

Curriculum Guide

Project

Skills

Unit 1 Working Independently

1.1 Muzic Trendz Letterhead	Create business letterhead • Set margins • Insert a header and footer • Insert an image • Insert a special character • Align text
1.2 Concert Tour Press Release	Create a press release • Format line spacing • Use find and replace
1.3 Price Increase Memo	Create a business memo
1.4 Music Festival Schedule	Resize columns • Format plain text • Format date • Merge cells • Use fill color • Set print settings
1.5 Concert Ticket Sales	Format cells as currency • Use the SUM function • Use the Autofill feature • Display formulas
1.6 Web Advertising Sales Forecast	Use formulas • Rename a sheet • Use absolute cell reference • Format as a percentage
1.7 Outdoor Concert Venues	Use a theme • Insert and resize images • Add image borders • Apply transitions • Preview a presentation
1.8 Address Collection Form	Insert and resize an image • Use a theme • Require a response • Create a response sheet • Send a form • Test a form
1.9 VIP Gala Guest Pass	Insert and resize word art • Download as a JPEG image • Email an image • Copy and paste a drawing • Insert a text box

Unit 2 Working in Teams

2.1 Complaint Letter	Create a block style letter • Use the comment feature • Share a document • Insert a new page
2.2 Concert Tour Press Release 2	Edit a document
2.3 Sales Promotions Memo	Insert and format a table • Change cell background color
2.4 Music Festival Schedule 2	Insert columns • Use the MAX function • Use the AVERAGE function • Format as time
2.5 Concert Ticket Sales 2	Create and customize a column chart • Create and customize a line chart
2.6 Web Advertising Sales Forecast 2	Duplicate a sheet • Edit formulas • Create and customize a stacked column chart
2.7 Outdoor Concert Venues 2	Apply animations
2.8 Address Collection Form 2	Add sections to a form
2.9 VIP Gala Guest Pass 2	Download as a PNG image • Email an image

Project

Skills

Unit 3 Collaborating on New Projects

3.1 Address Labels	Set Table properties • Remove borders
3.2 New Employee Newsletter	Use Wrap text
3.3 Event Payroll	Use formulas to multiply, add, and subtract data
3.4 Awards Ceremony	Use a bulleted list • Use image options
3.5 Online Application	Use multiple question types • Get email notifications for new responses
3.6 Business Cards	Insert a shape • Group objects

Unit 4 Going Beyond Google Drive Basics

4.1 Banner Image	Upload an image • Use online photo editing tools • Save an image to Google Drive
4.2 Interactive Google Map	Save locations on a Google Map • Add an image • Share a Google Map
4.3 Radio Script	Translate a document
4.4 Simulated Interview	Use Google Hangouts