

TABLE OF CONTENTS

Information and Communication Technology	1
Strengthening Skills 1: Understanding Digital Empowerment	3
Triumph through Integration 1.1: Importance of Technological Proficiency	9
Triumph through Integration 1.2: Current State of ICT	11
Triumph through Integration 1.3: Online Privacy and Security Best Practices	13
Active Knowledge 1: Email Etiquette and Communication Online	15
Rounding Up Results 1: Information and Communication Technology	17
Applied Productivity Tools with Advanced Application Techniques	21
Strengthening Skills 2: Introduction to Applied Productivity Tools	25
Triumph through Integration 2.1: Word Processing Tools	31
Active Knowledge 2.1: Creating Documents with Available Templates	33
Triumph through Integration 2.2: Spreadsheet Applications	43
Active Knowledge 2.2: Advanced and Complex Formulas and Computations	53
Triumph through Integration 2.3: Presentation Software	59
Active Knowledge 2.3: Hyperlinking in Presentations	67
Rounding Up Results 2: Applied Productivity Tools	71

Imaging and Design for the Online Environment	79
Strengthening Skills 3: Basic Principles of Graphics and Layout	83
Triumph through Integration 3.1: Evaluating Designs	85
Triumph through Integration 3.2: Creation of Logo and Infographic	97
Active Knowledge 3: Image Manipulation using Image Editor	101
Rounding Up Results 3: Imaging and Design for the Online Environment	105
Online Platforms as Tools for ICT Content Development	113
Strengthening Skills 4: The Nature and Purposes of Online Platforms and Applications	115
Triumph through Integration 4: Web page design using templates and online WYSIWYG Platforms	117
Active Knowledge 4: Basic Web Design Principles and Elements	121
Rounding Up Results 4: Online Platforms as Tools for ICT Content Development	125
Introduction to Robotics	131
Strengthening Skills 5: Understanding Digital Empowerment	133
Triumph through Integration 5: The Nature and Fundamentals of Robotics	137
Active Knowledge 5: Current trends on Robotics	141
Rounding Up Results 5: Introduction to Robotics	145
References	149