

Curriculum Guide

Project	Client	New Skills
Unit 1: Docs		
1.1 Customer Satisfaction and Return Policy	<i>Adrenaline Sports</i>	Create and rename a document • Insert a horizontal line • Enter text • Format text • Use print preview • Print a document • Share a document • Assign permissions
1.2 Business Letterhead	<i>B4 U Click</i>	Set margins • Use headers and footers • Insert and resize a logo • Insert a horizontal line • Align text
1.3 Business Memo	<i>Healthy Hut</i>	Insert and resize a logo • Align text • Insert a horizontal line • Format text • Format a memo
1.4 Price List	<i>Adrenaline Sports</i>	Insert and resize a logo • Align text • Create a table • Change border style • Resize column width • Format text • Change column background color
1.5 Block Style Letter	<i>B4 U Click</i>	Copy an existing Google document • Edit text • Format a block style letter • Use spell check
1.6 Menu Items List	<i>Healthy Hut</i>	Set margins • Change page color • Insert a table • Resize column width • Merge cells • Insert and resize an image • Align an image • Insert word art • Indent text in a table • Remove table borders
1.7 Fax Cover Page	<i>Adrenaline Sports</i>	Insert a drawing • Insert word art • Insert a horizontal line • Insert and resize an image • Insert a table • Resize column width • Use bullets • Change shape fill color • Change shape line weight • Download as a PDF
1.8 MLA Style Report	<i>B4 U Click</i>	Format an MLA style report • Insert page numbers • Align text • Change line spacing • Insert page break • Insert a header
1.9 News Release	<i>Healthy Hut</i>	Insert an image • Wrap text • Format and align text • Format a news release • Change line spacing • Use tab indent • Use find and replace • Use word count
1.10 Waiver and Release of Liability Form	<i>Adrenaline Sports</i>	Change margins • Insert a header • Insert and resize an image • Align text • Set tabs • Use automatic numbering • Insert page numbers • Insert page break
1.11 College Visit Schedule	<i>B4 U Click</i>	Insert a table • Resize column width • Change fill color • Insert hyperlinks
1.12 Employee Application	<i>Healthy Hut</i>	Format and align text • Insert and resize an image • Insert a table • Merge cells • Change fill color
1.13 Newsletter Article	<i>B4 U Click</i>	Insert page numbers • Insert a page break • Insert bookmarks • Add hyperlink text to bookmarks
1.14 Cyberbullying Posts	<i>B4 U Click</i>	Insert a table • Collaborate using Google Docs • Use comments • See revision history • Show more detailed revisions
1.15 Sporting Goods Equipment List	<i>Adrenaline Sports</i>	Collaborate using Google Docs • Insert and resize an image • Insert a table • Use bullets • Use comments

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Unit 2: Sheets		
2.1 Employee Contact Information	<i>Adrenaline Sports</i>	Create a new spreadsheet • Rename a spreadsheet • Resize column width • Enter data into a spreadsheet • Format text • Change fill color • Set print area • Print preview • Print a spreadsheet • Share a spreadsheet • Assign permissions
2.2 Quarterly Donor Data	<i>B4 U Click</i>	Merge cells • Insert an image • Format text • Align text • Format as currency • Decrease decimal places • Use the SUM function • Use Autofill • Add fill color • Add a cell border
2.3 Menu Items Annual Sales	<i>Healthy Hut</i>	Format text • Align text • Format as currency • Decrease decimal places • Use the SUM function • Use the MIN and MAX functions • Use Autofill • Create and customize a pie chart
2.4 New Product Sales	<i>Adrenaline Sports</i>	Format text • Align text • Sort data • Use the Count function • Freeze rows
2.5 Monthly Blog Traffic	<i>B4 U Click</i>	Format text • Align text • Use Autofill • Create and customize a line chart • Use the MIN and MAX functions • Use the AVERAGE function • Decrease decimal places • Add a new sheet • Rename a sheet
2.6 Annual Sales Forecast	<i>Healthy Hut</i>	Format text • Align text • Merge cells • Resize column width • Format as a number • Format as a percentage • Decrease decimal places • Use the SUM function • Use Autofill • Use absolute cell reference • Use cell borders
2.7 Grand Opening Budget	<i>Adrenaline Sports</i>	Format text • Align text • Format as currency • Use formulas • Use the SUM function
2.8 Social Media User Survey	<i>B4 U Click</i>	Format text • Align text • Merge cells • Add fill color • Create and customize a column chart
2.9 Customer Traffic Pattern Analysis	<i>Healthy Hut</i>	Collaborate using Google Sheets • Align text • Format text • Create and customize a bar chart • Use Autofill • Add a new sheet • Rename a sheet • Use comments
Unit 3: Slides		
3.1 Customer Service Training	<i>Adrenaline Sports</i>	Choose a theme • Insert and resize an image • Create a bulleted list • Create a numbered list • Change line spacing • Present a slideshow • Print preview a presentation • Share a presentation
3.2 Classroom Device Guide	<i>B4 U Click</i>	Insert and resize an image • Insert a table • Apply transitions • Present a slideshow
3.3 Digital Menu Sign	<i>Healthy Hut</i>	Insert word art • Insert shapes • Insert and resize an image • Change fill and line color • Change line weight • Apply transitions • Add animation • Present a slideshow
3.4 Camping Tent Clearance Display	<i>Adrenaline Sports</i>	Use color as background • Use an image as background • Insert word art • Insert and resize an image • Mask an image • Add an image border • Apply transitions • Present a slideshow

Curriculum Guide (Continued)

Project	Client	New Skills
3.5 Website Credibility Presentation	<i>B4 U Click</i>	Insert and resize an image • Order objects on a slide • Use image options • Copy and paste an image • Duplicate a slide (optional) • Insert hyperlinks • Apply transitions • Present a slideshow
3.6 Food Preparation Safety Presentation	<i>Healthy Hut</i>	Collaborate using Google Slides • Insert a video • Use comments • Present a slideshow
Unit 4: Forms		
4.1 Customer Satisfaction Survey	<i>Adrenaline Sports</i>	Add a form description • Add multiple question types • Add hint text • Choose a theme • View a live form • Accept responses • View responses • Format responses spreadsheet • Share responses • Send a form
4.2 Cyber Safety Quiz	<i>B4 U Click</i>	Use form settings • Add a form description • Add multiple question types • Require a response • Add help text • Insert a page break • Edit confirmation page • Choose a theme • View a live form • Send a form
4.3 Smoothie Contest Voting Ballot	<i>Healthy Hut</i>	Add a form description • Add hint text • Edit confirmation page • Change color palette • View a live form • Accept responses • Submit responses to a form • View a summary of responses • Share responses • Send a form
Unit 5: Drawings		
5.1 Store Map	<i>Adrenaline Sports</i>	Change background color • Insert and format word art • Insert and resize an image • Insert and resize shapes • Insert and format text • Download as a PDF document • Print preview a drawing
5.2 Safe Surfing Pledge Poster	<i>B4 U Click</i>	Use custom page size • Change background color • Insert and format word art • Insert and resize an image • Insert and format text • Download as a JPEG image
5.3 Promotional Reward Card	<i>Healthy Hut</i>	Insert and format word art • Insert and resize an image • Insert and format text • Insert and resize a shape • Group objects • Use custom page size
5.4 Logo Redesign	<i>Adrenaline Sports</i>	Insert and format text • Insert and format word art • Use line tools • Use shapes • Group objects • Download as a PNG image • Download as an SVG image