**Technology 7 Curricular Unit Outline**

Unit 1 (1 week)

Computer Strategies & Shortcuts

Acceptable Use

Ethics/Web Evaluation

Searching Techniques

Unit 2 (2 weeks)

Word Processing w/Google Document

Setting Tabs/Margins/Columns

Research Tool

Citing Sources

Family Portrait Project

Unit 3 (2 weeks)

Creating Spreadsheets w/Google Spreadsheet

Calendar

Checkbook Register

Data Collection/Analysis – “Hungry Mungry”

Unit 4 (2 weeks)

Dream Vacation Project

Unit 5 (2 weeks)

Presentation Tools

Prezi

Creaza

eMaze

Haiku Deck

Google Presenter

Unit 6 (3 weeks)

Digital Photography

Rules for Good Photo Composition

Post-editing