

# Curriculum Guide

Lesson

New Skills

Unit 1: Google Drive			
<b>1.1</b>	<b>Getting Started with Google Drive</b>	<i>Managing and Organizing Your Files</i>	Accessing Google Drive • Creating a Folder • Changing Folder Color • Changing View • Creating a File • Renaming a File • Closing a File • Moving a File
<b>1.2</b>	<b>My Summer Vacation</b>	<i>Sharing Your First Document</i>	Entering Text • Sharing a Document • Assigning Permissions • Adding a Note • Downloading as a PDF • Sorting Files • Opening a Shared File • Deleting a File
Unit 2: Gmail			
<b>2.1</b>	<b>Getting Started with Gmail</b>	<i>Managing and Organizing Your Account</i>	Accessing Gmail • Creating a Label • Changing a Label Color • Selecting a Theme • Composing an Email • Deleting a Draft • Deleting a Label • Signing Out of Gmail
<b>2.2</b>	<b>Emailing Your Instructor</b>	<i>Sending Your First Email</i>	Adding an Attachment to an Email • Inserting a File from Google Drive • Sending an Email
<b>2.3</b>	<b>Project Meeting</b>	<i>Collaborating with Gmail</i>	Replying to an Email • Adding a Contact • Creating a Contact Group
Unit 3: Google Docs			
<b>3.1</b>	<b>Popular TV Shows</b>	<i>Formatting and Printing a Document</i>	Selecting Text • Formatting Text • Using Undo/Redo • Clearing Formatting • Using Zoom • Using Print Preview • Printing a Document
<b>3.2</b>	<b>Blueberry Muffin Recipe</b>	<i>Formatting Lists</i>	Changing Line Spacing • Using a Bulleted List • Inserting a Horizontal Line • Using a Numbered List • Adjusting List Spacing • Aligning Text • Using Word Count • Using Select All
<b>3.3</b>	<b>Office Memo</b>	<i>Editing Basics</i>	Using Spelling Suggestions • Using Cut, Copy, and Paste • Finding and Replacing Text • Increasing Indent of Text • Defining Text
<b>3.4</b>	<b>Superhero Bios</b>	<i>Working with Columns and Capitalization</i>	Inserting a Header • Formatting Columns • Changing Capitalization
<b>3.5</b>	<b>U.S. Presidents</b>	<i>Working with Tables and Links</i>	Inserting a Table • Using Paint Format • Copying an Image • Inserting a Link • Inserting a Footer
<b>3.6</b>	<b>Chocolate Chip Muffin Recipe</b>	<i>Retrieving and Copying a Document</i>	Opening an Existing Document • Making a Copy of a Document • Inserting an Image • Resizing an Image • Cropping an Image
<b>3.7</b>	<b>Street Signs Poster</b>	<i>Using Shapes and Graphic Tools</i>	Changing Page Orientation • Changing Page Margins • Changing Page Color • Inserting Word Art • Changing Shape Fill Color • Changing Border Color • Changing Border Weight • Using Wrap Text • Inserting a Shape
<b>3.8</b>	<b>Digital Citizenship Report</b>	<i>Formatting and Organizing Text</i>	Inserting Page Numbers • Inserting Page Breaks • Applying Paragraph Styles • Creating a Table of Contents • Using the Explore Feature
<b>3.9</b>	<b>Block Style Letter</b>	<i>Translating a Document</i>	Translating a Document
<b>3.10</b>	<b>Emoji Story</b>	<i>Collaborating with Docs</i>	Collaborating • Inserting Special Characters • Using Comments • Using Suggestion Mode • Seeing Version History • Showing More Detailed Versions
<b>Unit 3 Assessment</b>		Performance Assessment is located with the Instructor's Resources.	

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Unit 4: Google Sheets		
<b>4.1 Top 20 Apps</b>	<i>Creating and Formatting a Spreadsheet</i>	Creating a New Google Spreadsheet • Resizing a Column • Inserting a Column • Using Auto Fill • Formatting Data • Center Aligning Data • Using Undo/Redo • Sharing a Spreadsheet • Closing a Spreadsheet
<b>4.2 Seltzer Water Sales</b>	<i>Using Spreadsheets to Calculate Data</i>	Finding and Replacing Text • Formatting as Currency • Using Formulas (Multiply, Add, SUM, Divide) • Applying Alternating Colors • Viewing Formulas • Print Previewing or Printing a Spreadsheet
<b>4.3 Exam Grades</b>	<i>Using Formulas</i>	Using Functions (AVERAGE, MAX, MIN) • Increasing/Decreasing Decimal Places • Cutting and Pasting Text • Adding Borders • Changing Page Orientation
<b>4.4 College Mascots</b>	<i>Working with Hyperlinks</i>	Inserting a Link • Formatting Column Width • Using Text Wrap • Using Paint Format • Using the Explore Feature
<b>4.5 Social Media Users</b>	<i>Creating Pie, Column, and Bar Charts</i>	Renaming a Sheet • Inserting a New Sheet • Merging Cells • Using Fill Color • Creating Pie, Column, and Bar Charts • Changing Sheet Tab Colors
<b>4.6 College Football Attendance</b>	<i>Creating a Line Chart</i>	Formatting Numbers • Creating a Line Chart • Inserting an Image • Resizing an Image
<b>4.7 Ice Cream Facts</b>	<i>Collaborating with Sheets</i>	Collaborating • Inserting a Note • Inserting a Row • Formatting Row Height • Aligning Text Vertically • Copying Data • Sorting Data
<b>Unit 4 Assessment</b>	Performance Assessment is located with the Instructor's Resources.	
Unit 5: Google Slides		
<b>5.1 Coffee Shop Menu</b>	<i>Formatting Text and Images</i>	Creating a New Google Presentation • Choosing a Theme • Selecting Text • Inserting Slide Numbers • Formatting Text • Adding a New Slide • Deleting a Text Box • Horizontally Aligning Text • Inserting an Image • Resizing an Image • Cropping an Image • Changing Slide Layout • Creating a Bulleted List • Changing Line Spacing • Presenting from Beginning • Sharing a Presentation • Closing a Presentation
<b>5.2 Seven Day Forecast</b>	<i>Using Shapes</i>	Inserting Shapes • Aligning Shapes • Changing Fill Color • Changing Border Color • Changing Border Weight • Inserting a Text Box • Duplicating a Slide • Using Undo/Redo • Duplicating a Shape • Inserting Word Art • Reordering Slides • Grouping Objects • Using Zoom
<b>5.3 Parisian Vacation</b>	<i>Working with Images</i>	Using an Image as a Background • Using Color as a Background • Vertically Aligning Text • Creating a Numbered List • Using Image Options • Masking an Image • Resetting an Image • Inserting a Link • Inserting a Video • Deleting a Slide • Applying Transitions • Playing a Presentation
<b>5.4 Top Five Colleges</b>	<i>Preparing to Present</i>	Adding Speaker Notes • Using Presenter View • Using the Audience Q&A Feature • Using the Explore Feature
<b>5.5 Design Tips</b>	<i>Collaborating with Slides</i>	Collaborating • Inserting a Table • Merging Cells • Using Copy and Paste • Applying Animation
<b>Unit 5 Assessment</b>	Performance Assessment is located with the Instructor's Resources.	

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<b>Unit 6: Google Forms</b>			
6.1	<b>Restaurant Experience Survey</b>	<i>Creating and Sending a Form</i>	Creating a New Google Form • Using Form Settings • Adding Form Description • Creating a Question • Selecting a Question Type • Editing a Question • Adding a Question • Previewing a Form • Accepting Responses • Sending a Form • Closing a Form
6.2	<b>Restaurant Experience Survey 2</b>	<i>Viewing Responses and Data</i>	Completing a Survey • Viewing a Summary of Responses • Creating a Response Spreadsheet • Deleting All Responses
6.3	<b>Internship Application</b>	<i>Customizing a Form</i>	Requiring a Response • Duplicating a Question • Adding a Description • Deleting a Question • Changing a Form Theme • Changing a Confirmation Message
6.4	<b>Business Etiquette</b>	<i>Collaborating with Forms</i>	Adding Collaborators • Collaborating • Creating a Quiz • Inserting an Image • Resizing an Image
<b>Unit 6 Assessment</b>		Performance Assessment is located with the Instructor's Resources.	
<b>Unit 7: Google Drawings</b>			
7.1	<b>Pool Party Flyer</b>	<i>Drawing with Basic Tools</i>	Creating a New Google Drawing • Changing Background Color • Inserting Word Art • Changing Font • Changing Shape Fill Color • Changing Border Color • Changing Border Weight • Moving an Object • Inserting a Table • Resizing a Table • Inserting a Shape • Using Guides • Adding Text to a Shape • Horizontally/Vertically Aligning Text • Changing Text Color • Using Copy and Paste • Using Paint Format • Inserting a Text Box • Sharing a Drawing • Downloading as a PDF • Closing a Drawing
7.2	<b>Timeline of Future Technology</b>	<i>Arranging Objects and Inserting Images</i>	Rotating an Object • Resizing an Object • Changing the Order of an Object • Inserting an Image • Resizing an Image • Grouping Objects • Centering an Object on a Page • Print Previewing a Drawing • Printing a Drawing
7.3	<b>Doggie Daycare Logo</b>	<i>Using More Drawing Tools</i>	Using the Polyline Tool • Editing a Shape Outline • Using the Curve Line Tool • Using the Scribble Line Tool • Using Zoom • Downloading as a JPEG
7.4	<b>Tic-Tac-Toe</b>	<i>Collaborating with Drawings</i>	Using Custom Page Size • Collaborating • Inserting a Comment
<b>Unit 7 Assessment</b>		Performance Assessment is located with the Instructor's Resources.	
<b>Unit 8: Google Sites</b>			
8.1	<b>Personal Finance</b>	<i>Creating a Site</i>	Creating a New Google Site • Changing a Theme • Adding a Page • Adding a Text Box • Aligning Text • Inserting an Image • Resizing an Image • Using a Bulleted List • Formatting Text • Changing a Section Background • Closing a Site
8.2	<b>Personal Finance 2</b>	<i>Formatting a Site</i>	Changing Header Image • Changing Theme Colors • Changing Header Type • Changing Text Styles • Inserting a Hyperlink
8.3	<b>Personal Finance 3</b>	<i>Collaborating with Sites</i>	Inserting a Google Map • Repositioning a Google Map • Inserting a Video • Resizing a Video • Adding an Editor • Collaborating • Previewing a Site
<b>Unit 8 Assessment</b>		Performance Assessment is located with the Instructor's Resources.	