

## EasyTech for Summer Grades 3-5

The EasyTech for Summer Menu helps students maintain their digital literacy skills during the summer. Assign all of the below units and let your students choose their own adventure.

UNIT	LESSON	MINUTES
Computer Basics	Software Fundamentals: Windows and Controls	12
	Software Fundamentals: Toolbars and Menus	12
	Software Fundamentals: Software and File Formats	12
	Hardware Fundamentals: Network Basics	12
	Hardware Fundamentals: Mobile Devices	15
	Computer Navigation Unit Quiz	15
Keyboarding and Word Processing	Keyboarding: Home Row	13
	Keyboarding: Upper Row	14
	Keyboarding: Lower Row	13
	Keyboarding: Number Row	12
	Keyboarding: Shift Key	22
	Adaptive Keyboarding: The Great Keyboarding Adventure	15 daily
	Word Processing: Introduction to Desktop Publishing	12
	Word Processing: Creating and Organizing Content	11
	Word Processing: Page Layout	10
	Word Processing: Revising and Formatting	10
Word Processing: Editing and Proofreading Your Work	15	
Word Processing Intermediate Grades Unit Quiz	15	
Computational Thinking and Coding Basics	Computational Thinking: Algorithms	15
	Computational Thinking: Modeling	15
	Let's Get Started: Challenges 0 - 5	45
	Turn Around: Challenges 6 - 10	45
	I Have a Plan: Challenges 11 - 15	45
	Turtle Lake: Challenges 16 - 20	45
Presentations	Presentations: Audience and Organization	12
	Presentations: Composing Slides	10
	Presentations: Enhancing Slides	8
	Presentations: Evaluating and Presenting	9
	Presentation Basics Quiz	15

UNIT	LESSON	MINUTES
Spreadsheets	Spreadsheets: Navigating Cells, Rows, and Columns	10
	Spreadsheets: Columns and Rows	10
	Spreadsheets: Cell Formatting	12
	Spreadsheets: Pie Charts	10
	Spreadsheets: Bar Charts	11
	Spreadsheets: Line Charts	8
	Spreadsheets Basics Unit Quiz	15
Online Safety and Web Browsing	Online Safety: Communicating Online and Cyberbullying	15
	Internet Usage: Research, Resources, and Ethics	15
	Internet Usage: Browsing and URLs	15
	Internet Usage: Safe and Effective Online Searches	15
	Online Communications: Sending Email Messages	12
	Online Communications: Responding to Email Messages	8
	Online Communication: Using Digital Collaboration Tools	15
	Web Browsing Basics Unit Quiz	15