**COMPLEMENTARY SUPPORT SCHEMES Subject: Technology and Informatics Grade: 5 Period:** III **Year:** 2024



**RECOMMENDATIONS**

*Each period the teacher formulates a problem question or problem situation related to the learning goals that help the student prepare to support their knowledge and competence levels from each area. This process is scheduled from August 20th to 22th and from August 26th to 29th 2024. The student must review the concepts listed below with the help of the class notes, notebook and work guides, in order to present a presentation that demonstrates the competences acquired.*

**1. Problematizing Question**

How can I enhance my creativity by formulating an entrepreneurial project?

**2. Learning goals**

✔ Use templates in the Microsoft Word processor to create specific documents with preset formats.

✔ Configure the word processor for the application of APA Standards and automatically create

written documents.

✔ Identify the concepts and characteristics of the project method and each of the phases of a technological process.

✔ Identify the main APA standards and the basic structure of a document for the presentation of

written work.

✔ Apply the phases of the project method for the creation and demonstration of a technological product prototype.

✔ Use the tools of the Microsoft PowerPoint digital presentation program to create videos.

✔ Recognize the elements and characteristics of an infographic for its design and creation on academic subjects.

**3. Academic concepts developed during the period**

✔ Templates in Microsoft Word processor. Brochures, newsletters and publications.

✔ Standards for the presentation of written work: International standards, APA norms.

✔ Word processor: settings for the application of the APA standard for the presentation of

written work: Margin, orientation and size settings. Styles, line spacing, numbering and

bullets, image formats.

✔ Project method: Technological process, phases, technological product. Application exercises.

✔ Creation of the technology project. Identification of problems or needs, computer science to

solve contextual problems.

✔ Digital presentations: Converting presentations into videos. Entrepreneurship: Publication and dissemination of proposals.

✔ Infographics: (focused on infographics activity in Word and PowerPoint) Related to the

Internet of Things and integrating it with the technology project. Creating infographics and

diagrams in Word: Shape fill, color, line style, 3D shadow, group, align and distribute. Converting the image with the operating system's cropping tool.

**4. Guiding questions**

* What is a Word template?
* What are APA Guidelines?
* What is the structure of a paper written under APA Standards?
* What is a technological process?
* What are the phases of the technological process?
* What is an infographic and what is its importance?
* Why use infographics?

**5. Bibliographical references**

✔ <https://factorial.mx/blog/que-es-el-trabajo-colaborativo/>

Read the guide on pages 52, 53 and in the link above you can review the topic of collaborative work and draw on what you have written in the technology notebook.

✔ <https://www.youtube.com/watch?v=LbopJOLgo5g>

Read the guide on pages 41, 42, 43 to remember what a file is, what are the types of files and how to differentiate between them in electronic devices such as computers and mobile phones.

[✔ https://librosfaud.mdp.edu.ar/EbooksFaud/catalog/download/lenguaje%20proyectual%2005/](https://librosfaud.mdp.edu.ar/EbooksFaud/catalog/download/lenguaje%20proyectual%2005/54/653-1?inline=1)

[54/653-1?inline=1](https://librosfaud.mdp.edu.ar/EbooksFaud/catalog/download/lenguaje%20proyectual%2005/54/653-1?inline=1)

In the link you will find examples of micro-entrepreneurship projects. Read the guide pages

58-59-60 and 61 to remember the contents of how to create a collaborative micro- entrepreneurship putting into practice the knowledge on entrepreneurship project creation and corporate identity.

✔ <https://www.youtube.com/watch?v=qN9MTQM3tp8>

Read the guide on pages 66, 67, 68 and 69 to remember how to create a digital magazine using Microsoft Word.

✔ Read pages 71 and 72 of the guide to remember what an oral presentation is, what are the

most important aspects to take into account and how to create a script that will allow me to develop adequate and confident oral communication on a specific topic.

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