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EXCEL IN A DIGITAL WORLD

EasyTech for Summer Grades 6-8
10 Weeks

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

UNIT	TIMING	LESSON	MINUTES
Computer Fundamentals	Week 1 and 2	Mobile Devices 6-8	15
		Basic Components	25
		Networking	25
		Cloud Computing	15
		Program Menus & Toolbars	25
		Software, Buttons & Control	25
		Navigating Ribbon Interfaces	12
		Computer Fundamental Unit Quiz	25
Keyboarding and Word Processing	Week 3 and 4	Keyboarding	25
		Prescriptive Keyboarding	30 daily
		Overview of Usage	15
		Functions and Formats	15
		Shaping Up	15
		Visual Design	15
		School Work	15
		Creating Original Works	45
		Alternative Solutions	15
		Word Processing Middle Grades Unit Quiz	15
Spreadsheets	Week 5 and 6	Using Spreadsheets: Parts and Navigation	15
		Using Spreadsheets: Basic Formatting	15
		Using Spreadsheets: Analyzing Data	15
		Using Spreadsheets: Formulas	15
		Using Spreadsheets: Functions	15
		Using Spreadsheets: Sharing and Filtering	15
		Trends and Forecasts	45
		Spreadsheet Software Unit Quiz	15
Presentations and Multimedia	Week 7	Presentation Basic Elements	15
		Consistency and Visual Design	15
		Motion Design and Presenting	15
		Non-Linear Presentation Design	15

		Presentation Software Unit Quiz	15
		Digital Graphics	15
		Desktop Publishing	15
		Video and Audio	15
Web Browsing	Week 8	Browsing Basics	25
		URLs	25
		Web Searches	25
		Ethical Use of Digital Resources	15
		Web Browsing Unit Quiz	15
Online Safety and Internet Usage	Week 9 and 10	Instant Messaging	15
		Community Sites	15
		Online Safety	15
		Blogs	18
		Mapping	15
		Dealing with Cyberbullying	15
		Validity and Sourcing	25
		Internet Essentials	15
		Online Communications: Personal	15
		Online Communication: Shared	15
		Mapping Tools and Global Citizenship	15
		Personal Learning Networks	15