



Curriculum Guide

Lesson		New Skills	Approximate Completion Time (in hours)
 Unit 1: Google Drive			
1.1	Getting Started with Google Drive	<i>Managing and Organizing Your Files</i>	Accessing Google Drive • Creating a Folder • Renaming a Folder • Changing Folder Color • Changing View • Creating a File • Renaming a File • Closing a File • Moving a File • Moving a Folder .5
1.2	My Summer Vacation	<i>Sharing Your First Document</i>	Entering Text • Sharing a Document • Assigning Permissions • Adding a Message • Downloading as a PDF • Sorting Files • Opening a Shared File • Deleting a File • Adding a Shortcut to Drive • Sharing a Folder .5
1.3	Mood Lifters	<i>Viewing Files</i>	Viewing Recent Files • Searching for Files • Copying Files • Using Move to .5
1.4	Your Google Drive Settings	<i>Managing Settings</i>	Managing Settings • Enabling Offline Accessibility • Displaying Quick Access • Changing Notification Settings • Displaying File or Folder Activity • Displaying File or Folder Details .5
1.5	Summer Vacation Photos	<i>Managing Files from Your Computer</i>	Upload Files from a Hard Drive • Upload 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	Getting Started with Gmail	<i>Managing and Organizing Your Account</i>	Accessing Gmail • Creating a Label • Changing a Label Color • Selecting a Theme • Composing an Email • Viewing a Draft • Deleting a Draft • Deleting a Label • Signing Out of Gmail .5
2.2	Emailing Your Instructor	<i>Sending Your First Email</i>	Adding an Attachment to an Email • Inserting a File from Google Drive • Sending an Email .5
2.3	Project Meeting	<i>Adding a Contact</i>	Replying to an Email • Accessing Contacts • Adding a Contact • Creating a Contact Group • Emailing a Group • Archiving a Message .5 - .75
2.4	Summer Memories	<i>Communicating with Multiple Recipients</i>	Using Reply All • Using Cc and Bcc • Muting a Conversation • Inserting Images .5 - .75
2.5	Conversation Starters	<i>Chatting in Gmail</i>	Chatting in Gmail • Launching a Video Call .5
2.6	Important Messages	<i>Managing Inboxes</i>	Starring Messages • Creating Filters • Blocking Addresses • Managing Multiple Inboxes .5 - .75
2.7	How Do I Look?	<i>Managing Display Preferences</i>	Exploring Display Preferences • Changing Inbox Type • Searching and Sorting an Inbox • Viewing Sent Messages • Using Gmail Offline .5
2.8	Taking a Vacation	<i>Managing Settings</i>	Setting a Vacation Responder • Creating a Signature • Enabling Desktop Notifications .5 - .75
Completion Time: 4 - 5 hrs.			
Unit 2 Assessment		Performance Assessment is located with the Instructor Resources.	

Curriculum Guide

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Unit 3: Google Docs			
3.1	Popular TV Shows	<i>Formatting and Printing a Document</i>	Selecting Text • Formatting Text • Using Undo/Redo • Clearing Formatting • Using Zoom • Using Print Preview • Printing a Document • Adding a Shortcut to Drive • Moving a Doc to a New Location
3.2	Blueberry Muffin Recipe	<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
3.3	Office Memo	<i>Editing Basics</i>	Using Spelling and Grammar Check • Adding Words to Personal Dictionary • Using Cut, Copy, and Paste • Finding and Replacing Text • Increasing Indent of Text • Defining Text
3.4	Superhero Bios	<i>Working with Columns and Capitalization</i>	Inserting a Header • Formatting Columns • Changing Capitalization
3.5	U.S. Presidents	<i>Working with Tables and Links</i>	Inserting a Table • Deleting a Table • Using Paint Format • Copying an Image • Inserting a Link • Inserting a Footer
3.6	Rise and Shine Menu	<i>Customizing Tables</i>	Inserting and Deleting Rows and Columns • Changing Table Properties • Downloading as a PDF • Changing Page Size
3.7	Chocolate Chip Muffin Recipe	<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
3.8	Street Signs Poster	<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 • Aligning Text in Shapes
3.9	Digital Citizenship Report	<i>Formatting and Organizing Text</i>	Inserting Page Numbers • Inserting Page Breaks • Applying Paragraph Styles • Creating a Table of Contents • Using the Explore Feature
3.10	Block Style Letter	<i>Translating a Document</i>	Translating a Document
3.11	Mindful Students	<i>Linking within a Document</i>	Creating In-document Links and Bookmarks • Inserting Special Characters • Using Viewing Mode
			Completion Time: 8 - 9.5 hrs.
Unit 3 Assessment		Performance Assessment is located with the Instructor Resources.	

Curriculum Guide

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Unit 4: Google Sheets			
4.1	Top 20 Apps	<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
4.2	Seltzer Water Sales	<i>Using Spreadsheets to Calculate Data</i>	Finding and Replacing Text • Formatting as Currency • Using Formulas (Multiply, Add, Divide) • Using the SUM Function • Applying Alternating Colors • Viewing Formulas • Previewing or Printing a Spreadsheet
4.3	Exam Grades	<i>Using Functions</i>	Using Functions (AVERAGE, MAX, MIN) • Increasing/Decreasing Decimal Places • Cutting and Pasting Text • Adding Borders • Changing Page Orientation
4.4	College Mascots	<i>Working with Hyperlinks</i>	Inserting a Link • Formatting Column Width • Using Text Wrap • Using Paint Format • Using the Explore Feature
4.5	Social Media Users	<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
4.6	College Football Attendance	<i>Creating a Line Chart</i>	Formatting Numbers • Creating a Line Chart • Inserting an Image • Resizing an Image
4.7	Ice Cream Facts	<i>Sorting Data</i>	Inserting a Row • Formatting Row Height • Aligning Text Vertically • Copying Data • Sorting Data
4.8	Employee Seniority List	<i>Importing Data</i>	Importing from a CSV File • Deleting Columns and Rows • Adding and Deleting Cells • Freezing Rows • Pasting Values • Using Date Formats • Using LEFT Function
4.9	Graduation Merchandise Orders	<i>Using Data Validation and Filters</i>	Importing from an XLSX File • Using Data Validation • Using SPLIT Function • Using COUNT and COUNTIF Functions • Applying Conditional Formatting • Filtering Data • Duplicating a Sheet
4.10	Exam Grades 2	<i>Naming and Protecting Ranges</i>	Deleting a Sheet • Copying a Sheet • Protecting a Sheet • Naming a Range • Inserting Drawings onto a Sheet • Protecting a Range • Referencing Named Ranges • Referencing Cells Across Sheets • Downloading as a PDF
			Completion Time: 7.5 - 8 hrs.
Unit 4 Assessment		Performance Assessment is located with the Instructor Resources.	

Curriculum Guide

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Unit 5: Google Slides				
5.1	Coffee Shop Menu	<i>Formatting Text and Images</i>	Creating a New Google Presentation • Choosing a Theme • Selecting Text • Inserting Slide Numbers • Formatting Text • Changing Font Size • 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 • Publishing to the Web • Closing a Presentation	.75 - 1
5.2	Seven Day Forecast	<i>Using Shapes</i>	Changing Capitalization • 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	1
5.3	Parisian Vacation	<i>Working with Images</i>	Using an Image as a Background • Using Color as a Background • Vertically Aligning Text • Creating a Numbered List • Formatting Images • Masking an Image • Resetting an Image • Inserting a Link • Inserting a Video • Deleting a Slide • Applying Transitions • Playing a Presentation	.75 - 1
5.4	Top Five Colleges	<i>Preparing to Present</i>	Adding Speaker Notes • Using Presenter View • Using the Audience Q&A Feature • Using the Explore Feature	.75 - 1
5.5	Design Tips	<i>Applying Animation</i>	Inserting a Table • Merging Cells • Using Copy and Paste • Applying Animation • Viewing Motion	.75 - 1
5.6	Internship Guidelines	<i>Linking Slides</i>	Pasting and Matching Styles • Linking Slides • Linking Cells from Google Sheets • Reviewing and Updating Linked Objects	1
5.7	Summer Plans	<i>Using Charts and Diagrams</i>	Inserting Charts • Updating Charts • Inserting Diagrams • Previewing a Presentation • Modifying Print Settings	.75 - 1
5.8	Backyard Garden Design	<i>Arranging Shapes and Objects</i>	Inserting Lines • Arranging and Ordering Objects • Rotating Objects • Distributing Objects • Resizing Objects to a Specific Size • Positioning Objects • Applying a Gradient Fill	1
			Completion Time: 6.75 - 8 hrs.	
Unit 5 Assessment	Performance Assessment is located with the Instructor Resources.			

Curriculum Guide

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☰ Unit 6: Google Forms				
6.1	Restaurant Experience Survey	<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	.75
6.2	Restaurant Experience Survey 2	<i>Viewing Responses and Data</i>	Completing a Survey • Viewing a Summary of Responses • Creating a Response Spreadsheet • Deleting All Responses	.75
6.3	Internship Application	<i>Customizing a Form</i>	Requiring a Response • Duplicating a Question • Adding and Removing a Description • Deleting a Question • Changing a Form Theme • Changing a Confirmation Message	.75
6.4	Pop Culture Quiz	<i>Creating a Quiz</i>	Making a Quiz • Adding a Section • Reordering Sections • View After Section Options • Using Suggested Answers • Creating an Answer Key • Assigning Points • Adding Answer Feedback • Viewing Scores • Viewing Quiz Responses	1
6.5	Hobby Survey	<i>Integrating Applications with Sheets</i>	Creating a Form in Google Sheets • Using 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	Personal Finance	<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	.75 - 1
7.2	Personal Finance 2	<i>Formatting a Site</i>	Changing Header Image • Changing Theme Colors • Changing Header Type • Changing Text Styles • Inserting a Hyperlink	.75 - 1
7.3	Personal Finance 3	<i>Working with Maps and Videos</i>	Embedding a Google Map • Repositioning a Google Map • Inserting a Video • Resizing a Video • Adding an Editor • Previewing a Site	.75 - 1
Completion Time: 2.25 - 3 hrs.				
Unit 7 Assessment		Performance Assessment is located with the Instructor Resources.		

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Lesson

New Skills

Unit 8: Google Drawings

8.1	Pool Party Flyer	<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	.75 - 1
8.2	Timeline of Future Technology	<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 • Previewing a Drawing • Printing a Drawing	1
8.3	Doggie Daycare Logo	<i>Using Line 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	.75 - 1

Completion Time: 2.5 - 3 hrs.

Unit 8 Assessment

Performance Assessment is located with the Instructor Resources.

Unit 9: Google Meet

9.1	Let's Meet	<i>Starting a Google Meet</i>	Scheduling a Video Meeting • Starting a Video Meeting from Google Meet • Inviting Users to a Meeting • Chatting in a Meeting • Joining a Video Meeting from Google Calendar • Joining a Video Meeting from an Email • Joining a Video Meeting by Phone • Ending a Video Meeting	.75 - 1
9.2	Meeting Agenda Discussion	<i>Presenting Your Screen</i>	Presenting a Screen • Watching Users Present	.75 - 1
9.3	Class Council Budget	<i>Managing Sound and Video Settings</i>	Muting the Microphone • Turning Off the Camera • Using Captions • Changing Resolution Settings	.75 - 1
9.4	Welcome to the Meeting	<i>Managing Other Users</i>	Inviting Users via the Meeting Code • Joining via the Meeting Code • Admitting Users • Muting a Participant • Pinning a Participant • Removing a Participant	.75 - 1

Completion Time: 3 - 4 hrs.

Unit 9 Assessment

Performance Assessment is located with the Instructor Resources.

Curriculum Guide

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Unit 10: Collaboration			
10.1	Emoji Story	<i>Collaborating with Docs</i>	Collaborating with Docs • Using Comments • Using Suggestion Mode • Seeing Version History • Showing More Detailed Versions
10.2	Planning Prom	<i>Collaborating with Sheets</i>	Collaborating with Sheets • Inserting a Note • Adding a Comment • Reviewing Revision History • Using Filter Views • Reviewing Quick Function Results
10.3	Go Vote	<i>Collaborating with Slides</i>	Collaborating with Slides • Adding a Comment • Reviewing Revision History
10.4	Business Etiquette	<i>Collaborating with Forms</i>	Collaborating with Forms • Adding Collaborators • Shuffling Question Order • Inserting an Image • Resizing an Image
10.5	Personal Finance 4	<i>Collaborating with Sites</i>	Collaborating with Sites • Adding an Editor • Inserting a Divider
			Completion Time: 4 - 5 hrs.
Unit 10 Assessment	Performance Assessment is located with the Instructor Resources.		
			Total Completion Time: 44.5 - 52 hrs.