

# TECHNOkids®



## Office 365 Online Technology Projects

*A collection of technology projects for Word Online, Excel Online, Excel Survey, and PowerPoint Online.*

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# Office 365 Online Technology Projects Overview

## About TechnoKids Technology Projects for Office 365 Online

*TechnoKids Technology Projects for Office 365 Online* are a collection of technology projects that integrate Office 365 Online apps into learning. Technology projects help teachers meet curriculum objectives with engaging activities using Word Online, Excel Online, Excel Survey, and PowerPoint Online. 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 Office 365 Online* 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 Office 365 Online* 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 *Office 365 Online Technology Skills Summary*. Technology projects are correlated to *ISTE Standards*.

## What is a TechnoKids Site License Agreement?

*TechnoKids Technology Projects for Office 365 Online* 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.

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

*TechnoKids Technology Projects for Office 365 Online* 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 interactive map for geography. 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. 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



### Primary Office 365 Online Technology Projects (Grades 1-3)

#### **TechnoStories**

Write, edit, and illustrate stories.

Software: Web Browser, Word Online

Skills: word processing

#### **TechnoMe**

Create an All About Me slideshow.

Software: Web Browser, PowerPoint Online

Skills: presentation



### Junior Office 365 Online Technology Projects (Grades 3-6)

## Project Matrix

### **TechnoJournal**

Journal to express ideas.

Software: Web Browser, Word Online

Skills: word processing

### **TechnoPresenter**

Present information using a slide show.

Software: Web Browser, PowerPoint Online

Skills: presentation

### **TechnoCandy**

Develop a plan to boost candiesales.

Software: Web Browser, Word Online, Excel Online, Excel Survey, PowerPoint Online

Skills: graphics, spreadsheets, word processing

### **TechnoToon**

Create an animated digital story.

Software: Web Browser, PowerPoint Online

Skills: presentation

### **TechnoResearch**

Develop research skills. Create a Fun Fact Card.

Software: Web Browser, Word Online

Skills: Internet, word processing



## **Intermediate Office 365 Online Technology Projects (Grades 6-9)**

### **TechnoNewsletter**

Produce a fan club newsletter.

Software: Web Browser, Word Online

Skills: word processing

### **TechnoRestaurateur**

Launch a successful business venture.

Software: Web Browser, Word Online, Excel Online, Excel Survey, PowerPoint Online

Skills: graphics, spreadsheets, word processing

### **TechnoTimeline**

Explain the significance of historical events.

Software: Web Browser, Word Online, PowerPoint Online

Skills: presentation, word processing

### **TechnoMap**

Design an interactive map of a location.

Software: Web Browser, Word Online, PowerPoint Online

Skills: presentation, word processing

### **TechnoDebate**

Debate the pros and cons of an issue.

Software: Web Browser, Word Online, PowerPoint Online

Skills: presentation, word processing

### **TechnoBudget**

Budget for a shopping spree.

Software: Web Browser, Word Online, PowerPoint Online, Paint

Skills: graphics, spreadsheets, word processing

### **TechnoBiography**

Write a biography about a remarkable person.

Software: Web Browser, Word Online

Skills: graphics, word processing

## Primary Technology Project Descriptions



### TechnoMe

In this project, students celebrate their own unique characteristics. They use a 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: Web Browser, PowerPoint Online

## TechnoStories

In this project, students create storybooks using Word Online. 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, Story Writing Ideas, Make a Flip Book

Technology Skills: Word Processing

Technology Integration: Language Arts

Software Applications: Web Browser, Word Online

## 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 Excel Online 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, Experiment with Sum, Explore Chart Types, Explore Pie and Line Graphs, Draw Packaging in PowerPoint Online, Conduct a Poll with Excel Survey

Technology Skills: Spreadsheets, Word Processing, Graphics

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

Software Applications: Web Browser, Word Online, PowerPoint Online, Excel Online, Excel Survey

## Junior Project Descriptions

### TechnoJournal

In this project, students are introduced to word processing by creating a personal journal. Using Word Online, 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 Word Online Detective**  
Explore Word Online 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**  
Write a journal entry about a recent event. Insert a page break and Illustrate using clip art.
- **Assignment 6: Things I Like**  
Write a journal entry listing three favorite things. Make a bulleted list and set linespacing.
- **Assignment 7: Make a Wish**  
Write a journal entry listing three wishes. Make a numbered list. Apply a border style 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

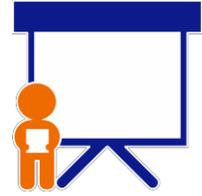
Technology Integration: Language Arts

Software Applications: Web Browser, Word Online

## Junior Project Descriptions

### 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 and research a topic. Using PowerPoint Online, students organize facts on slides. To prepare for public speaking, students write a set of notes. Upon completion, they 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 a Presentation**  
View sample presentation as a source of inspiration. Answer questions about content.
- **Assignment 3: Select a Topic and Research a Question**  
Use a planning sheet to organize ideas. Select audience and topic. Formulate research question.
- **Assignment 4: Make a Title Slide**  
Begin a presentation. Apply a theme. Make a title slide, format text, and insert an image.
- **Assignment 5: Create an Information Slide**  
Add a research question. Summarize the information with a bulleted list.
- **Assignment 6: Build a Table of Fun Facts**  
Sort fun facts into categories using a table. Format the cells. Highlight key details in notes.
- **Assignment 7: Decorate Slides using Shapes**  
Enhance slides and emphasize a point using shapes and text.
- **Assignment 8: Presentation Checklist**  
Self-assess slide show quality. Make revisions to improve design and clarity.
- **Assignment 9: Rehearse Presentation using Speaker Notes**  
Practice presentation using a printed copy of speaker notes.
- **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: Web Browser, PowerPoint Online

## Junior Project Descriptions

### TechnoResearch

In this project, students develop research skills as they create a Fact Card using Word Online. 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 Wikipedia to gain ideas. Build a word list and ask questions to narrow focus.
- **Assignment 3: Organize Ideas and Create an Outline**  
Organize ideas. Create an outline with headings in Word Online.
- **Assignment 4: Find Facts using an Online Encyclopedia**  
Use an online encyclopedia to gather facts. Track the source of information.
- **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 an online dictionary.
- **Assignment 7: Transform the Outline into a Fun 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 Format Images**  
Adjust the page orientation and margins. Insert images to illustrate ideas.
- **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: Web Browser, Word Online

## Junior Project Descriptions

### TechnoToon

In this project, students create a digital story in the style of a cartoon or animated comic strip using PowerPoint Online. 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 shapes. 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 animation techniques, collaborative peer-editing, or screencasting.



- **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 text 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: Share Your Digital Story**  
Email digital story.

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

Technology Skills: Presentation

Technology Integration: Language Arts

Software Applications: Web Browser, PowerPoint Online

## Intermediate Technology Project Descriptions

### TechnoBiography

In this project, students become biographers writing about a person's life story using Word Online. 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. Extension activities challenge students to customize page layout or create awards of distinction.



- **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.
- **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: Capture a Screenshot from a Video, Customize Page Layout, Make a Bumper Sticker, Create a School Award

Technology Skills: Word Processing, Graphics

Technology Integration: History, Language Arts, Social Studies

Software Applications: Web Browser, Word Online, PowerPoint Online

### 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 Excel Online to organize, calculate, and graph data. A report is written using Word Online 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 your 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 amount 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 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 spreadsheet workbook.
- **Assignment 10: Justify Financial Choices in a Report**  
Use Word Online to write a report. Support reasoning with graphs.

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

Technology Skills: Spreadsheets, Word Processing, Graphics

Technology Integration: Mathematics, Language Arts, Business Studies

Software Applications: Web Browser, Word Online, Excel Online, Paint\*

\*Paint is part of Windows operating system

### TechnoDebate

In this project, students collaborate with a partner to create an animated debate in PowerPoint Online. 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 PowerPoint Online 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, Cite the Source, Insert a Character Workshop, Cross-Examine Your Opponent

Technology Skills: Presentation, Word Processing

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

Software Applications: Web Browser, Word Online, PowerPoint Online

### 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 sample maps. Next, using an inquiry-based approach students select a research question to investigate. Students are then guided through creating slides and adjusting the flow of information to make a clickable map using PowerPoint Online. 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 Interactive 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 an organizer.
- **Assignment 4: Create the Map Slide**  
Design a map slide with a 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: Connect Slides in Interactive Map**  
Select and place markers on the map to connect map to information slides.
- **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:** Use Bing Maps to Snip a Road Map, Working with Pictures, Organize Facts using a Table, Add a Video, Insert a Link

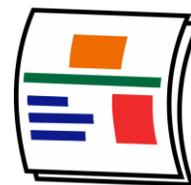
**Technology Skills:** Presentation, Word Processing

**Technology Integration:** Geography, History, Social Studies

**Software Applications:** Web Browser, Word Online, PowerPoint Online

### TechnoNewsletter

In this project, students create a fan club newsletter. They design a professional-looking publication using Word Online. 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 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: How to Save Pictures, Create a Collage, Keep Writing!, Guest Writer

Technology Skills: Word Processing

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

Software Applications: Web Browser, Word Online

### TechnoRestaurateur

In this project, students become restaurateurs. The fun begins as the fledgling entrepreneurs survey their classmates to learn about the type of cuisine to serve their patrons. The survey data is arranged in a spreadsheet and transformed into a graph. This information is then used to explain the new business venture to potential investors in a well-written letter. Having generated enough money to start up their restaurant, students draft the floor plan. The restaurant is really starting to take shape! Once open, earnings are calculated using spreadsheet formulas. The business is making enough money to expand the operation. Students create a newsletter to promote their restaurant concept as an excellent business opportunity.



- **Assignment 1: Become a Restaurateur**  
Consider how Office 365 Online can help launch a restaurant venture.
- **Assignment 2: Learn Basic Spreadsheet Skills**  
Explore Excel Online 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 Excel Online. 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 PowerPoint Online.
- **Assignment 8: Write a Professional Letter**  
Write a letter requesting seed money for the restaurant from investors in Word Online.
- **Assignment 9: Draft a Floor Plan**  
Draft a floor plan for the restaurant that meets the needs of staff and patrons in PowerPoint Online.
- **Assignment 10: Calculate Monthly Restaurant Earnings**  
Organize monthly profits using Excel Online. 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, Advertise a Deal, Use Excel Survey to Rate Opinion

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

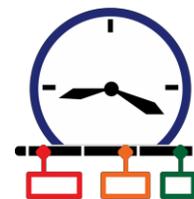
**Technology Integration:** Math, Language Arts, Visual Arts

**Software Applications:** Web Browser, Excel Online, Excel Survey, PowerPoint Online

### 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, PowerPoint Online 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 the internet.
- **Assignment 4: Create a Timeline**  
Insert a timeline bar using a SmartArt graphic. Format slide with title and layout and event dates.
- **Assignment 5: Add Events and Format the SmartArt**  
Include important events in the SmartArt graphic. Add interest with pictures.
- **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? Use Images from the Internet

Technology Skills: Presentation, Word Processing

Technology Integration: Geography, History, Social Studies

Software Applications: Web Browser, Word Online, PowerPoint Online

## Getting Started Tips

### View PDF Files Using Adobe Acrobat Reader

The TechnoKids teacher guide and workbook files can be viewed using the latest version of Adobe Acrobat Reader on most devices. Adobe Acrobat 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 Acrobat Reader and then from the File menu, open the TechnoKids file. You can download Adobe Acrobat 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)

### 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 et cetera.

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 Acrobat Reader, students can add comments, type answers, and save their edited files.

You can place the folder on a local computer, memory stick, school server, Microsoft 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 Acrobat Reader

Adobe Acrobat 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 Acrobat 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.my](mailto:support@technokids.com.my) 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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