

EasyTech for Summer Grades 3-5

8 Weeks



The EasyTech for Summer sequence helps students maintain their digital literacy skills during the summer.

UNIT	TIMING	LESSON	MINUTES
Computer Basics	Week 1	Windows & Controls	12
		Toolbars & Menus	12
		Software	12
		Network Basics	12
		Mobile Devices 3-5	15
		Computer Navigation Unit Quiz	15
Keyboarding	Week 2	Home Row	13
		Upper Row	14
		Lower Row	13
		Number Row	12
	Week 3	Shift Key	22
		Prescriptive Keyboarding 3-5	15 daily
Word Processing	Week 4	Desktop Publishing	12
		Creating and Organizing	11
		Page Layout	10
		Revising and Reformatting	10
		Proofreading and Editing	15
		Word Processing	15
Presentations	Week 5	Audience and Organization	12
		Composing Slides	10
		Enhancing Slides	8
		Evaluating and Presenting	9
		Presentation Basics Quiz	15
Spreadsheets	Week 6	Tables & Data	10
		Columns and Rows	10
		Cell Formatting	12
		Pie Charts	10
		Bar Charts	11
		Line Charts	8
		Spreadsheets Basics Unit	15

Online Safety and Web Browsing	Week 7 and 8	Cyber-Bulling Grades 3-5	15
		Sourcing and Ethics	15
		Browsing and URLs	15
		Online Searches	15
		Sending Email Messages	12
		Responding to Email	8
		Digital Collaboration	15
		Web Browsing Basics Unit Quiz	15