

TECHNOFit

Teacher Guide

Lessons for Elementary School Students: Grades 1 - 3



Technology Course using
Publisher 365

Promote a healthy lifestyle. Invite others
to take the "Be Fit Challenge".

In this course, students become members of the TechnoFit Club and take the "Be Fit Challenge". This challenge dares participants to eat right, be fit, and live well! To prepare for the task they learn about healthy eating and exercise. Afterwards they design a food guide and fitness poster. They then prepare for the upcoming Be Fit Challenge Event, which is a celebration that includes fun fitness activities and great tasting food. To plan for the event, students design a menu and send invitations. With the event fast approaching, certificates are created for each participant of the Be Fit Challenge to recognize their efforts to be healthy. These are then handed out at the event.

Eat Right, Be Fit, Live Well!

TECHNOKids®

Copyright © 1993 – 2024 TechnoKids Inc.
All Rights Reserved

Table of Contents

Introduction

Introduction	i
How to Use This Guide	ii
TechnoFit Overview	iii
Technology Integration Ideas	iv

Session 1 Join the TechnoFit Club

Session 1 Join the TechnoFit Club	1
Session 1 Getting Started	2
Overview	2
Materials	2
Teacher Preparation	2
Teaching Strategy	2
Lesson Plan	4
Assignment 1 Take the Be Fit Challenge	6
Watch the Be Fit Challenge Video	6
About the Be Fit Challenge Video	6
Assignment 2 Create a Membership Card	7
View a Sample Membership Card	7
Open the Index Card Template	7
Add "TechnoFit Club" to a Text Box	8
Pick a Font	8
Format the Size	9
Format the Font Style	9
Move, Resize, and Rotate the Text Box	9
Add "Student Name" using WordArt	10
Add a Picture of Healthy Food or Exercise	11
Complete the Membership Card	11
Save the Membership Card	12
Print the Membership Card	12
Close Publisher	12
Session 1 Review: True or False	13
Session 1 Skill Review: Name Card	14
Session 1 Extension Activity: Word Search	15

Session 2 Eat Right!

Session 2 Eat Right!	16
Session 2 Getting Started	17
Overview	17
Materials	17
Teacher Preparation	17
Teaching Strategy	17
Lesson Plan	19
Learning Objectives	20
Assignment 3 Eat Right to Be Healthy	21
Watch the Eat Right Video	21
Time to Shop (Optional)	22
Close PowerPoint	22
Assignment 4 My Be Fit Guide	23
Open a Blank Page in Publisher	23
Add the Title "Be Fit Guide" using a Text Box	23

Make the Words Look Good.....	24
Center the Title	24
Add Food Group Names using WordArt	24
Add Pictures of Food Items for Each Group	25
Complete the Food Guide	26
Save and Print the Food Guide	26
Close Publisher.....	26
Session 2 Review: Food Groups.....	27
Session 2 Skill Review: What is for Dinner?	28
Session 2 Extension Activity: Food Servings	29
Session 3 Be Fit!	
Session 3 Be Fit!	30
Session 3 Getting Started	39
Overview	39
Materials	39
Teacher Preparation	39
Teaching Strategy	39
Lesson Plan	41
Learning Objectives	42
Assignment 5 Be Fit to Stay Healthy	43
View Sample Posters	43
List Activities That Help You to Be Fit	44
Assignment 6 My Fitness Poster	45
Open a Blank Template	45
Add the Title "Be Fit" Using WordArt	45
Add Pictures of Ways to Be Fit	46
Tell about the Activity using Text Boxes	47
Change the Fill and Outline of a Text Box	47
Complete the Poster.....	48
Save and Print the Poster	48
Close Publisher.....	48
Session 3 Review: Ways to Be Fit.....	49
Session 3 Skill Review: Not Fit.....	50
Session 3 Extension Activity: Be Fit Calendar	51
Session 4 Be Fit Challenge Event Menu	
Session 4 Be Fit Challenge Event Menu.....	52
Session 4 Getting Started	53
Overview	53
Materials	53
Teacher Preparation	53
Teaching Strategy	53
Lesson Plan	56
Learning Objectives	56
Assignment 7 Be Fit Challenge Menu.....	57
View a Sample Menu	57
Open a Blank Template	58
Add the Menu Title Using WordArt	58
Add Menu Items.....	59
Add a Picture of each Menu Item	59
Add Your Name using a Text Box	60
Make the Menu Look Great.....	60

Save and Print the Poster	60
Close Publisher	60
Session 4 Review: Match the Tools	61
Session 4 Skill Review: Dinner Time!	62
Session 4 Extension Activity: English Muffin Pizza	63
Session 5 You Are Invited!	
Session 5 You Are Invited!	64
Session 5 Getting Started	73
Overview	73
Materials	73
Teacher Preparation	73
Teaching Strategy	73
Lesson Plan	75
Learning Objectives	76
Assignment 8 Getting Ready to Make an Invitation	77
View a Sample Invitation	77
Close Publisher	78
Plan the Invitation or the "Be Fit Challenge Event"	79
Assignment 9 Create the Invitation	80
Open a Greeting Card Template	80
Look at the Publisher Window	81
Add "You Are Invited" to Page 1 using WordArt	81
View the Inside of the Card	82
Add the "Eat Right, Be Fit, Live Well" Motto on Page 2 using WordArt	82
Add a Picture to Page 2 About the Event	83
Add Information about the Event on Page 3 using Text Boxes	83
Add the Creator Name on Page 4 using WordArt	84
Complete the Invitation	84
Save, Print, and Fold the Card	84
Close Publisher	84
Session 5 Review: Sunday Picnic	85
Session 5 Skill Review: Party Time	86
Session 5 Extension Activity: Fruity Parfait	87
Session 6 Eat Right, Be Fit, Live Well!	
Session 6 Eat Right, Be Fit, Live Well!	88
Session 6 Getting Started	93
Overview	93
Materials	93
Teaching Strategy	93
Lesson Plan	95
Learning Objectives	96
Assignment 10 About Certificates	97
View Sample Certificates and Answer the Questions	97
Assignment 11 Design a Certificate	99
Open the Certificate Template	99
Add Person's Name using WordArt	100
Change the WordArt Fill and Outline	100
Add Information onto the Certificate	101
Add Pictures to the Certificate About Healthy Living	102
Complete the Certificate	102
Save and Print the Certificate	102

Close Publisher 102

Assignment 12 Be Fit Challenge Event 103

Session 6 Skill Review: Family Certificate 104

Session 6 Extension Activity: Veggie Stir Fry 105

Session 6 Extension Activity: Fruit Kabobs 106

Appendices

Appendices 107

Appendix A Skill Summary 108

Appendix B Glossary 109

Appendix C Contact Information 110



Introduction

This section provides valuable information about teaching TechnoFit. It includes a description of the Teacher Guide, as well as an overview of the course. In addition, there are ideas for implementation and technology integration.

For additional guidance, open the course in TechnoHub and select Get Started to access preparatory steps, resource list, and scheduling timetable.

[How to Use this Guide](#)

[Course Overview](#)

[Technology Integration Ideas](#)

How to Use This Guide

This Teacher Guide contains the following:

Getting Started – This section contains a course description, as well as ideas for implementation.

Course Instructions – The course is comprised of six sessions, each focused on a problem-solving task that aligns with the project theme. Each session includes assignments that break down the task into manageable steps. The components of each session are as follows:

- **Overview** – An explanation of the session activities and their purpose.
- **Materials** – A list of handouts, samples, templates, and teacher resource materials needed to teach the session.
- **Teaching Strategies** – Instructional methods recommended for teaching the activities.
- **Lesson Plan** – A detailed list of each step in the session.
- **Learning Objectives** – A summary of the content knowledge and technical skills taught throughout the session.
- **Assignments** – A session consists of assignments completed by students. Actions to be performed on the computer by the student are indicated with a triangle (▷). Background information is indicated with a dash (–).
- **Review** – A session review contains a list of fill-in-the-blank, multiple choice, or short-answer questions intended to review Microsoft Publisher commands (answers included).
- **Skill Review** – An additional theme-related assignment intended to review publishing skills (includes completed sample).
- **Extension Activity** – An additional activity that relates to the problem-solving task presented in the session.

Appendices – this section contains additional information or materials including the following resources.

- **Skill Summary** – A list of skills taught during this course.
- **Glossary** – A definition of each term.
- **Contact Information** – How to contact TechnoKids Inc. for curriculum support.

TechnoFit Overview

In this course, students become members of the TechnoFit Club and take the "Be Fit Challenge". This challenge dares participants to eat right, be fit, and live well! To prepare for the task they learn about healthy eating and exercise. Afterwards they design a food guide and fitness poster. They then prepare for the upcoming Be Fit Challenge Event, which is a celebration that includes fun fitness activities and great tasting food. To plan for the event, students design a menu and send invitations. With the event fast approaching, certificates are created for each participant of the Be Fit Challenge to recognize their efforts to be healthy. These are then handed out at the event.

Eat Right, Be Fit, Live Well!

Students complete the following tasks:

- In Session 1, students join the TechnoFit Club (TFC). The TFC's motto is "Eat Right, Be Fit, Live Well!" To become a member, students learn about being healthy by watching "The Be Fit Challenge" video. Once they are familiar with the importance of diet and exercise, they are awarded a membership card. This card includes their name, pictures, and other vital information that gains them admittance to this elite club.
- In Session 2, students learn about a balanced diet. To help TechnoFit Club members make healthy food choices, students watch the video *Eat Right*. Afterwards, they create a *Be Fit Food Guide*, which contains pictures of food items organized under Food Group headings. This guide is a great way to help students make healthy food choices.
- In Session 3, students learn about the importance of exercise. To help TechnoFit Club members "be fit" they make a poster showing all the things they do to stay active. This poster is a great way to show others how to live healthy.
- In Session 4, students help to plan an upcoming event. The TechnoFit Club is hosting a *Be Fit Challenge Event*. All TFC members will be there! Students must plan the kind of food people will eat. They create a healthy menu, being sure to include food from all the Food Groups.
- In Session 5, students create an invitation to invite TechnoFit Club members to come to the *Be Fit Challenge Event*. To start, they view a sample to get ideas. Afterwards, they plan the content of their own invitation. Microsoft Publisher is then used to create a side-fold card.
- In Session 6, students take part in the *Be Fit Challenge Event*. All TechnoFit Club members who took part in the Be Fit Challenge are to be awarded a certificate in recognition of their efforts to eat right and be fit. To prepare, students make a certificate for themselves or another TechnoFit Club member using Publisher. These awards are then handed out by the teacher to acknowledge each student's healthy lifestyle choices.

Technology Integration Ideas

TechnoFit is a cross-curricular unit that integrates technology into curriculum. In this course, students become health advocates. They raise awareness about the importance of eating nutritious food and exercise. The activities blend technology into health education, social studies, language arts, and visual arts. Lessons are ideal for primary and elementary students.

Below are some suggestions for implementing TechnoFit:

- *Digital Literacy Class:* Teach TechnoFit as part of a technology course. The activities target desktop publishing skills. Students gain expertise with creating publications such as membership cards, posters, invitations, and more using Microsoft Publisher. A customized Quick Access toolbar is used to simplify finding tools – making it ideal for young learners.
- *Health Education Unit:* This course integrates into any health or social studies unit related to nutrition, diet, exercise, or wellness. By creating a series of publications about health-related topics, students gain an understanding of a healthy lifestyle. They create a food guide, design a poster about exercise, and plan a menu. Extension activities include healthy recipes designed especially for primary children.
- *Physical Education Class:* Physical education teachers may need to include health and nutrition as part of their curriculum. Alternatively, if the gymnasium is not available, TechnoFit activities can make an excellent alternative to doing exercise. The technology course has activities that are ideal for a PE teacher such as the *My Fitness* poster and *Not Fit* poster.
- *Language Arts Class:* An emphasis in TechnoFit is on communication skills. Students convey a message about the importance of health and nutrition by effectively combining text and images. Terms or search words are often included in assignments to help with correct spelling.
- *Visual Arts Class:* Target visual arts learning outcomes with TechnoFit. Graphic design is an important element of the lessons. Students apply their creativity to organize information and arrange content.

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE



Session 2

Eat Right!

In this session, students learn about a balanced diet. To help TechnoFit Club members make healthy food choices, students watch the video *Eat Right*. Afterwards, they create a *Be Fit Food Guide*, which contains pictures of food items organized under Food Group headings. This guide is a great way to help students make healthy food choices.

Eat Right!

Assignment 3 Eat Right to Be Healthy

Assignment 4 My Be Fit Guide

Session 2 Review: Food Groups

Session 2 Skill Review: What is for Dinner?

Session 2 Extension Activity: Food Servings

Session 2 Getting Started

Overview

In this session, students learn about a balanced diet. To help TechnoFit Club members make healthy food choices, students watch the video *Eat Right*. Afterwards, they create a *Be Fit Food Guide*, which contains pictures of food items organized under Food Group headings. This guide is a great way to help students make healthy food choices.

Eat Right!

Materials

- Publisher
- Customized Quick Access Toolbar
- PowerPoint (Optional)
- Fit Folder
 - Eat Right video
 - Guide.pdf (Optional)
 - Shop.pptx (Optional)
- Guide.pub sample (Optional)
- Food Cards (Optional)
- Session 2 Review: Food Groups (Optional)
- Session 2 Skill Review: What's for Dinner (Optional)
 - Dinner sample for Skill Review

Teacher Preparation

(Refer to the *Prepare to Teach* section of this course for instructions)

- Print or view the *Guide* sample (Optional)
- Print the *Food Cards* resource. Cut out each card. Sort each item on the cards into food groups. (Optional)
- Download the Tool Summary and/or Publisher Flashcards from [TechnoHub](#). (Optional)

Teaching Strategy

In this session, students learn about healthy eating. Explain scenario to students:

As part of the Be Fit Challenge, you need to eat right. To help you learn about the importance of a balanced diet watch the Eat Right video. Then open Microsoft Publisher and create a "Be Fit Food Guide." This guide will contain food items organized by their Food Group. It is sure to be a great help when you are trying to make healthy food choices.



Assignment 3: Eat Right to Be Healthy

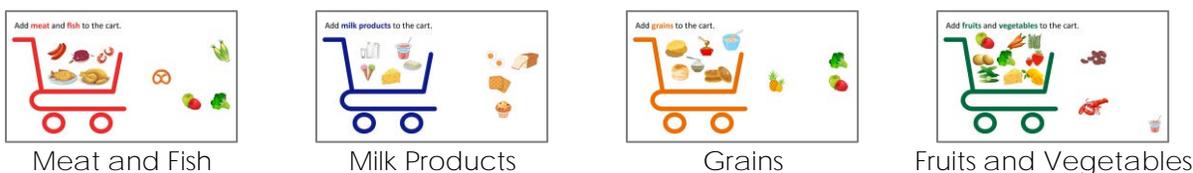
In this assignment, students watch the *Eat Right* video to learn about the importance of a balanced diet. Afterwards, use the Food Cards to teach students about food groups.

To help your students understand how to sort food into categories, TechnoFit resources include a set of 48 food cards. Use them to teach food groups. Sample food cards:



1. Write the food group names onto the board.
2. Hold up a food card and have students identify the food group.
3. Place the card under the correct heading.

This assignment includes the optional activity *Time to Shop*. It requires PowerPoint. Students move the correct foods into the shopping cart according to the food group.



TEACHER TIP

Where you live has a lot to do with what you eat. For this reason, the food guidelines are slightly different around the world. If you are an American educator, visit www.myplate.gov. If you are an educator in another country, use the Internet to find your food guide. Use the search term country name dietary guidelines to get you started.



Assignment 4: My Be Fit Guide

In this assignment, students create a *Be Fit Guide*. To start they create the Food Group headings using WordArt. Afterwards, pictures of healthy food items are organized under the correct heading. Students should be familiar with the Publisher commands as they were introduced in the previous session. A sample Guide is available if you would like to show a completed publication to students prior to beginning.

You may wish to write the Food Group headings and some food words on the board to help students with the spelling.

A grading scheme is available (Teacher Resources > Assessment > TechnoFit Rubric) if you would like to assess the completed Food Guide.

Activity	Poor - 1	Fair - 2	Good - 3	Excellent - 4
Food Guide	Items incorrectly sorted	Some items correctly sorted	All items correctly sorted, 3 items per group	All items correctly sorted, 4 items per group
Sort food items into their Food Groups using pictures and WordArt.	Words are difficult to read	Some words are difficult to read	Most words are easy to read	All words are easy to read
	Words not formatted	Words formatted with only one option	Words formatted with more than one tool	Words formatted with many tool options
	Unbalanced layout	Somewhat balanced layout	Balanced layout	Balanced and eye-catching layout

Lesson Plan

Assignment 3 - Eat Right to Be Healthy

- Watch the Eat Right video.
- Answer questions about the video.
- Learn about food groups.
- Place items into the cart that match the food group (optional).

Assignment 4 - My Be Fit Guide

- Open Microsoft Publisher to a *Blank 8.5 x 11"* publication.
- Add the title *Be Fit Guide* using a text box. Format the font and adjust alignment.
- Use WordArt to add Food Group names.
- Under each Food Group, insert pictures of food items from that group.
- Save publication as guide.
- Print the publication.
- Close Publisher.

Learning Objectives

Content Knowledge

- classify food into food groups

Operating Environment

- open and close a program
- save a publication
- print a publication

Desktop Publishing

- draw a text box and add text into the object
- format the font, size, style, color, and alignment of text to make the words stand out
- add WordArt to a publication with an eye-catching design
- search for and insert suitable pictures into a publication
- position and resize objects in a publication to create a good layout
- select a blank full-page publication

Applied Technology

- create a food guide using Microsoft Publisher

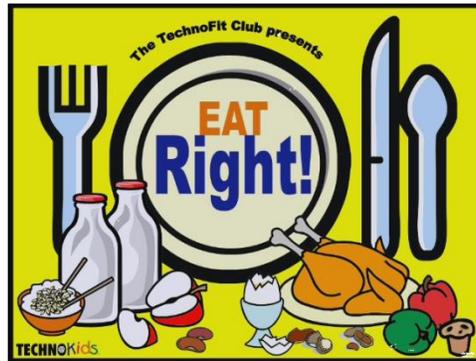
Assignment 3 Eat Right to Be Healthy

All TechnoFit Club members must eat right. To learn more about healthy eating, watch the "Eat Right" video and then answer the questions.



Watch the Eat Right Video

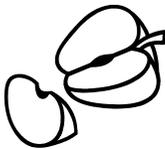
- ▷ Ask your teacher for the *Eat Right* video file.
- ▷ Watch, listen, and learn!



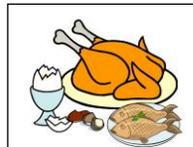
1. List two healthy foods:

-
-

2. To be healthy you need to eat different foods. Food can be sorted into groups. Circle the food group for each item.



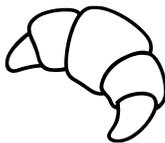
apple



Meat and Fish



Fruits and Vegetables



bun



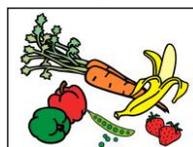
Grains



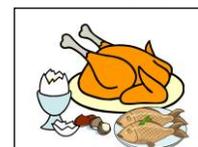
Milk Products



cheese



Milk Products



Meat and Fish

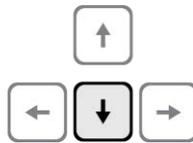
Time to Shop (Optional)

3. Put the correct food into the cart.

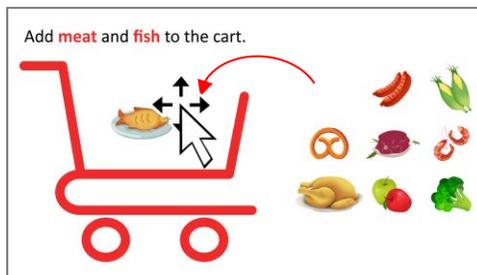
▷ Ask your teacher for the *Shop* file. Open it in PowerPoint.



▷ Press the DOWN ARROW to shop.



▷ Drag the meat and fish into the cart:



▷ Keep shopping. Put groups of food into the cart.



Milk Products



Grains



Fruits and Vegetables

▷ Save your work when you are done shopping. 

Close PowerPoint

Assignment 4 My Be Fit Guide

As part of the Be Fit Challenge you need to eat right!

Create your own *Be Fit Food Guide* to help you and your friends make healthy choices.



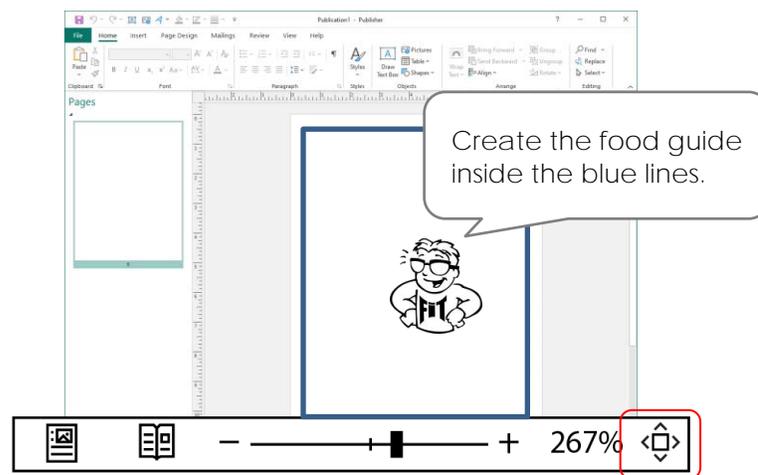
Open a Blank Page in Publisher

- ▷ Open Publisher. 
- ▷ Click *Blank 8.5 x 11"*.



Blank 8.5 x 11"

- ▷ You might need to click *Show Whole Page*: 



Add the Title "Be Fit Guide" using a Text Box

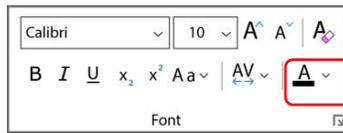
- ▷ On the Quick Access toolbar, click *Draw a Text Box*. 
- ▷ Draw a text box between the blue margin guides.
- ▷ Type the title *Student Name's Be Fit Guide*.



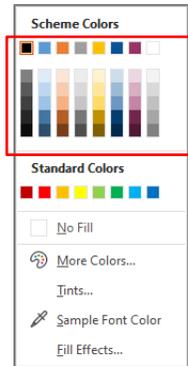
Make the Words Look Good

▷ Triple click the text to select it all. *Alex's Be Fit Guide*

▷ From the Home tab, click the *Font Color* arrow. **A** ✓



▷ Pick a color from the palette.



▷ Use your skills to change the way the words look using these Font group commands.



Change the font of the letters.



Change the size of the letters.

B

Add a bold style to make the letters darker.

I

Slant the letters to the right.

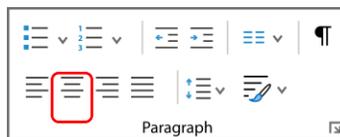
U

Place a line below the letters.

Center the Title

▷ Select the text.

▷ From the Home tab, click *Center*. 



Add Food Group Names using WordArt

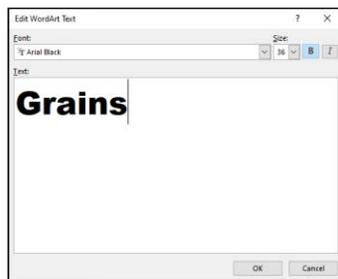
▷ Click on the page where you want to add a Food Group name.

▷ On the Quick Access toolbar, click *Insert WordArt*. **A**

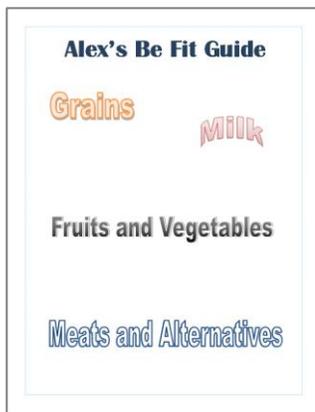
- ▷ Pick a WordArt style from the gallery.



- ▷ Type **Grains**. Click OK.



- ▷ Use your skills to move , resize , and rotate  the WordArt.
- ▷ Add the other food groups using WordArt.

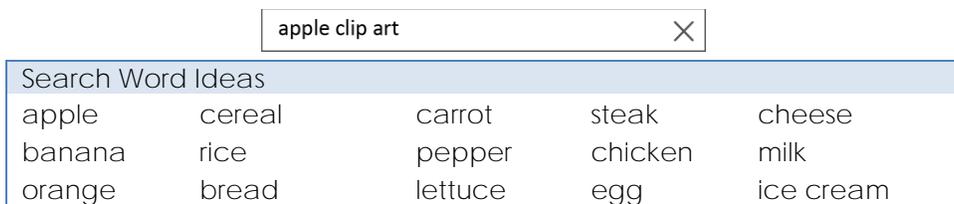


TIP: If you make a mistake, you can fix it:

1. Click on the WordArt.
2. Click the *WordArt Tools Format* tab.
3. Click *Edit Text* to change the letters. 
4. Click OK.

Add Pictures of Food Items for Each Group

- ▷ On the Quick Access toolbar, click *Online Pictures*. 
- ▷ In the search box, type a healthy food. Press ENTER.



- ▷ Look at the results. Pick one you like, then click *Insert*.

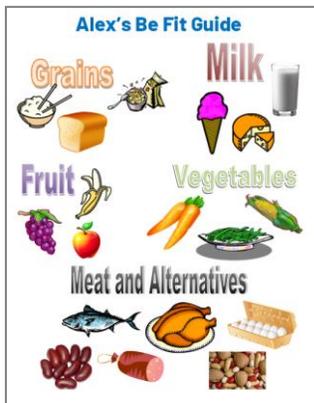


Drag the scroll bar down to see more pictures.

- ▷ Use your skills to move , resize , and rotate  the picture.
- ▷ Keep adding pictures of food. Place two or three food items in each Food Group.

Complete the Food Guide

- ▷ Apply what you know to complete the poster.



TIPS:

- ✓ Make sure the Food Group names are easy to read.
- ✓ Put the Food Groups at different places on the page.
- ✓ Use colorful pictures.
- ✓ Use the whole page BUT stay in the blue lines or your work might not print.

Save and Print the Food Guide

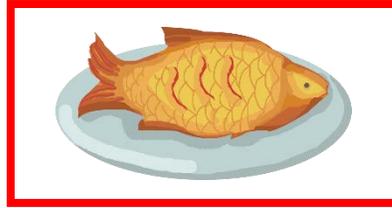
- ▷ Save it:
 - Click Save on the Quick Access Toolbar. 
 - Go to the place where you save your work.
 - Name the file **guide**. Click Save.
- ▷ Print it:
 - Click the File tab. Click *Print*.
 - Click the *Print* button. 

Close Publisher

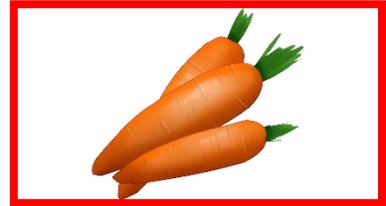
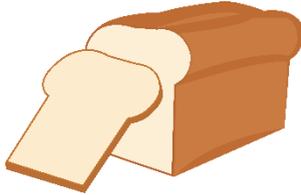
Session 2 Review: Food Groups

Circle the food that does not belong in the Food Group?

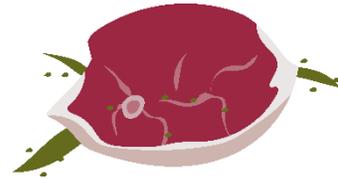
1.



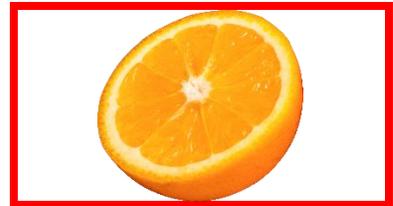
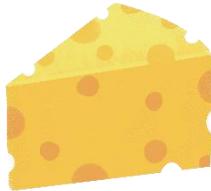
2.



3.



4.



5.



/5

Session 2 Skill Review: What is for Dinner?

To eat right you need to eat food from every Food Group. Plan a dinner that includes food from all the Food Groups.

1. Open Microsoft Publisher. 
2. Click *New* and pick *Blank 8.5 x 11"*.
3. Add *My Dinner* using WordArt. 
4. Add pictures of the food you will eat for dinner. 
Find at least one picture from each food group.
5. Save the file in your student folder as *dinner*.
6. Print your work and give it to your teacher.
7. Close Publisher.



Session 2 Extension Activity: Food Servings

Your body needs food to be healthy. You need to eat a certain amount of food from each Food Group to make sure you are getting all the nutrients you need.

How many servings do you need from each Food Group?

Complete the chart below.

Food Group	Amount



This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE

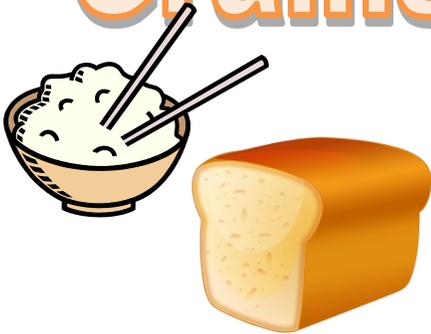


RESOURCE

This course includes a sample of a completed project. Teachers can use this resource for demonstration purposes or as a source of inspiration.

Alex's Be Fit Guide

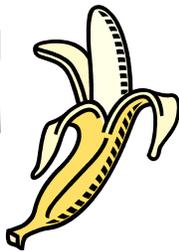
Grains



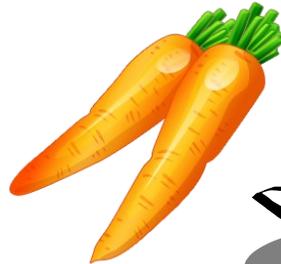
Milk



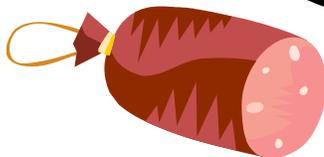
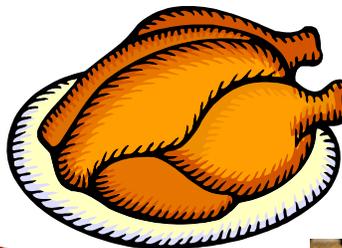
Fruit



Vegetables



Meat and Alternatives



Be Fit

Swim



Play Basketball



Run

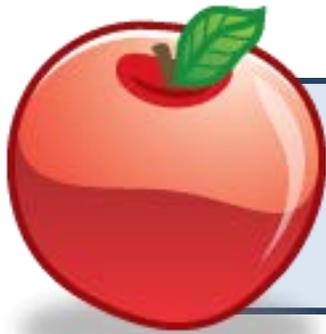


Bike



Play Soccer

Menu

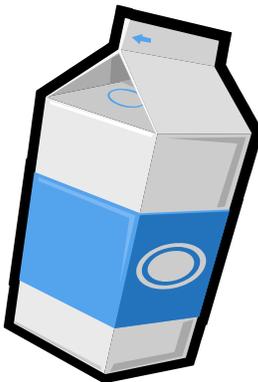
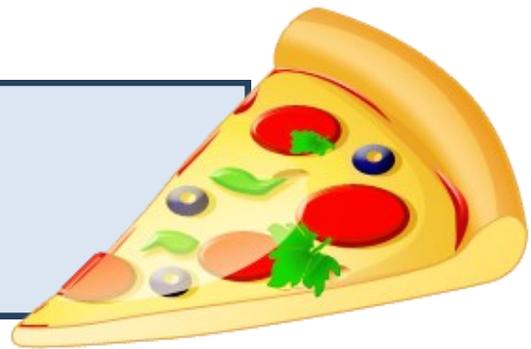


Apples with Peanut Butter

Dip apples in melted peanut butter. This is a tasty treat.

Pepperoni Pizza

Fresh bread crust topped with tomato sauce, cheese, and pepperoni.

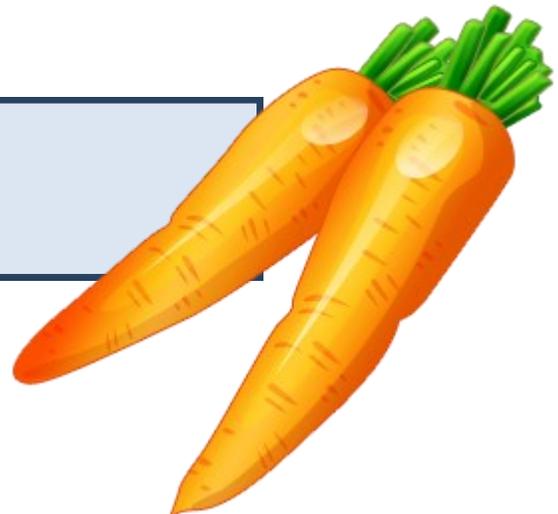


Milk

Choose from white or chocolate milk.

Carrot Sticks

Great for dipping in fresh yogurt.



This menu by Fit Ness