Learning.com
EXCEL IN A DIGITAL WORLD

EasyTech for Summer Grades K-2

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 Fundamentals	Computer Fundamentals: Mouse, Select, Drag, and Double-click	8
	Software Fundamentals: Desktop	12
	Software Fundamentals: Windows and Controls	12
	Software Fundamentals: Toolbars and Menus	12
	Software Fundamentals: Software and File Formats	12
Keyboarding and Word Processing	Keyboarding: Locate and Type Letters A, B, C, D, and E	7
	Keyboarding: Locate and Type Letters F, G, H, I, and J	7
	Keyboarding: Locate and Type Letters K, L, M, N, and O	6
	Keyboarding: Locate and Type Letters P, Q, R, S, and T	6
	Keyboarding: Locate and Type Letters U, V, W, X, Y, and Z	10
	Keyboarding: Locate and Type Numbers	10
	Keyboarding: Shift Key for Capitals and Symbols	10
	Keyboarding: Cursor, Arrows, and Tab	9
	Word Processing: Basic Document Creation	12
	Word Processing: Formatting Text	15
Online Safety and Web Browsing	Internet Usage: Research, Resources, and Ethics	15
	Internet Usage: Safe and Effective Online Searches	15
	Internet Usage: Online Information Basics	15
	Internet Usage: Browsing and URLs	15
Computational Thinking	Computational Thinking: Patterns	15
	Computational Thinking: Directions	15
Spreadsheets	Spreadsheets: Parts	9
	Spreadsheets: Navigating Cells, Rows, and Columns	10
	Spreadsheets: Cell Formatting	12
	Spreadsheets: Pie Charts	10
	Spreadsheets: Bar Charts	11
	Spreadsheets: Line Charts	8
Beginning Graphics and Visual Mapping	Multimedia: Drawing Lines and Shapes to Tell a Story	9
	Multimedia: Drawing and Filling Shapes Using Graphics Tools	12
	Visual Mapping: Groups and Labels	12
	Visual Mapping: Attributes and Linking	12