific Assessment:</u></p> <ol style="list-style-type: none"> A. Opening of document design (Press CTRL+P or go to File>P) B. Setting up the Preferences for printing C. Saving the output to a folder <p><i>Assessment Tools:</i> Demonstration/Observation, Oral Questioning</p> <p><u>Evaluation Competencies:</u> Competent: 80% above Not Yet Competent: 80% below</p> <p><i>Name of Trainer:</i> Fonacier B. Balatero Jr. <i>Trainer’s Credential:</i> Visual Graphic Design Trainer/Assessor</p>

III. PROGRAM OF ACTIVITIES

<p>Speaker Complete name of Speaker PRC license no. expiration (if applicable) Position/Designation</p>	<p>Topic/Activity Title of the Lecture/Discussion</p>	<p>Time Day/Time Duration (e.g. Day1 – 8:00 – 9:00am)</p>
<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>	<p>Training Topic 1: Getting Started with Adobe InDesign</p> <p>Topics:</p> <ul style="list-style-type: none"> • What is Visual Graphic Design? • What are the Qualifications and Units of Competencies under Visual Graphic Design • Evidence gathering procedures during assessment • Specific instructions for the candidates • Graphic Design Basics • What is Flat Design? • The Elements of Design • The Principles of Design 	<p>Day 1 – 8:00am – 12:00pm</p>
<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>	<p>Training Topic 2: Creating Documents and Layout</p> <p>Topics:</p> <ul style="list-style-type: none"> • What is a Logo? • Importance of a Logo to a company • Characteristics of a Good/Bad Logo • Proper techniques in creating a logo • Brainstorming techniques • Analyzing the Design Brief • Typography • Adobe Illustrator basics • Creating a Logo in Illustrator based from the design brief using any of the Brainstorming techniques learned • Printing of the Logo 	<p>Day 1 – 12:00pm – 5:00pm</p>

<p>Day 2 – 8:00am – 12:00pm</p>	<p>Training Topic 3: Formatting Text</p> <p>Topics:</p> <ul style="list-style-type: none"> • Handle a missing font • Enter and import text • Find and change text and formatting • Check the spelling in a document • Move text by dragging and dropping • Use the Story Editor • Adjust vertical and horizontal text spacing • Change fonts and type styles • Insert special characters from OpenType fonts • Wrap text around objects • Add and format a drop cap 	<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>
<p>Day 2 – 1:00pm – 5:00pm</p>	<p>Training Topic 4: Drawing and Painting</p> <p>Topics:</p> <ul style="list-style-type: none"> • Draw Basic Lines and Shapes • Draw with the Pen tool • Understand Paths and Shapes • Change Corner Appearance • Apply line (stroke) settings • Edit Paths • Working with Compound Paths and Shapes 	<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>
<p>Day 3 – 8:00am – 12:00pm</p>	<p>Training Topic 5: Applying Colors and Gradients</p> <p>Topics:</p> <ul style="list-style-type: none"> • Purpose of packaging design. • Components of a packaging design. • Proper margins and measurements • How to create a packaging prototype in less than 5 mins. 	<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>

	<ul style="list-style-type: none"> • Definitions and functions of QR codes and Barcodes. • Designing a product packaging based from the design brief. • Printing the packaging prototype. 	
<p>Day 3 – 1:00pm – 5:00pm</p>	<p>Training Topic 6: Importing and Modifying Graphics</p> <p>Topics:</p> <ul style="list-style-type: none"> • Correct resolution for poster and tarpaulin design • Proper margins and measurements needed to design a poster and/or tarpaulin • Difference between a poster and a tarpaulin design • Identifying units of measurements to be used and its conversion • Designing poster and/or tarpaulin based on the design brief 	<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>
<p>Day 4 – 8:00am – 12:00pm</p>	<p>Training Topic 7: Applying Styles</p> <p>Topics:</p> <ul style="list-style-type: none"> • Create and apply paragraph and character styles • Globally update paragraph, character, object, cell, and table styles • Import and apply styles from other InDesign documents • Find and replace character and paragraph styles • Duplicate styles or style groups • Create style groups • Nest character styles inside paragraph styles • Create and apply object styles • Create and apply cell styles • Create and apply table styles 	<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>

<p>Day 4 – 1:00pm – 5:00pm</p>	<p>Training Topic 8: Creating Tables</p> <p>Topics:</p> <ul style="list-style-type: none"> • Create Tables • Add Graphics to a Table • Add Text to a Table • Select and Edit Tables • Format Tables • About Table Strokes and Fills 	<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>
<p>Day 5 – 8:00am – 5:00pm</p>	<p>Training Topic 9: InDesign Interactive PDF</p> <p>Topics:</p> <ul style="list-style-type: none"> • Define Interactive PDF • Plan an Interactive PDF • Work with Interactive Objects and Hyperlinks • Define Buttons • Create Interactive Imagery, Galleries and Slideshows • Add Document Effects • Add different types of PDF form fields to a page • Use prebuilt form fields • Add a description to a form field • Set the tab order of form fields • Add a Submit button to a form • Create Navigation Systems • Incorporate Video and Audio • Creating a Show / Hide Object Button and Toggle • Export and test an Adobe PDF (Interactive) file with form field 	<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>
<p>Day 6 – 8:00am – 12:00pm</p>	<p>Training Topic 10: Creating Data Merge</p> <p>Topics:</p> <ul style="list-style-type: none"> • Define Data Merge • Identify basic steps in merging data • Define data source files 	<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>

	<ul style="list-style-type: none"> • Add image fields • Identify the target documents • Insert Data fields • Adding data field placeholders to master pages • Enhanced data merge • Generate QR code 	
<p>Day 6 – 1:00pm – 5:00pm</p>	<p>Training Topic 11: Publishing and Printing</p> <p>Topics:</p> <ul style="list-style-type: none"> • Check a document for potential printing issues • Confirm that an InDesign file and all its elements are ready for printing • Assemble all necessary files for printing or delivery to a service provider or printer • Generate an Adobe PDF file for proofing • Preview a document onscreen before printing • Select appropriate print settings for fonts and graphics • Print a proof of a document • Create a print preset to automate the printing process • Manage the colors in a document 	<p>Fonacier Balatero Jr. IT Trainer/Curriculum Developer</p>

Exploring InDesign On Your Own

Instructions: Now that you have explored the work area, try some of the following tasks using either the 01_Introduction.indd document or your own document. Choose *Window > Utilities > Tool Hints* to display information about the selected tool. Select various tools to learn more about them.

- Choose *Window > Info* to display the Info panel. Notice the information provided about the document when no objects are selected. Click to select individual objects and see how the Info panel changes as you select them.
- Learn more about existing key commands and how you can change them by exploring the Keyboard Shortcuts dialog box (*Edit > Keyboard Shortcuts*).
- Review the menu configurations and how you can edit them in the Menu Customization dialog box (*Edit > Menus*).
- Try organizing your panels to meet your needs, and create your own workspace
- by choosing *Window > Workspace > New Workspace*

2: Designing a 6-Page School Paper Pt. 1 & Pt. 2

SEO – the new black?



Search engine optimization (SEO) has become a buzzword in the digital marketing world. It's the process of making a website more visible to search engines like Google, Bing, and Yahoo. This is done by optimizing the website's content, structure, and design to rank higher in search results. SEO is a long-term strategy that can help businesses attract more organic traffic and increase their online presence.

SEARCH ENGINE OPTIMIZATION (SEO) IS THE KEY TO SUCCESS IN THE DIGITAL MARKETING WORLD. IT'S THE PROCESS OF MAKING A WEBSITE MORE VISIBLE TO SEARCH ENGINES LIKE GOOGLE, BING, AND YAHOO.

SEO is a long-term strategy that can help businesses attract more organic traffic and increase their online presence. It's a process of making a website more visible to search engines like Google, Bing, and Yahoo. This is done by optimizing the website's content, structure, and design to rank higher in search results.

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Business deals are often made in the most unexpected places. Sometimes, a simple conversation over coffee can lead to a major partnership. In this case, a deal was made between two companies, resulting in a new venture that will benefit both parties.

The deal was made between two companies, resulting in a new venture that will benefit both parties. This is a common occurrence in the business world, where companies often seek out partners to help them grow and expand their operations.

Autism gubio use hollimolito in lolo. Eni nroto somere

Autism is a complex neurological condition that affects communication and social interaction. It is often diagnosed in early childhood and can have a significant impact on a person's life. However, there are many ways to support and help individuals with autism, including through education, therapy, and community support.

Eni nroto somere

Eni nroto somere is a traditional practice that has been used for centuries. It involves the use of natural ingredients and techniques to promote health and well-being. This practice is often used to treat various ailments and is highly valued in many cultures.

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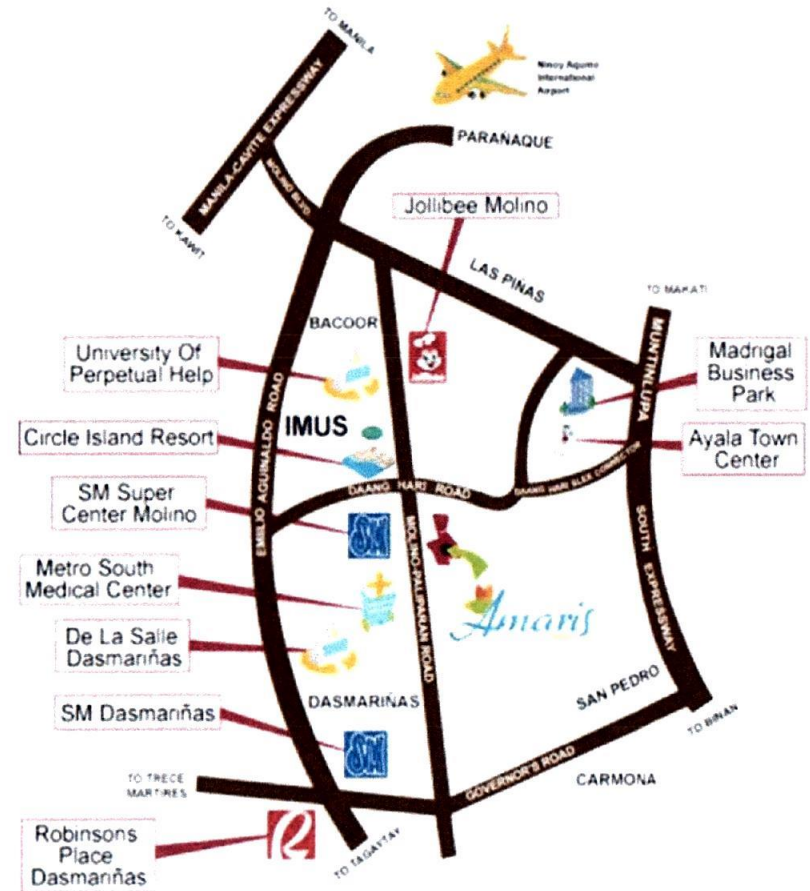
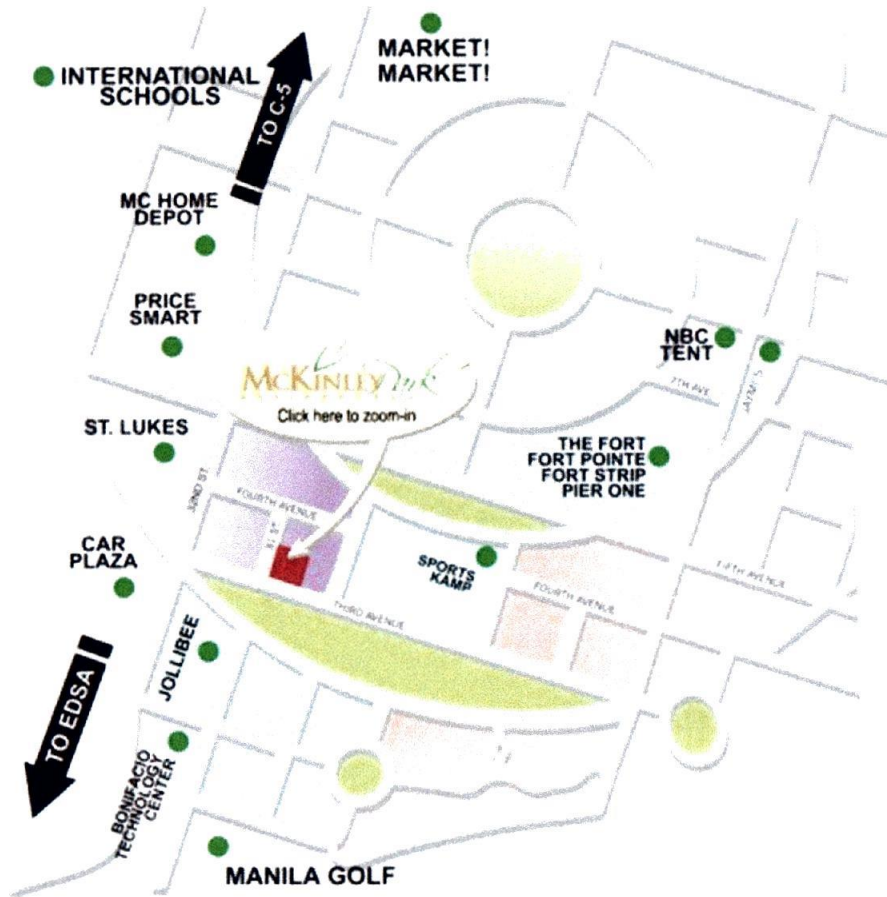


And some handy business infographic editable vector tools included too!



AD
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4. Drawing a Location Map



5. Adding customized colors and gradients to your layout



6. Adding Graphics to your layout

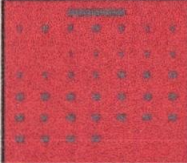
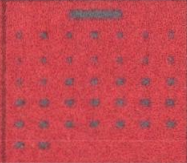


7. Designing a Tri-fold School Flyer



8. Events Calendar Design

January Events Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <small>New Year's Day</small>	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9. Creating an Interactive PDF



10. Adding Data Merge

STEP 1 – ORGANISE YOUR DATA

