

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 | Windows & Controls | 12 |
| | Toolbars & Menus | 12 |
| | Software | 12 |
| | Network Basics | 12 |
| | Mobile Devices 3-5 | 15 |
| | Computer Navigation Unit Quiz | 15 |
| Keyboarding and Word Processing | Home Row | 13 |
| | Upper Row | 14 |
| | Lower Row | 13 |
| | Number Row | 12 |
| | Shift Key | 22 |
| | The Great Keyboarding Adventure (Adaptive Keyboarding) | 15 daily |
| | Desktop Publishing | 12 |
| | Creating and Organizing Content | 11 |
| | Page Layout | 10 |
| | Revising and Reformatting | 10 |
| Proofreading and Editing | 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 | Audience and Organization | 12 |
| | Composing Slides | 10 |
| | Enhancing Slides | 8 |
| | Evaluating and Presenting | 9 |
| | Presentation Basics Quiz | 15 |

| UNIT | LESSON | MINUTES |
|---------------------------------------|-------------------------------|---------|
| Spreadsheets | Tables & Data | 10 |
| | Columns and Rows | 10 |
| | Cell Formatting | 12 |
| | Pie Charts | 10 |
| | Bar Charts | 11 |
| | Line Charts | 8 |
| | Spreadsheets Basics Unit Quiz | 15 |
| Online Safety and Web Browsing | Cyberbullying Grades 3-5 | 15 |
| | Sourcing and Ethics | 15 |
| | Browsing and URLs | 15 |
| | Online Searches | 15 |
| | Sending Email Messages | 12 |
| | Responding to Email Messages | 8 |
| | Digital Collaboration | 15 |
| | Web Browsing Basics Unit Quiz | 15 |