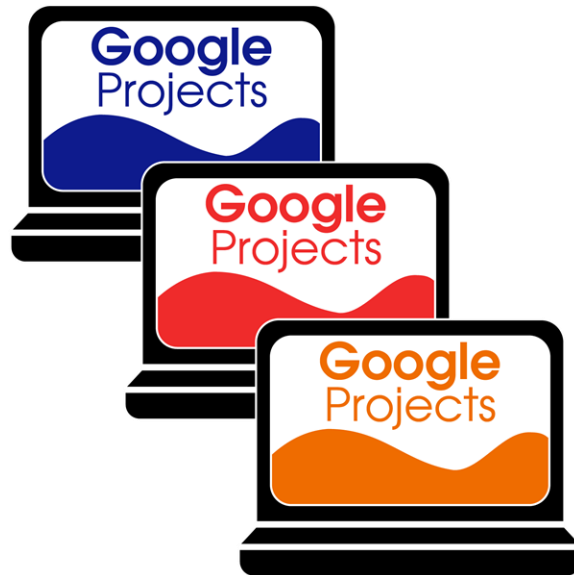


# TECHNOkids®



## Google Apps Technology Projects

*A collection of technology projects for  
Docs, Sheets, Slides, Drawings, and Forms.*

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# Google Apps Technology Projects Overview

## About TechnoKids Technology Projects for Google Apps

*TechnoKids Technology Projects for Google Apps* are a collection of technology projects that integrate Google Apps into learning. Technology projects help teachers meet curriculum objectives with engaging activities using Google Docs, Google Sheets, Google Drawings, Google Slides, and Google Forms. The instructional materials can be used as a unit of study or as part of a computer course.

## What is a Technology Project?

A technology project is a set of theme-based activities that use the computer to create a product such as a story, presentation, or newsletter. A technology project includes a teacher guide, student workbook, and resource files.

- A **teacher guide** is a document that contains lessons that are written with step-by-step instructions. Each step is point and click, meaning that there is a written explanation of where to point the mouse or what to type on the keyboard. Moreover, instructions include a screen shot, which is a picture of what the screen should look like when the action is complete.
- A **student workbook** is a collection of assignments that are followed independently by students to complete the lesson activities.
- **Resource files** are customizable materials such as templates, sample files, parent letters, certificates, or assessment tools.

## How Can I Integrate Technology Projects into Curriculum?

*TechnoKids Technology Projects for Google Apps* include activities that integrate into subject areas such as language arts, mathematics, social studies, visual arts, science, history, geography, or business studies. Refer to the *Technology Integration Ideas* section in each teacher guide for suggestions. Technology projects are correlated to *Common Core Standards*.

## What Technology Skills do Students Learn?

*TechnoKids Technology Projects for Google Apps* teach word processing, spreadsheet, graphic, presentation, and data management skills. Students gain proficiency in Information Communication and Technology (ICT) skills. Refer to the *Skill Summary* section in each teacher guide for a detailed list of technology skills or view the *Google Apps Technology Skills Summary*. Technology projects are correlated to *ISTE Standards*.

## What is a TechnoKids Site License Agreement?

*TechnoKids Technology Projects for Google Apps* are sold as a site/curriculum license. A site is a single school or learning center. The site license permits unlimited printing/viewing rights of the teacher resources (templates, sample files, parent letters, certificates, or assessment tools) as well as unlimited transfer of digital files to devices at a given location. You are provided with one set of hardcopy teacher guides. Student workbooks (hardcopies) are to be purchased from TechnoKids. It prohibits posting files in the public domain. Refer to your site/curriculum licensing agreement for further details.

## Project Matrix

### How Should I Select a Project to Teach?

*TechnoKids Technology Projects for Google Apps* provides teachers with flexibility. Select a technology project to teach based on curriculum objectives. Below are some tips to help you make a decision:

- *Category* – Technology projects are categorized as Primary (Grades 1-3), Junior (Grades 3-6), or Intermediate (Grades 6-9). Choose an option that is suitable for the grade you are teaching.
- *Technology Skill* – Technology projects includes activities that teach word processing, spreadsheet, graphic, presentation, and data management skills. Pick based upon the ICT skills required for your program.
- *Subject Area* – Some technology projects create a product that is specific to a subject area such as digital storytelling for language arts, timeline for history, or art gallery for visual arts. Make a decision using curriculum objectives as a guideline.
- *Topic* – Some technology projects have open-ended topics that can be tailored to any unit of study. In these cases, multiple sample files demonstrate a range of subject matter. Select a technology project that fits with a topic you are already studying.
- *Student Interest* – Brain research indicates that students acquire new skills best when they have a personal connection to their learning. Allow your students to select a project by giving them two or three options. Describe the focus of the projects and allow them to make a selection by a voting process and choose the most popular selection. Or, pick a project such as TechnoJournal, TechnoNewsletter, or TechnoDebate and let each student decide on a personal area of interest for the focus of their individual projects.

## About Student Workbooks

The student workbook is available in hardcopy and is to be purchased from TechnoKids Malaysia. The content of the student workbook is also available as worksheets. These are suitable to working in a paperless classroom as they can be assigned individually.

The use of student workbooks would be extremely helpful for the students. It is just one more resource that TechnoKids offers teachers. There is a lot of flexibility in how student workbooks are implemented. Below are some possibilities:

- The student workbooks are purchased from TechnoKids Malaysia and distributed to students. The students keep the workbooks and write in them.
- Teach students HOW to use the workbook – bolded headings are what students do. (e.g. insert a picture) – Triangular bullets tell each action students must do.
- Demonstrate how to use Adobe Reader ([https://www.youtube.com/watch?v=yS9\\_vsJC6hs](https://www.youtube.com/watch?v=yS9_vsJC6hs)) or Kami Chrome extension (<https://www.youtube.com/watch?v=0ZioSBA3kwY>) to type answers into worksheets. This is applicable for the softcopy of assignments.
- Begin using the workbook by doing an assignment together on a demonstration computer, as students follow along in their workbooks.
- Encourage students to read the tips, hints, and labels of the pictures.
- If an action does not work out as it should, teach students problem solving strategies, for example: first, reread the instructions and make sure they have been followed accurately, second, ask the student sitting beside you for help, and third, raise your hand and ask the teacher for assistance.
- After students are confident with using the workbook, begin each class by introducing the assignment and explaining the purpose. Discuss the steps to the assignment. Have students work independently to complete the task following steps outlined in their workbook. Offer support and suggestions.

## Project Matrix



## Project Matrix



### Primary Google Apps Technology Projects (Grades 1-3)

#### TechnoGallery

Create artwork and display in a gallery.

Software: Chrome Browser, Drawings, Slides

Skills: graphics, presentation, word processing

#### TechnoStories

Write, edit, and illustrate stories.

Software: Chrome Browser, Docs

Skills: word processing

#### TechnoMe

Create an All About Me slideshow.

Software: Chrome Browser, Slides

Skills: presentation



### Junior Google Apps Technology Projects (Grades 3-6)

#### TechnoJournal

Journal to express ideas.

Software: Chrome Browser, Docs

Skills: word processing

#### TechnoPresenter

Present information using a slide show.

Software: Chrome Browser, Slides

Skills: presentation

#### TechnoCandy

Develop a plan to boost candy sales.

Software: Chrome Browser, Docs, Forms, Sheets, Slides

Skills: graphics, spreadsheets, word processing

#### TechnoToon

Create an animated digital story.

Software: Chrome Browser, Slides

Skills: presentation

#### TechnoResearch

Develop research skills. Create a Fun Fact Card.

Software: Chrome Browser, Docs

Skills: Internet, word processing



### Intermediate Google Apps Technology Projects (Grades 6-9)

#### TechnoNewsletter

Create a fan club newsletter.

Software: Chrome Browser, Docs

Skills: word processing

#### TechnoRestaurateur

Launch a successful business venture.

Software: Chrome Browser, Docs, Drawings, Forms, Sheets, Slides

Skills: graphics, spreadsheets, word processing

#### TechnoTimeline

Explain the significance of historical events.

Software: Chrome Browser, Docs, Slides

Skills: presentation, word processing

#### TechnoMap

Create an interactive map of a location.

Software: Chrome Browser, Docs, Slides

Skills: presentation, word processing

#### TechnoDebate

Debate the pros and cons of an issue.

Software: Chrome Browser, Docs, Slides

Skills: presentation, word processing

#### TechnoBudget

Budget for a shopping spree.

Software: Chrome Browser, Docs, Drawings, Sheets

Skills: graphics, spreadsheets, word processing

#### TechnoBiography

Write a biography about a remarkable person.

Software: Chrome Browser, Docs

Skills: graphics, word processing

#### TechnoQuestionnaire

Build a questionnaire and interpret results.

Software: Chrome Browser, Forms, Sheets

Skills: spreadsheets, data management

## Primary Technology Project Descriptions

### TechnoGallery

In this project, students produce an animated art gallery with artwork they create using Google Drawings. The fun begins with an exploration of line and shape tools. Once familiar with how to create and format objects artists apply their creative talents to make cartoon faces and characters. Next, students transform text into a beautiful picture by formatting the style and color of letters. The final art project, has students experiment with recoloring and cropping options to create stunning images. Upon completion, each piece of artwork is placed into picture frames using Google Slides. They share their artwork and explain their artistic choices during a digital art show.



- **Assignment 1: Become an Art Critic**  
View a sample animated art gallery and answer questions about the artwork.
- **Assignment 2: Discover Lines**  
Explore Google Drawings. Discover how to draw straight, curvy, and jagged lines.
- **Assignment 3: Design a Pattern using Lines**  
Study patterns in common objects. Design a pattern using lines.
- **Assignment 4: Express Yourself as a Cartoon Face**  
Be creative! Make a cartoon face that expresses an emotion using lines.
- **Assignment 5: Explore Shapes**  
Experiment with drawing and formatting shapes. Customize color and object order.
- **Assignment 6: Construct Animals using Shapes**  
Follow step-by-step instructions to draw animals such as a cat, tiger, or bear.
- **Assignment 7: Tell a Story**  
Apply drawing skills to create a picture that tells a story using shapes and lines.
- **Assignment 8: Have Fun with Text**  
Experiment with text and word art. Format font, size, style, color, and alignment.
- **Assignment 9: Make a Picture from Text**  
Design a picture using text that sends a message.
- **Assignment 10: Try Recolor and Crop Options**  
Explore the image recolor and cropping options. Adjust contrast and brightness.
- **Assignment 11: Create Color Artwork**  
Make a repetitive design that shares an idea.
- **Assignment 12: Save Pictures to use in Art Gallery**  
Save Google Drawings as pictures.
- **Assignment 13: Exhibit Artwork in a Gallery**  
Produce an animated art gallery. Insert artwork into frames and apply transitions.
- **Assignment 14: Host a Digital Art Show**  
Share art gallery with an audience as part of a digital art show.

Extension Activities: Edit Points, Trace Cartoon, Print Handout

Technology Skills: Graphics, Presentation, Word Processing

Technology Integration: Visual Arts

Software Applications: Chrome Browser, Google Drawings, Google Slides

## Primary Project Descriptions

### TechnoMe

In this project, students celebrate their own unique characteristics. They use a Google Slides template to create an All About Me slide show. The mini biography outlines personal details, accomplishments, goals, and interests. Upon completion, students share their slide show with a friend to compare how they are similar and different. This is an excellent way to enhance self-esteem, foster relationships, and develop fundamental technology skills.



- **Assignment 1: Create a Title Slide**  
Learn how to format font, size, style, and color of text.
- **Assignment 2: What Makes You Special?**  
Create a mini-biography slide by adding answers and formatting the text.
- **Assignment 3: What are Your Goals?**  
Set goals. Insert a picture to illustrate a future career choice.
- **Assignment 4: What do you Like?**  
Share personal interests. Decorate a flower with images of likes.
- **Assignment 5: Finish the Slide Show**  
Complete the slide show by adding transitions. Make additional slides if time permits.
- **Assignment 6: We are the Same! We are Different!**  
Present All About Me slide show. Pose questions to learn about similarities and differences.
- **Assignment 7: Make an Animated Class Album (optional)**  
Build a sense of community. Make a class album to play at an Open House or print as a class book.

Extension Activities: Set Goals, Share Fun Facts, Build a Family Tree, Make a Puzzle from a Photo, Compare Similarities and Differences

Technology Skills: Presentation

Technology Integration: Language Arts, Social Studies

Software Applications: Chrome Browser, Google Slides

## TechnoStories

In this project, students create storybooks using Google Docs. They develop basic word processing skills to illustrate, write, edit, and publish stories. Upon completion, authors share their work during story time. Optional activities challenge students with keyboarding tasks, advanced word processing techniques, and the creation of a flipbook.



- **Assignment 1: Edit My Puppy Story**  
Make words look like their meaning. Format font, size, style, and color.
- **Assignment 2: Illustrate My Day at School**  
Illustrate a story. Learn how to insert images and format their size.
- **Assignment 3: Finish the About Me Story**  
Complete each sentence. Use skills to illustrate each story page.
- **Assignment 4: Plan your Story**  
Organize ideas using a planning sheet. Use book titles as a source of inspiration.
- **Assignment 5: Make a Storybook**  
Use skills to write and illustrate an original storybook using a template.
- **Assignment 6: Complete your Storybook**  
Edit spelling errors. Use a checklist to help proofread the storybook. Make revisions.
- **Assignment 7: Share your Book at Story Time**  
Send the storybook as a link in an email to the teacher, friend, or parent.

Extension Activities: About the Keyboard, Be a Keyboard Detective, Take a Web Cam Photo, Insert a Saved Photo, Make a Flip Book

Technology Skills: Word Processing

Technology Integration: Language Arts

Software Applications: Chrome Browser, Google Docs

## Junior Technology Project Descriptions

### TechnoCandy

In this project, students develop a plan to boost candy sales. They investigate a problem by conducting a survey and researching candy packaging. A spreadsheet is used to organize, calculate, and graph data. Based on the evidence students recommend a solution in a written report. Extension activities challenge students to explore formulas, learn advanced graphing techniques, design a candy package, or use a form to collect survey data.



- **Assignment 1: Spreadsheets and You**  
Recognize the practical application of spreadsheets. Set a goal for learning.
- **Assignment 2: Explore Spreadsheets**  
Explore Google Sheets to learn spreadsheet terminology and acquire basic skills.
- **Assignment 3: Understand the Problem**  
Develop an understanding of the problem. Make a plan to collect information.
- **Assignment 4: Conduct a Survey**  
Conduct a survey about color preferences.
- **Assignment 5: Record Survey Results in a Spreadsheet**  
Organize survey results in a spreadsheet. Format the data to make it easy to read.
- **Assignment 6: Calculate Survey Data**  
Calculate data using the Sum function.
- **Assignment 7: Graph the Survey Results**  
Graph survey data. Interpret the results.
- **Assignment 8: Research the Candy**  
Investigate candy packaging. Record predictions and actual amounts of colored candies.
- **Assignment 9: Record Research Results**  
Organize research results in a new sheet. Calculate totals using the Sum function.
- **Assignment 10: Make a Comparison Chart**  
Sort data. Create a comparison graph. Analyze research findings.
- **Assignment 11: Report Solution to the Problem**  
Recommend a solution to the problem based on the evidence. Use graphs to support reasoning.
- **Assignment 12: Submit the Report**  
Complete a checklist. Submit report.

Extension Activities: Play Spreadsheet Bingo, Have Fun with Cell References, Advanced Chart Editing, Explore Pie and Line Graphs, Drawing Packaging in Google Slides, Use Google Forms to Make a Survey

Technology Skills: Spreadsheets, Word Processing, Graphics

Technology Integration: Language Arts, Mathematics, Visual Arts, Business Studies

Software Applications: Chrome Browser, Google Docs, Google Sheets, Google Slides, Google Forms

## TechnoJournal

In this project, students are introduced to word processing by creating a personal journal. Using Google Docs, they write a series of entries. Students describe a recent event, make a note of favorite things, and list personal wishes. The text on each journal page is formatted and pictures are added to produce an appealing, eye-catching booklet.



- **Assignment 1: Journal Writing**  
Introduction to journaling. Review sample journals to gain ideas.
- **Assignment 2: Be a Google Docs Detective**  
Explore Google Docs to investigate word processing tools.
- **Assignment 3: Create a Front Cover – Step 1**  
Learn basic text formatting to create a title page for the journal.
- **Assignment 4: Create a Front Cover – Step 2**  
Illustrate the journal title page. Learn simple picture formatting.
- **Assignment 5: Yesterday Journal Entry**  
Write a journal entry about a recent event. Illustrate using clip art and adjust text wrapping.
- **Assignment 6: Things I Like Journal Entry**  
Write a journal entry listing three favorite things. Make a bulleted list and set line spacing.
- **Assignment 7: Make a Wish Journal Entry**  
Write a journal entry listing three wishes. Make a numbered list. Apply a border to pictures.
- **Assignment 8: Complete the Journal**  
Proofread journal. Make revisions with the help of a checklist.
- **Assignment 9: Share the Journal**  
Share the publication with the teacher, parent, or a friend.
- **Assignment 10: Print the Journal (Optional)**  
Insert page numbers and print the journal as a booklet.

Extension Activities: About the Keyboard, Journal Writing Ideas

Technology Skills: Word Processing

Technology Integration: Language Arts

Software Applications: Chrome Browser, Google Docs

## TechnoPresenter

In this project, students give an oral presentation using a slide show as a visual aid. To start, they view a sample and examine the content. Next, they generate a question. Using Google Slides the topic is researched and facts are organized in a bulleted list and table. To prepare for public speaking they write a set of notes to accompany each slide. Upon completion, students communicate their findings to an audience. Extension activities explain how to collaborate with a partner, insert a video, create a graphic organizer, or animate text.



- **Assignment 1: Oral Presentations and Public Speaking**  
Consider the role of oral presentations. Rate public speaking readiness.
- **Assignment 2: Study Presentations**  
View sample presentation as a source of inspiration. Answer questions about content.
- **Assignment 3: Select a Topic, Write a Research Question**  
Use a planning sheet to organize ideas. Select audience and topic. Formulate research question.
- **Assignment 4: Make the Title Slide**  
Begin a presentation. Apply a theme. Make a title slide, format text, and insert an image.
- **Assignment 5: Use the Research Tool to Gather Facts**  
Use the Research tool. Organize facts in a list. Add links to sources. Include details in notes.
- **Assignment 6: Build a Table of Fun Fact**  
Sort fun facts into categories using a table. Format the cells. Highlight key details in notes.
- **Assignment 7: Decorate Slides with Images and Word Art**  
Enhance slides and emphasize a point using images and word art.
- **Assignment 8: Presentation Checklist**  
Self-assess slide show quality. Make revisions to improve design and clarity.
- **Assignment 9: Rehearse with Speaker Notes**  
Practice presentation by presenting with speaker notes in Google Slides or using a printed copy.
- **Assignment 10: Give an Oral Presentation**  
Communicate findings to an audience. Use slide show as a visual aid.

Extension Activities: Work Together as a Group Project, Insert a Video, Create a Graphic Organizer, Animate Information, Group Presentation Rehearsal, Body Language Skits, Ask an Expert

Technology Skills: Presentation

Technology Integration: Language Arts, Social Studies, Science, Geography, History, Health

Software Applications: Chrome Browser, Google Slides

## TechnoResearch

In this project, students develop research skills as they create a Fact Card using Google Docs. To start, students brainstorm a topic and plan their research project. Next, they use strategies to retrieve quality information from reliable sources. The facts are then processed using paraphrasing techniques to transform an outline into a one sheet report. The publication is shared with others as a part of a Fun Fact Card Collection. Extension activities challenge students to develop skimming and scanning techniques, practice advanced research strategies, arrange facts in a table, and recognize sources of information. The goal of this project is to teach skills that are transferable to any research project.



- **Assignment 1: Study the Fun Fact Card Collection**  
Assess research skills. Study fact cards to gain an understanding of the research project.
- **Assignment 2: Broaden then Narrow your Topic**  
Use Research tool and Wikipedia to gain ideas. Build a word list. Ask questions to narrow focus.
- **Assignment 3: Organize Ideas and Create an Outline**  
Organize ideas. Create an outline with headings in Google Docs.
- **Assignment 4: Find Facts using an Online Encyclopedia**  
Use an online encyclopedia to gather facts. Track the source of information using the Cite feature.
- **Assignment 5: Research a Topic using Google Search**  
Research a topic using Google Search. Apply strategies to find trustworthy information quickly.
- **Assignment 6: Create a Glossary of Terms**  
Make a glossary using the Define tool in Google Docs or online dictionaries.
- **Assignment 7: Transform the Outline into a Fact Card**  
Paraphrase facts by rewriting them using simple sentences that are easy to read and understand.
- **Assignment 8: Format the Text to Make it Easy to Read**  
Format font, create a bulleted list, adjust line spacing, and indent lines to lay out text on the page.
- **Assignment 9: Adjust Page Layout and Arrange Images**  
Adjust the orientation, page color, and margins. Add images and set the text wrap and borders.
- **Assignment 10: Fact Card Checklist**  
Complete checklist, then have a peer review the fact card. Make revisions based on assessment.
- **Assignment 11: Create a Fun Fact Card Collection**  
Print the fact card or email a link to teacher. Share collection with others.
- **Assignment 12: Research Self-Reflection**  
Reflect upon learning. Make connections to how skills can be applied to future situations.

Extension Activities: Save Time! Skim and Scan, Cite Sources of Information, Explore Google Search, Use Primary and Secondary Sources, Arrange Fact Card using a Table

Technology Skills: Internet, Word Processing

Technology Integration: Language Arts, Social Studies, Science, Geography, History

Software Applications: Chrome Browser, Google Docs



## TechnoToon

In this project, students create a digital story in the style of a cartoon or animated comic strip using Google Slides. To start, they learn about writing conventions and watch sample stories as a source of inspiration. Students then apply their creativity to construct their story with text boxes, images, callouts, starbursts, and word art. Transitions are inserted between slides to divide the scenes. Animation is applied to objects to sequence the timing of events. Upon completion, the digital story is published as a link with the slides set to play automatically.



Challenging extension activities support learning with optional assignments such as advanced animation techniques, collaborative peer-editing, or screencasting. Discover the fun your students can have with Google Slides!

- **Assignment 1: Digital Storytelling, Cartoons, & Comic Strips**  
Learn about digital storytelling, cartoons, and comic strips. Complete storyboard panels.
- **Assignment 2: View Sample Digital Stories**  
View sample digital stories as a source of inspiration. Answer questions about their content.
- **Assignment 3: Organize Story Ideas for the Digital Story**  
Use a planning sheet to draft story ideas. Organize events into panels.
- **Assignment 4: Make the Title Slide**  
Make a title slide. Format text and text boxes. Apply a colored slide background.
- **Assignment 5: Set the Scene**  
Set the scene. Create the first slide. Include a text box, character, and callout.
- **Assignment 6: Create the action Scenes**  
Create the remaining scenes. Include a starburst and word art to emphasize an action.
- **Assignment 7: Add Transitions and Animations**  
Add transitions to divide scenes. Animate objects to set the timing of events and enhance story.
- **Assignment 8: Digital Story Checklist**  
Complete a digital story checklist. Make revisions.
- **Assignment 9: Publish your Digital Story**  
Publish a digital story. Set the slides to play automatically. Share link with others.

Extension Activities: Generate a Story Idea, Picture Editing Workshop, Use Images from the Internet, Animation Workshop, Peer Edit the Digital Story, Print a Comic Strip or Comic Book, Screencast to Make a Video

Technology Skills: Presentation

Technology Integration: Language Arts

Software Applications: Chrome Browser, Google Slides

## Intermediate Technology Project Descriptions

### TechnoBiography

In this project, students become biographers writing about a person's life story. To start, they research a notable figure who has made a difference in the world. Once familiar with events and achievements, students summarize a personal history using heading styles to organize events logically. Contributions are highlighted using a graphic organizer. To help readers connect with the person, artifacts with links to additional information are arranged in a table. Sources of information are cited using a bibliography. Upon completion, the biography is shared with readers.



- **Assignment 1: What is a Biography?**  
Understand the role of a biographer. Study sample biographies.
- **Assignment 2: Brainstorm a Topic**  
Brainstorm a topic for a biography. Select a notable person.
- **Assignment 3: Research using Tertiary Sources**  
Research basic facts using an encyclopedia. Record information using an organizer.
- **Assignment 4: Research using Secondary Sources**  
Continue to research using secondary sources to gain an understanding of the person's life.
- **Assignment 5: Research using Primary Sources**  
Collect artifacts connected to the person. Analyze artifacts to draw conclusions.
- **Assignment 6: Research Checklist**  
Complete a research checklist to confirm readiness to write biography.
- **Assignment 7: Create a Title Page**  
Create a title page for the biography.
- **Assignment 8: Set the Document Structure using Styles**  
Set document structure with heading styles. Customize styles and insert table of contents.
- **Assignment 9: Write a Personal History**  
Write a personal history. Summarize the person's early life, family, education, and career.
- **Assignment 10: Make Graphic Organizer of Contributions**  
Make a graphic organizer of accomplishments. Explain their importance.
- **Assignment 11: Design a Media Gallery using a Table**  
Design a media gallery of artifacts using a table. Describe their connection to the person.
- **Assignment 12: Cite Sources in a Bibliography**  
Cite sources of information in a bibliography. Helpful tips help to format sources.
- **Assignment 13: Biography Checklist**  
Complete a biography checklist. Edit the document based on the assessment.
- **Assignment 14: Invite Readers to Read the eBook**  
Share biography with readers as an eBook. Use questions to make a connection to the person.

Extension Activities: Screen Capture an Image, Customize Page Layout, Connect to Artifacts using a Bookmark, Make a Bumper Sticker, Create a School Award

Technology Skills: Word Processing, Graphics

Technology Integration: History, Language Arts, Social Studies

## Intermediate Project Descriptions

Software Applications: Chrome Browser, Google Docs

## TechnoBudget

In this project, students develop financial literacy using a problem solving model. The fun begins with a windfall and shopping spree. Students create a budget and spending plan. They use Google Sheets to organize, calculate, and graph data. A report is written using Google Docs to justify financial choices and share insights about money management. Challenging enrichment activities extend learning. Students can comparison shop, use functions to analyze data, filter and sort, calculate with if-then formulas, manipulate debt repayment, build consumer awareness, and draw money idioms.



- **Assignment 1: Money Management and You**  
Introduce budgeting and rate money management style.
- **Assignment 2: An Unexpected Windfall**  
Explain a practical reason for a financial windfall. Select budget categories.
- **Assignment 3: Discover Spreadsheets**  
Learn spreadsheet terminology and practice basic skills.
- **Assignment 4: Calculate your Budget**  
Divide a budget into categories. Use AutoSum to calculate totals.
- **Assignment 5: Create a Pie Graph and Edit the Budget**  
Create a pie graph. Adjust the budget based on the percentage allocated for each category.
- **Assignment 6: Create a Spending Plan Worksheet**  
Design a spending plan table. Calculate taxes, track totals, and show over spending.
- **Assignment 7: Plan a Shopping Spree**  
Visit online stores. Make purchasing decisions and record information in the spending plan table.
- **Assignment 8: Use a Bar Graph to Summarize Spending Plan**  
Create a bar graph of the spending plan. Examine the allocation of funds.
- **Assignment 9: Spreadsheet Checklist**  
Complete a checklist to examine the content of the budget, spending plan, and chart sheets.
- **Assignment 10: Justify Financial Choices in a Report**  
Use Google Docs to write a report. Support reasoning with graphs.

Extension Activities: Compare Purchasing Options, Use Functions to Analyze Spending, Filter and Sort Data, Category Comparison Table and Graph, Understand Credit and Debt, Consumer Awareness, Money Idioms

Technology Skills: Spreadsheets, Word Processing, Graphics

Technology Integration: Mathematics, Language Arts, Business Studies

Software Applications: Chrome Browser, Google Docs, Google Sheets, Google Drawings

## TechnoDebate

In this project, students collaborate with a partner to create an animated debate in Google Slides. Using clip art characters and callout bubbles, each side states their resolution, presents a constructive speech, delivers a counter argument in a rebuttal, and summarizes their position. Cross-examination is done at the end of the debate by audience members using the commenting feature. Optional extension activities are included for participants to cross-examine opponents and for a judge to select a winner.



- **Assignment 1: What is a Debate?**  
Study sample debates to gain an understanding of their purpose.
- **Assignment 2: Brainstorm a Topic for your Debate**  
Partner up. Brainstorm to select a controversial issue, then pick a position.
- **Assignment 3: Plan Arguments**  
Investigate topic to develop argument. Research evidence to support points.
- **Assignment 4: Invite a Partner to Debate**  
Invite partner to share a Google Slides file. Make the title slide together.
- **Assignment 5: Take a Stand**  
Create a new slide that states resolution using a clip art character and callout bubble.
- **Assignment 6: Present a Persuasive Argument**  
Make a series of slides that present a persuasive constructive speech.
- **Assignment 7: Prepare a Rebuttal**  
Identify opponent's weakest point and refute claim in a counter-argument.
- **Assignment 8: Summarize Ideas**  
Convince audience to agree with a particular viewpoint.
- **Assignment 9: Design an Animated Conversation**  
Animate callout bubbles to produce an animated conversation. Apply transitions to divide debate.
- **Assignment 10: Debate Checklist**  
Self-assess debate using a checklist. Make necessary revisions.
- **Assignment 11: Invite Audience Participation**  
Invite audience members to view debate and pose questions using Comments.
- **Assignment 12: Respond to Audience Questions**  
Reply to audience questions in a cross-examination to defend position.

Extension Activities: Debate Topics, Research in Google Docs, Insert a Character Workshop, Cross Examine your Opponent, Judge Debate

Technology Skills: Presentation, Word Processing

Technology Integration: History, Language Arts, Science, Social Studies

Software Applications: Chrome Browser, Google Docs, Google Slides

## TechnoMap

In this project, students create an interactive map that demonstrates how human and physical geography intersect. The topic can be global, national, provincial, state, regional, or local. The map will have markers that, when clicked, provide facts about a location. This is a great way to explore and learn about an area or issue. To start, students study maps. Next, using an inquiry-based approach they select a question to investigate. Students are guided through creating slides and adjusting the flow of information to make a clickable map using Google Slides. Upon completion, their interactive map is shared with others.



- **Assignment 1: What is an Interactive Map?**  
Study sample interactive maps. Understand how they connect geography to human activity.
- **Assignment 2: Brainstorm a Topic for your Map**  
Use an inquiry-based approach to select a research question to investigate.
- **Assignment 3: Organize Research Findings**  
Research the topic. Collect facts with the help of Google Docs.
- **Assignment 4: Create the Map Slide**  
Design a map slide with a Word art title and a suitable map of the area.
- **Assignment 5: Create Information Slides**  
Produce information slides that contain interesting facts about a location.
- **Assignment 6: Add Hyperlinks to Interactive Map**  
Connect markers on the map to information slides. Control slide advancement.
- **Assignment 7: Interactive Map Checklist**  
Complete the interactive map and use a checklist to guide revisions.
- **Assignment 8: Share the Interactive Map**  
Share the interactive map with a teacher or friends.

Extension Activities: Research using Google Docs, Image Workshop, Organize Data with Tables

Technology Skills: Presentation, Word Processing

Technology Integration: Geography, History, Social Studies

Software Applications: Chrome Browser, Google Docs, Google Slides

## TechnoNewsletter

In this project, students create a fan club newsletter. They design a professional-looking publication using Google Docs. Students learn valuable word processing skills such as formatting text, arranging objects, adjusting page layout, working with tables, referencing information sources, and inserting headers or footers. Challenging enrichment activities support learning with optional assignments that explain how to use the Research Tool to insert quotes, create a collage, co-author an article, or engage in an online discussion.



- **Assignment 1: FANtastic Newsletter**  
Review sample newsletters to gain ideas.
- **Assignment 2: Start a Fan Club**  
Generate ideas for a newsletter using a planning sheet.
- **Assignment 3: Create the Front Cover - Phase 1**  
Create a newsletter cover. Format the title and arrange article names in a bulleted list.
- **Assignment 4: Create the Front Cover - Phase 2**  
Decorate the cover by inserting a picture and hyperlink. Format image.
- **Assignment 5: Top 5 List**  
Write an article that shares insights related to the topic. Organize ideas using a numbered list.
- **Assignment 6: Design a Word Search**  
Design a word search of topic-related terminology using a table to position content.
- **Assignment 7: Make a Word Search Answer Key**  
Produce a word search answer key by copying content and filling cells.
- **Assignment 8: Organize Ideas for Opinion Article**  
Organize ideas for an opinion piece using a planning sheet.
- **Assignment 9: Share Your Opinion**  
Write an opinion piece with supporting quotes. Reference quotes using footnotes.
- **Assignment 10: Complete the Newsletter**  
Complete the newsletter by inserting page numbers, headers, and footers.
- **Assignment 11: Share Newsletter with Readers**  
Print, PDF, and/or share a publication electronically.

Extension Activities: Insert Picture Workshop, Research to Insert Quotes, Create a Collage, Keep Writing, Digital Citizenship and Commenting Activity

Technology Skills: Word Processing

Technology Integration: Language Arts, History, Social Studies, Science

Software Applications: Chrome Browser, Google Docs

### TechnoQuestionnaire

In this project, students become researchers. They conduct a questionnaire to research an important issue. To begin, students gain an understanding about the purpose of surveys by completing a Reading Habits questionnaire. Next, they design their own School Spirit survey to learn how to use Google Forms. Once familiar with this method of data collection, they develop their own research question, select a sample, and design a questionnaire. A pre-test is used to improve the design. The questionnaire is then administered to the sample group. Once the data is collected it is analyzed. Research findings are shared with a jury of peers in an oral presentation.



- **Assignment 1: What is a Survey Questionnaire?**  
Understand the purpose of a survey. Introduce terminology (e.g. population, sample, bias)
- **Assignment 2: Compare a Poll and a Survey**  
Take a Reading Habits poll and survey. Compare these two methods of gathering data.
- **Assignment 3: Study Survey Results**  
Analyze results from Reading Habits survey.
- **Assignment 4: Create a School Spirit Survey**  
Build a survey using Google Forms to learn how to create a questionnaire.
- **Assignment 5: Organize Ideas for a Survey Questionnaire**  
Determine the purpose, sample, data collection method, and questions for questionnaire.
- **Assignment 6: Build a Survey**  
Create a questionnaire using Google Forms.
- **Assignment 7: Conduct a Pre-Test**  
Share the form. Using a checklist have a peer take the questionnaire and offer suggestions.
- **Assignment 8: Collect Survey Results**  
Prepare the form for respondents. Give the questionnaire to a sample group of respondents.
- **Assignment 9: View Survey Results**  
View the data in a spreadsheet and in the Summary of Responses report.
- **Assignment 10: Analyze Survey Results**  
Study data and interpret the findings using a question sheet. Draw conclusions.
- **Assignment 11: Present Findings to a Jury of your Peers**  
Present findings. Use the Summary of Responses report to support conclusions.

Extension Activities: What is Sample Bias? What is Question Bias? Brainstorm Survey Ideas, Compare Results with a Pivot Table or Chart

Technology Skills: Spreadsheet, Data Management

Technology Integration: Math

Software Applications: Chrome Browser, Google Forms, Google Sheets



### TechnoRestaurateur

In this project, students use Google Apps to launch a successful restaurant venture. They apply critical and creative thinking to develop a unique business concept. To start, students conduct a survey and interpret the results to make decisions about their restaurant. Next, they create a company logo and write a professional letter to raise seed money. With the funding secured, students design a floor plan. Once the restaurant had operated for a year, financial earnings are analyzed. The business is then advertised using a newsletter to potential investors as a franchise opportunity.



- **Assignment 1: Become a Restaurateur**  
Consider how Google Apps can help launch a restaurant venture.
- **Assignment 2: Learn Basic Spreadsheet Skills**  
Explore Google Sheets to understand spreadsheet terminology and acquire basic skills.
- **Assignment 3: Conduct a Survey of Food Preferences**  
Conduct a survey to investigate cuisine preferences.
- **Assignment 4: Record Survey Results in a Spreadsheet**  
Organize survey results using Google Sheets. Format the data to make it easy to read.
- **Assignment 5: Graph Survey Results as a Pie Chart**  
Graph survey results using a pie chart. Format the graph.
- **Assignment 6: Develop Restaurant Idea from Survey Results**  
Interpret the survey results to develop a business concept based on evidence.
- **Assignment 7: Create a Company Logo**  
Create a company logo using Google Drawings.
- **Assignment 8: Write a Professional Letter**  
Write a letter requesting seed money for the restaurant from investors in Google Docs.
- **Assignment 9: Draft a Floor Plan**  
Draft a floor plan for the restaurant that meets the needs of staff and patrons in Google Drawings.
- **Assignment 10: Calculate Monthly Restaurant Earnings**  
Organize monthly profits using Google Sheets. Analyze earnings to develop a business strategy.
- **Assignment 11: Calculate Quarterly Restaurant Earnings**  
Calculate quarterly and average earnings to determine financial health of business.
- **Assignment 12: Graph Quarterly Earnings as a Line Chart**  
Graph quarterly earnings using a line graph and apply a trend line to predict future profits.
- **Assignment 13: Design a Business Opportunity Newsletter**  
Design a newsletter to promote the restaurant concept as a business opportunity.

**Extension Activities:** Use Functions to Analyze Earnings, Share your Files with Investors, Use Google Slides to Advertise a Deal, Use Google Forms to Rate Opinion

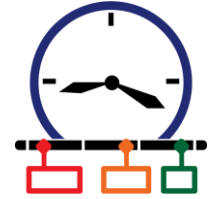
**Technology Skills:** Spreadsheet, Word Process, Graphics (Optional: Presentation, Data Management)

**Technology Integration:** Math, Language Arts, Visual Arts

**Software Applications:** Chrome Browser, Google Sheets, Google Docs, Google Drawings, Google Slides, Google Forms

## TechnoTimeline

In this project, students create a timeline that summarizes significant events. The graphic organizer will consist of information organized in chronological order. Each event will be analyzed to gain an understanding of its historical importance on people and future events. To start, students study sample timelines for inspiration. Next, they research a topic and record findings using an organizer. Once the important moments have been pinpointed, Google Slides is used to create a graphic display. Upon completion, the sequence of events is shared with others.



- **Assignment 1: What is a Timeline?**  
Study sample timelines. Understand how a graphic organizer summarizes key events.
- **Assignment 2: Brainstorm a Topic**  
Select from a range of timeline types. Pick a topic to research.
- **Assignment 3: Organize Research Findings**  
Research the topic. Collect facts with the help of Google Docs.
- **Assignment 4: Create a Timeline**  
Produce a timeline bar using shapes. Resize each shape to represent the passage of time.
- **Assignment 5: List Events and Connect to the Timeline**  
Describe importance of events. Connect text boxes to timeline bar with elbow connectors.
- **Assignment 6: Use a Checklist to Edit the Timeline**  
Self-evaluate the content and design of the timeline. Make revisions based on assessment.
- **Assignment 7: Share your Timeline to Get Feedback**  
Share the timeline. Using a checklist have a peer comment to offer valuable feedback.
- **Assignment 8: Share Timeline with Others**  
Present timeline using discussion questions as a guide; post a link; or print the timeline.

Extension Activities: Is it Significant? Research using Google Docs, Drawing Workshop

Technology Skills: Presentation, Word Processing

Technology Integration: Geography, History, Social Studies

Software Applications: Chrome Browser, Google Docs, Google Slides

## Getting Started Tips

### View PDF Files Using Adobe Reader

The TechnoKids teacher guide and workbook files can be viewed using the latest version of Adobe Reader on most devices. Adobe Reader will allow you and your students to add comments and type answers into the files when using the desktop version. Other PDF viewers may not open the files or will generate a **password-protect error**. If you have other PDF software as the default viewer on your device, you will need to open Adobe Reader and then from the File menu, open the TechnoKids file. You can download Adobe Reader for free: <https://get.adobe.com/reader>

View a video about using a worksheet: [https://www.youtube.com/watch?v=yS9\\_vsJC6hs](https://www.youtube.com/watch?v=yS9_vsJC6hs)

### View PDF Files Using Kami Chrome Extension

If you are using a Chromebook, the TechnoKids teacher guide and workbook files can be viewed using the Chrome extension, *Kami (formerly Notable)*. This extension will allow your students to add comments, type answers, and save the edited file to their Google Drive.

View a video about using a worksheet: <https://www.youtube.com/watch?v=0ZioSBA3kwY>

### Share Files with Students

Each project contains a folder with resources that students must be able to access. It is located in the *Resources* folder and shares the name of the project, for example, the *Candy* folder inside the *TechnoCandy Resources* folder, *Stories* folder inside the *TechnoStories Resources* folder, *Budget* folder inside the *TechnoBudget Resources* folder etc.

The folder contains templates, samples, and/or worksheets. It also contains a folder called *Workbook*. The *Workbook* folder is similar to the Student Workbook, but has all the assignments and extension activities as separate pdf files for ease of use by the students in a paperless classroom. Using the latest version of Adobe Reader or the Kami Chrome Extension, students can add comments, type answers, and save their edited files.

You can place the folder on a local computer, memory stick, school server, Google Classroom, or private web-based folder. If the location is web-based, it must be password protected and require students to log in to gain access.

### Read Out Loud Using Adobe Reader

Adobe Reader has a text-to-speech feature that allows students to listen to the text in the Student Workbook or any assignment file in the Workbook folder.

1. Open the file in Adobe Reader.
2. Click the *View* menu and select *Read Out Loud* and pick *Activate Read Out Loud*.
3. Click the *View* menu again, select *Read Out Loud* and pick a choice, such as *Read This Page Only*. Select *Pause*, *Resume*, or *Stop* from the *Read Out Loud* sub-menu to interrupt the reading.

## Contact Information

TechnoKids Malaysia offers free curriculum support.

Contact our support staff by email at [support@technokids.com](mailto:support@technokids.com) or by telephone 03-3343 3128.

We want to be your partner in computer education. If you have any comments or questions regarding our instructional materials, please contact our Head Office.

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