

Curriculum Guide

Lesson		Skills	Approximate Completion Time (in hours)
Unit 1: Docs			
1.1	Hours of Operation	Create Folders on Google Drive • Copy Shared Files • Change Page Margins • Format Text • Change Line Spacing • Insert Horizontal Lines • Insert and Format Images • Insert Special Characters • Use Bulleted Lists • Use Numbered Lists • Use Cut, Copy, and Paste	.75
1.2	Description of Products and Services	Create In-document Links • Insert and Format Tables • Insert and Delete Rows and Columns • Use Checklists • Use Bulleted Lists • Use Spelling and Grammar Check • Insert and Format Images • Change Page Margins • Use Headers and Footers • Change Line Spacing • Format Text • Apply Text Styles • Insert Page Breaks	1
1.3	Ocean Pollution Report	Insert Page Breaks • Insert Page Numbers • Use Headers • Set Indentation Options • Change Page Margins • Format Text • Change Line Spacing	.75 - 1
1.4	Personnel Form	Insert and Format Images • Change Page Margins • Insert and Format Tables • Split Table Cells • Format Text	.75
1.5	Client Agreement	Convert a PDF to a Google Doc • Add a Document Summary • Clear Formatting • Insert Page Numbers • Use Numbered Lists • Change Line Spacing • Format Text • Set Indentation Options • Insert Horizontal Lines • Insert and Format Images • Change Page Margins • Download as PDF • Use Headers and Footers	1
1.6	Restaurant Promotional Letter	Change List Spacing • Use Numbered Lists • Insert and Format Images • Change Line Spacing • Format Text • Insert Smart Chips • Change Page Margins • Use Headers	.75
1.7	Owner's Resume	Use Bulleted Lists • Change Page Margins • Change Line Spacing • Format Text • Set Indentation Options	.75 - 1
1.8	News Release	Change Line Spacing • Format Text • Add a Watermark • Use the Dictionary • Insert Smart Chips	.75
1.9	Business Stationery	Insert and Format Shapes • Insert and Format Images • Insert and Format Text Boxes • Change Page Orientation • Change Page Margins • Use Headers and Footers • Insert Horizontal Lines • Format Text • Insert Special Characters • Change Line Spacing	1 - 1.5
1.10	Promotional Flyer	Insert and Format Text Boxes • Insert and Format Shapes • Insert and Format Word Art • Insert and Format Images	1
1.11	Beach Cleanup Flyer	Insert and Format Images • Change Page Margins • Insert and Format Tables • Format Text • Insert and Format Word Art • Insert and Format Shapes	1

Lesson		Skills	Approximate Completion Time (in hours)
1.12	Employee Newsletter	Change Page Margins • Format Text • Insert Special Characters • Insert Horizontal Lines • Insert and Format Shapes • Insert and Format Images • Insert Section and Column Breaks • Format Columns	1
1.13	Daily Menu	Format Columns • Insert and Format Word Art • Use a Checklist • Insert and Format Images • Change Line Spacing • Format Text • Insert Column Breaks • Change Page Margins • Use a Numbered List	1
1.14	Restaurant Placemat	Insert and Format Text Boxes • Insert and Format Shapes • Insert and Format Word Art • Insert and Format Images • Change Page Size • Change Page Margins • Change Page Orientation	1 - 1.5
1.15	Frequently Asked Questions	Use Bookmarks • Find and Replace Text • Change Margins • Change Line Spacing • Insert and Format Images • Insert Page Breaks • Insert Horizontal Lines	1

Unit 1 Completion Time: 13.5 - 15 hrs.

Unit 2: Sheets

2.1	Equipment List	Resize Rows and Columns • Find and Replace Text • Format Data • Format Print Options • Freeze Rows and Columns • Delete Rows and Columns • Sort Data • Name Ranges • Navigate to Named Ranges • Filter Data • Create Filter Views	.75 - 1
2.2	House Music Playlist	Resize Columns • Cut and Paste Text • Apply Borders • Rename a Sheet • Change Sheet Tab Colors • Insert a New Sheet • Use Paint Format • Format Data • Delete Rows • Reference Cells in Other Sheets • Sort Data • Format Print Options	.75
2.3	Cash Receipts Journal	Format Data • Resize Rows and Columns • Merge Cells • Use Autofill • Copy and Paste Text • Apply Number Formatting • Insert a Row • Apply Borders • Use Basic Formulas	.75
2.4	Checkbook Register	Resize Columns • Format Data • Insert Rows • Merge Cells • Use Basic Formulas • Apply Number Formatting • Apply Borders • Use Autofill • Format Print Options • Apply a Theme • Protect a Sheet	.75
2.5	Customer Order Form	Insert and Format Images • Insert and Format Shapes • Insert and Format Text Boxes • Insert a Smart Chip • Merge Cells • Format Data • Apply Borders • Use Basic Formulas • Use the SUM Functions • Apply Number Formatting	.75
2.6	Projected Gross Sales	Split Text to Columns • Insert Rows • Resize Rows • Format Data • Merge Cells • Sort Data • Use Basic Formulas • Apply Number Formatting • Use AVERAGE, MAX, and MIN Functions • Insert and Format Images • Insert and Format Charts • Format Print Options • Download as a PDF • Apply Alternating Colors • View Column Stats	.75 - 1

Lesson		Skills	Approximate Completion Time (in hours)
2.7	Expense Report	Insert Rows and Columns • Split Text to Columns • Format Data • Merge Cells • Use the SUM Function • Find and Replace Text • Sort Data • Insert and Format Charts • Rename a Sheet • Change Sheet Tab Colors • Apply Borders • Apply Number Formatting • Copy and Paste Text • Format Print Options	.75 - 1
2.8	Daily Sales Record	Format Data • Resize Rows and Columns • Merge Cells • Insert Smart Chips • Use Autofill • Apply Conditional Formatting • Apply Number Formatting • Use the COUNTIF Function • Filter Data • Apply Borders • Use Basic Formulas	.75 - 1
2.9	Ocean Pollution Statistics	Rename a Sheet • Format Data • Insert Rows • Merge Cells • Resize Rows and Columns • Insert a Link • Apply a Theme • Wrap Text • Insert and Format Charts • Add Cells • Apply Borders • Insert a New Sheet • Apply Number Formatting • Insert and Format Text Boxes • Format Print Options	1
Unit 2 Completion Time:			7 - 8 hrs.
Unit 3: Slides			
3.1	Guitar Lessons Overview	Apply a Theme • Insert and Format Images • Crop Images • Insert and Format Text Boxes • Format Text • Group Objects • Arrange Objects • Use Bulleted Lists • Mask Images • Insert Links • Change Line Spacing • Copy and Paste Objects • Rotate Objects	.75 - 1
3.2	Head Chef Profile	Format Text • Insert and Format Images • Mask Images • Apply Animations • Insert and Format Shapes • Crop Images • Insert Text in Shapes • Align Text Vertically and Horizontally • Format Slide Backgrounds • Apply Transitions • Copy and Paste Objects	.75 - 1
3.3	Meet Our Breeds	Apply a Theme • Insert and Format Images • Format Text • Add Speaker Notes • Use Bulleted Lists • Use Image Effects • Insert and Format Shapes • Arrange Objects • Insert and Format Tables • Insert Slide Numbers • Create Handouts • Download as PDF	.75 - 1
3.4	Social Media Marketing Plan	Insert and Format Images • Insert and Format Text Boxes • Use Bulleted Lists • Edit Slide Masters • Apply Animations • Insert and Format Shapes • Format Slide Backgrounds • Apply Transitions • Add Image Alt Text • Insert and Format Diagrams • Insert and Format Tables	.75 - 1
3.5	Startling Stats Q&A	Edit Slide Masters • Format Slide Backgrounds • Insert and Format Images • Insert and Format Text Boxes • Create New Slide Layouts • Apply Animations • Use Numbered Lists • Link to Slides • Format Text • Insert and Format Shapes • Apply Transitions • Insert Charts • Copy and Paste Objects	1
Unit 3 Completion Time:			4 - 5 hrs.

Lesson		Skills	Approximate Completion Time (in hours)
Unit 4: Forms			
4.1	Customer Satisfaction Survey	Use Form Settings • Add Questions • Mark Required Questions • Reorder Questions • Add Question Descriptions • Change Theme Text Styles • Apply a Header Image • Change Theme Color • Complete a Form • View Responses • Create a Response Spreadsheet	.75
4.2	New Flavor Ballot	Use Form Settings • Add Questions • Insert Images • Add Hover Text • Add a Title and Description • Use Numbered Lists • Format Text • Mark Required Questions • Add Sections • Delete Questions • Change Theme Text Styles • Apply a Header Image • Change Theme Color • Complete a Form • View Responses • Create a Response Spreadsheet	1
4.3	Staff Assessment	Create a Quiz • Use Form Settings • Add Questions • Insert Images • Assign Point Values • Mark Correct Answers • Add Sections • Reorder Sections • Change Theme Color • Complete a Form • View Responses • Create a Response Spreadsheet	.75
4.4	Ocean Pollution Quiz	Create a Quiz • Use Form Settings • Add Questions • Assign Point Values • Mark Correct Answers • Add Answer Feedback • Link Text • Change Theme Text Styles • Apply a Header Image • Complete a Form • View Responses • Create a Response Spreadsheet	1
4.5	Music History Quiz	Create a Quiz • Use Form Settings • Add Questions • Assign Point Values • Mark Correct Answers • Add Answer Feedback • Insert Videos • Change Theme Text Styles • Apply a Header Image • Change Theme Color • Complete a Form • View Responses • Create a Response Spreadsheet	1
Unit 4 Completion Time:			4.5 hrs.
Unit 5: Drawings			
5.1	Volunteer Beach Towel	Insert and Format Shapes • Copy and Paste Objects • Insert and Format Word Art • Insert and Format Images • Arrange Objects	1
5.2	Website Banner Ad	Change Page Size • Change Page Background • Insert and Format Images • Insert and Format Text Boxes • Mask Images • Insert and Format Shapes • Arrange Objects	1
5.3	Promotional Postcard	Change Page Size • Insert and Format Shapes • Copy and Paste Objects • Insert and Format Text Boxes • Insert and Format Images • Use the Scribble Tool	1
Unit 5 Completion Time:			3 hrs.

Lesson		Skills	Approximate Completion Time (in hours)
Unit 6: Sites			
6.1	Farm to Tables Website	Change Site Theme and Color • Add Pages • Add Brand Images • Insert Footers • Change Header Image • Insert Images • Insert Dividers • Insert Text Boxes • Insert Buttons • Change Section Colors • Format Text • Use Bulleted Lists • Embed Files from Google Drive • Preview Sites • Publish a Site	2.5 - 3
6.2	Fundae Sundaes Website	Change Site Theme and Color • Add Pages • Add Brand Images • Insert Footers • Change Header Image • Insert Images • Insert Image Carousels • Insert Maps • Insert Dividers • Insert Social Links • Insert Text Boxes • Change Section Colors • Format Text • Insert Collapsible Groups • Embed Files from Google Drive • Preview Sites • Publish a Site	2.5 - 3
6.3	Ocean Action Project Website	Change Site Theme and Color • Add Pages • Add Brand Images • Add Announcement Banners • Change Navigation Mode • Insert Footers • Change Header Image • Change Header Type • Add Subpages • Duplicate Pages • Insert Images • Add Image Captions • Add Alt Text • Insert Image Carousels • Insert Maps • Insert Videos • Insert Spacers • Insert Text Boxes • Use Bulleted Lists • Insert Buttons • Change Section Colors • Format Text • Link Text • Embed Files from Google Drive • Preview Sites • Publish a Site	3 - 3.5
Unit 6 Completion Time:			8 - 9.5 hrs.
Total Completion Time:			40 - 45 hrs.