

Curriculum Guide

Lesson	Skills	Approximate Completion Time (in hours)
Unit 1: Google Drive		
1.1 Managing and Organizing Your Files	Access Google Drive • Create Files and Folders • Rename Files and Folders • Change Folder Color • Change View • Close a File • Move Files and Folders	.5
1.2 Sharing Your First Document	Share Files and Folders • Assign Permissions • Download as a PDF • Sort Files • Open a Shared File • Delete a File • Add a Shortcut to Drive	.5
1.3 Viewing Files	View Recent Files • Search for Files • Copy Files	.5
1.4 Managing Settings	Manage Settings • Display File or Folder Activity • Display File or Folder Details	.5
1.5 Managing Files from Your Computer	Upload Files and Folders from a Hard Drive	.5

Completion Time: 2.5 hrs.

Unit 1 Assessment: Performance Assessment is located with the Instructor Resources.

Unit 2: Gmail		
2.1 Managing and Organizing Your Account	Access Gmail • View the Inbox • Create and Format a Label • Select a Theme • Compose an Email • View Drafts • Delete a Draft • Sign Out of Gmail	.5
2.2 Sending an Email	Add an Attachment to an Email • Insert a File from Google Drive • Send an Email	.5
2.3 Collaborating with Gmail	Reply to an Email • Add a Contact • Create a Contact Group • Email a Group • Archive a Message	.5 - .75
2.4 Communicating with Multiple Recipients	Use Reply All • Use Cc and Bcc • Mute a Conversation • Insert Images	.5 - .75
2.5 Chatting in Gmail	Customize Chat Settings • Chat in Gmail • Launch a Video Call	.5
2.6 Managing Inboxes	Star Messages • Create Filters • Block Addresses • Manage Multiple Inboxes	.5 - .75
2.7 Managing Display Preferences	Explore Display Preferences • Search and Sort an Inbox • View Sent Messages • Use Gmail Offline	.5
2.8 Managing Settings	Set a Vacation Responder • Create a Signature • Enable Desktop Notifications	.5 - .75

Completion Time: 4 - 5 hrs.

Unit 2 Assessment: Performance Assessment is located with the Instructor Resources.

Lesson	Skills	Approximate Completion Time (in hours)
Unit 3: Google Docs		
3.1	Formatting and Printing a Document Format Text • Use Undo/Redo • Clear Formatting • Use Zoom • Use Print Preview • Print a Document • Add a Shortcut to Drive • Move a Doc	.75
3.2	Formatting Lists Change Line Spacing • Use a Bulleted List • Use a Numbered List • Use a Checklist • Insert a Horizontal Line • Align Text • Use Word Count • Use Select All	.75
3.3	Editing Basics Use Spelling and Grammar • Use Cut, Copy, and Paste • Find and Replace Text • Increase Indent of Text • Define Text • Add a Watermark	.75 - 1
3.4	Working with Columns and Headers Insert a Header • Format Columns • Change Capitalization	.75 - 1
3.5	Working with Tables and Links Insert a Table • Use Paint Format • Pin a Header Row • Sort Table Data • Reorder Rows and Columns • Insert a Link • Insert a Footer	.75
3.6	Customizing Tables Insert and Delete Rows and Columns • Change Table Properties • Download as PDF • Change Page Size	.75
3.7	Retrieving and Copying a Document Copy a Document • Insert an Image • Resize an Image • Crop an Image • Format Images • Use Wrap Text	.5 - .75
3.8	Using Shapes and Graphic Tools Change Page Setup • Insert Word Art • Insert a Shape • Format Shapes • Align Text in Shapes • Insert a Text Box	.75 - 1
3.9	Formatting and Organizing Text Insert Page Numbers • Insert Page Breaks • Apply Paragraph Styles • Create a Table of Contents • Use the Explore Feature • Use Pageless View • Add a Document Summary	.75 - 1
3.10	Translating a Document Show Non-printing Characters • Translate a Document	.75
3.11	Using Smart Chips Use Building Blocks • Use Smart Chips • Use Dropdowns	.75
3.12	Linking within a Document Use Bookmarks and Links • Insert Special Characters • Use Viewing Mode	.75 - 1
3.13	Using Emojis in a Document Convert a PDF to a Doc • Insert Emojis and Emoji Reactions	.75
Completion Time: 9.5 - 11 hrs.		
Unit 3 Assessment: Performance Assessment is located with the Instructor Resources.		
Unit 4: Google Sheets		
4.1	Creating and Formatting a Spreadsheet Create a Google Sheet • Insert a Column • Resize Columns • Delete Rows • Use Auto Fill • Format Data • Use Undo/Redo • Share a Sheet	.75
4.2	Using Spreadsheets to Calculate Data Use Find and Replace • Format as Currency • Use Formulas • Use the SUM Function • Apply Alternating Colors • View Formulas • Use Print Settings	.75
4.3	Using Functions Use Functions (AVERAGE, MAX, MIN) • Increase/Decrease Decimal Places • Use Cut/Paste • Add Borders • Change Page Orientation	.75

Lesson	Skills	Approximate Completion Time (in hours)
4.4 Working with Links	Insert a Link • Format Column Width • Use Text Wrap • Use Paint Format • Use the Explore Feature	.75
4.5 Creating Pie, Column, and Bar Charts	Rename a Sheet • Insert a New Sheet • Merge Cells • Use Fill Color • Create Pie, Column, and Bar Charts • Format Charts • Move Charts • Change Sheet Tab Colors	.75 - 1
4.6 Creating a Line Chart	Format Numbers • Create a Line Chart • Insert an Image • Resize an Image • Apply a Theme	.75
4.7 Sorting Data	Insert a Row • Format Row Height • Align Text Vertically • Copy Data • Sort Data	.75
4.8 Using Smart Chips	Use Smart Chips	.75 - 1
4.9 Importing Data	Import from a CSV File • Delete Columns • Add and Delete Cells • Freeze Rows • Paste Values • Use Date Formats • Use the LEFT Function	.75
4.10 Using Data Validation Filters	Import from an XLSX File • Use Data Validation • Use the SPLIT Function • Use the COUNT and COUNTIF Functions • Apply Conditional Formatting • Filter Data • Save and Apply Filter Views	.75 - 1
4.11 Naming and Protecting Ranges	Copy a Sheet to a New File • Protect Sheets and Cell Ranges • Name a Range • Reference Cells Across Sheets • Reference Named Ranges • Insert Drawings • Delete a Sheet • Download a Workbook as a PDF	.75
4.12 Cleaning Up Data	Remove Duplicates • View Column Stats • Split Text to Columns	.75

Completion Time: 9 - 9.75 hrs.

Unit 4 Assessment: Performance Assessment is located with the Instructor Resources.

Unit 5: Google Slides

5.1 Formatting Text and Images	Create a New Google Slide • Choose a Theme • Format Text • Add a New Slide • Insert and Resize Images • Crop an Image • Change Slide Layout • Create a Bulleted List • Change Line Spacing • View a Presentation • Share a Presentation • Publish to the Web	.75 - 1
5.2 Using Shapes	Change Capitalization • Insert Shapes • Align Shapes • Format Shapes • Resize and Position Shapes • Insert a Text Box • Rotate Objects • Duplicate a Slide • Use Undo/Redo • Insert Word Art • Reorder Slides • Group Objects • Use Zoom • Use Color as a Background • Apply a Gradient Fill	1
5.3 Working with Images	Use an Image as a Background • Vertically Align Text • Create a Numbered List • Format Images • Insert a Link • Insert a Video • Delete a Slide • Delete a Text Box • Apply Transitions • Order Objects	1
5.4 Preparing to Present	Add Speaker Notes • Use Presenter View • Use the Audience Q&A Feature • Use the Explore Feature • Use Print Settings	.75 - 1
5.5 Applying Animation	Use Tables • Merge Cells • Use Copy/Paste • Apply Animation • View Motion • Insert Slide Numbers	.75 - 1

Lesson	Skills	Approximate Completion Time (in hours)
5.6	Linking Slides Paste and Match Styles • Link Slides • Link Cells from Google Sheets • Update Linked Objects	1
5.7	Using Charts and Diagrams Insert and Format Charts • Insert and Format Diagrams	.75 - 1
5.8	Modify Themes Create a New Theme • Modify a Master Slide • Create a New Slide Layout • Import a Theme	1
Completion Time: 7 - 8 hrs.		

Unit 5 Assessment: Performance Assessment is located with the Instructor Resources.

Unit 6: Google Forms

6.1	Creating and Sending a Form Create a New Google Form • Use Form Settings • Add a Form Description • Select a Question Type • Add a Question • Preview a Form • Accept Responses • Send a Form	.75
6.2	Viewing Responses and Data Complete a Form • View Responses • Create a Response Spreadsheet • Delete All Responses	.75
6.3	Customizing a Form Require a Response • Duplicate a Question • Add and Remove a Description • Delete a Question • Change a Form Theme • Add a Confirmation Message	.75
6.4	Creating a Quiz Create a Quiz • Add a Section • Reorder Sections and Questions • View After Section Options • Create an Answer Key • Format Font • Shuffle Question Order • View Scores • View Quiz Responses	1
6.5	Integrating Forms with Sheets Create a Form in Google Sheets • Use the COUNTIF Function to Analyze Data	.75
Completion Time: 4 hrs.		

Unit 6 Assessment: Performance Assessment is located with the Instructor Resources.

Unit 7: Google Sites

7.1	Creating a Site Create a New Google Site • Change a Theme • Add a Page • Insert Text Boxes • Insert and Resize Images • Replace Images • Use a Bulleted List • Format Text • Change a Section Color • Add an Image Carousel • Add Image Alt Text • Insert Files from Google Drive	.75 - 1
7.2	Formatting a Site Change Header Image • Change Theme Colors • Change Header Type • Change Text Styles • Insert a Link • Use Content Blocks • Reorder Sections • Insert Collapsible Text	.75 - 1
7.3	Inserting External Files Duplicate a Section • Embed a Google Map • Insert and Resize Videos • Add an Editor • Delete a Page • Add Image Captions • Manage Navigation Settings • Embed Websites • Add Subpages • Add Buttons • Add Social Links • Rearrange Site Elements • Preview a Site	.75 - 1
Completion Time: 2.25 - 3 hrs.		

Unit 7 Assessment: Performance Assessment is located with the Instructor Resources.

Lesson	Skills	Approximate Completion Time (in hours)
Unit 8: Google Drawings		
8.1 Drawing with Basic Tools	Create a New Google Drawing • Insert Word Art • Format Fonts • Insert and Format Shapes • Use Guides • Move an Object • Arrange Objects • Use Copy/Paste • Insert a Text Box • Insert and Format a Table • Resize and Position a Table • Position Objects • Change Background Color • Share a Drawing • Download as a PDF	1
8.2 Arranging Objects and Inserting Images	Resize a Page • Rotate an Object • Resize an Object • Change a Shape • Insert and Resize an Image • Format an Image • Group Objects • Preview a Drawing • Print a Drawing	1
8.3 Using Line Tools	Use the Polyline Tool • Edit a Shape Outline • Use the Scribble Line Tool • Use Zoom • Download as a JPEG	.75 - 1
Completion Time: 2.75 - 3 hrs.		
Unit 8 Assessment: Performance Assessment is located with the Instructor Resources.		
Unit 9: Google Meet		
9.1 Joining a Video Meeting	Schedule a Video Meeting • Start a Video Meeting • Join a Video Meeting • Invite Users • Admit Users • End a Video Meeting • Use Chat	.75 - 1
9.2 Presenting Your Screen	Present from a Screen • Change Your Meeting Background • Share a File	.75 - 1
9.3 Managing Audio and Video Settings	Start a Meeting from Google Sheets • Use Mute • Turn off Camera • Use Captions • Manage Audio and Video Settings • Use Emojis • Use Picture-in-Picture	.75 - 1
9.4 Managing Users	Invite Users via the Meeting Code • Join via the Meeting Code • Mute a Participant • Pin a Participant • Remove a Participant	.75 - 1
Completion Time: 3 - 4 hrs.		
Unit 9 Assessment: Performance Assessment is located with the Instructor Resources.		

Lesson	Skills	Approximate Completion Time (in hours)
Unit 10: Collaboration		
10.1 Collaborating with Docs	Collaborate with Docs • Add a Comment • Use Suggestion Mode • Review Version History	1
10.2 Collaborating with Sheets	Collaborate with Sheets • Insert a Note • Add a Comment • Review Revision History	.75 - 1
10.3 Collaborating with Slides	Collaborate with Slides • Add a Comment • Review Revision History • Use the Follow Feature	.75 - 1
10.4 Collaborating with Forms	Collaborate with Forms • Add Editors	.75 - 1
10.5 Collaborating with Sites	Collaborate with Sites • Insert a Divider • Limit Editors' Actions	.75 - 1
Completion Time: 4 - 5 hrs.		
Unit 10 Assessment: Performance Assessment is located with the Instructor Resources.		
Total Completion Time: 48 - 55.25 hrs.		