

EasyTech for Summer Grades K-2

8 Weeks



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

UNIT	TIMING	LESSON	MINUTES
Computer Fundamentals	Week 1	Select, Drag, Double-click	8
		Desktop	12
		Windows & Controls	12
		Toolbars & Menus	12
		Software	12
Keyboarding	Week 2	ABCDE	7
		FGHIJ	7
		KLMNO	6
		PQRST	6
		UVWXYZ	10
	Week 3	Number s	10
		Shift and Symbols	10
Cursor, Arrows, and Tab		9	
Word Processing	Week 4	Creating Documents	12
		Formatting Text	15
Online Safety and Web Browsing	Week 5	Sourcing and Ethics	15
		Online Searches	15
		Basic Components	15
		Browsing & URLs	15
		Sourcing & Ethics	15
Spreadsheets	Week 6 and 7	Parts of a Spreadsheet	9
		Tables & Data	10
		Cell Formatting	12
		Pie Charts	10
		Bar Charts	11
		Line Charts	8
Beginning Graphics and Visual Mapping	Week 8	Brushes and Lines	9
		Shapes and Fills	12
		Grouping and Labeling	12
		Attributes and Linking	12