

TECHNOkids®

Technology Skills



Correlation Document

Correlation of technology projects to word processing, presentation, graphics, spreadsheet, and data management skills.

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Word Processing Skills using Google Docs

	TechnoStories	TechnoJournal	TechnoCandy	TechnoResearch	TechnoNewsletter	TechnoRestaurateur	TechnoTimeline	TechnoBudget	TechnoBiography	TechnoMap	TechnoDebate
Create and Manage Documents											
locate commands on a toolbar or menu	•	•	•	•	•	•	•	•	•	•	•
position the cursor within a document	•	•	•	•	•	•	•	•	•	•	•
use scroll bars or keyboard keys to navigate within a document	•	•	•	•	•	•	•	•	•	•	•
create a new document or use a template	•	•	•	•	•	•	*	•	•	*	*
rename a document	•	•	•	•	•	•		•	•		
adjust the magnification of a document		•			•				•		
Format Text and Paragraphs											
accurately type characters using the keyboard	•	•	•	•	•	•	•	•	•	•	•
leave spaces between words using the SPACEBAR on the keyboard	•	•	•	•	•	•	•	•	•	•	•
remove unwanted characters using the DELETE or BACKSPACE keys	•	•	•	•	•	•	•	•	•	•	•
create capital letters using the SHIFT keys	•	•	•	•	•	•	•	•	•	•	•
punctuate sentences using a period	•	•	•	•	•	•	•	•	•	•	•
add a new line using the ENTER key	•	•	•	•	•	•	•	•	•	•	•
insert, select, and delete text	•	•	•	•	•	•	•	•	•	•	•
format font, size, color, and style of text	•	•	•	•	•	•		•	•		
add more fonts	•			•	•	•			•		
align text to the left, center, or right margin		•	•	•	•	•			•		
list information using a bulleted list and/or numbered list		•		•	•	•			•		
set line spacing and/or paragraph spacing		•		•	•				•		
adjust indent level				•	•				•		
clear text formatting				•					•		
customize the list style by selecting a bullet						•			•		
Insert and Format Image Files and Objects											
insert an image from the Internet, Google Drive, album, or upload a file	•	•	•	•	•	•		•	•		
scale, position, and/or rotate objects	•	•	•	•	•	•		•	•		
set the text wrapping of an object	•	•	•	•	•	•			•		
sort image search results by type and/or color	•	•			•				•		
take a snapshot using a web cam	*				*						
apply a border to an image and set the color, weight, and dash style		•	•	•	•	•			•		
adjust object margins				•	•	•			•		
insert a hyperlink to a website, file, or bookmark				•	•	*			•		
recolor an image				•	•				•		
reset an image to its original state				•	•				•		
divide content using a horizontal rule				*		•			*		
adjust the transparency, brightness, or contrast of an image					•				•		
crop an image to trim or shape it					•				•		
insert an image from a copied URL					*						
insert special characters						•					
insert a bookmark to a location in a document									•		
Organize Information in Tables											
organize text in a table				•	•	•	*		•	*	*
insert a table				•	•	•			•		
adjust row or column size				•	•	•			•		
customize table fill and borderline color/style				•	•	•			•		
insert or delete rows and/or columns				•	•				•		
merge cells				•							
align content in a table cell					•				•		
define table and cell properties					•				•		

Word Processing Skills using Google Docs

	TechnoStories	TechnoJournal	TechnoCandy	TechnoResearch	TechnoNewsletter	TechnoRestaurateur	TechnoTimeline	TechnoBudget	TechnoBiography	TechnoMap	TechnoDebate
Adjust Page Layout											
insert page breaks		•			•				•		
insert page numbers		•			•						
use styles to layout document structure, customize styles									•		
insert and update table of contents									•		
insert a header and footer				•	•	•			*		
set the page background color				•		•			*		
adjust page orientation to portrait or landscape				•					*		
set the page margins				•					*		
adjust the position of tab markers					*				*		
Apply Editing Techniques											
select a portion or all the text in a document	•	•	•	•	•	•	•	•	•	•	•
spell check and correct spelling errors	•	•		•	•				•		
cut, copy, or paste a selection			•	•	•	•	*	*	•	*	*
undo or redo an action				•	•				•		
copy formatting and apply to text or another object using Paint Format				•					*		
find and replace text					•						
Research and Reference Sources of Information											
research a topic using the Research Tool				•	*		*			*	*
cite the source of information using the Research Tool				*	*		*			*	*
insert an image using the Research Tool				•							
define a term using the Define Tool				•							
insert and view footnotes				*	•						
insert a quote using the Research tool					*						
Configure Output Options for Documents											
print a document	•	•	•	•	•	*					
output a file as a different type (e.g. pdf, web page)	*			•	•						
view a file in Outline view									•		
Share Files and Collaborate with Others											
email a message to share the file or send the document as an attachment	•	•	•	•	•	*			•		
share publication with others	•	•	•	•	•	*			•		
set file sharing permission: view, edit, or comment	•	•	•	•	•	*			•		
generate a link that has permissions set to view only				•							
create a file jointly by collaborating with others					*						
provide feedback using comments					*				*		
Comment											
insert and/or read a comment					*				*		
reply and/or resolve a comment					*				*		

Presentation and Animation Skills using Google Slides

	TechnoMe	TechnoGallery	TechnoPresenter	TechnoCandy	TechnoToon	TechnoRestaurateur	TechnoTimeline	TechnoMap	TechnoDebate
Create and Manage Slides									
create a blank presentation or use a template	•	•	•	*	•	*	•	•	•
rename a presentation	•	•	•	*	•	*	•	•	•
change the slide in view	•	•	•		•	*	•	•	•
apply a slide layout	*	•	•		•		•	•	•
change slide background to a color, image, or snapshot	*	•			•		•	•	
insert or delete a slide		•	•		•	*		•	•
apply a presentation theme			•			*			•
insert slide numbers			•		*				
add speaker notes			•						
set the slide size							•		
modify slide order									•
duplicate a slide									•
import slides from an external source	*								
Format Text and Paragraphs									
insert, select, and delete text	•	•	•	*	•	*	•	•	•
format font, size, color, and style of text	•	•	•	*	•	*	•	•	•
add more fonts	•	•	•		•		•	•	•
align text within a text box or shape	*		•	*	•		•		•
list information using a bulleted list and/or numbered list			•			*		•	
adjust indent level to promote or demote text								•	
Insert and Format Objects on a Slide									
scale, position, rotate, flip, or bend an object	•	•	•	*	•	•	•	•	•
fill an object with color	*	•	•	*	•	*	•	•	•
set the line color, weight, and dash style	*	•	•	*	•	*	•	•	•
draw text boxes, shapes, and lines	*	*	*	*	•		•	•	•
adjust object order		*		*	•		•	•	
insert word art, format the font, style, fill, and outline			•	*	•		•	•	*
align or distribute objects on a slide			*		*		•	•	
cut, copy, or paste a selection			*				•	•	•
customize a color: color spectrum, transparency					•		•	•	
group or ungroup objects				*	•		•	•	
copy formatting from one object to another							*		
link shapes with connectors and set start/end point style			*				•	•	
preserve the formatting but change the shape					*		*		•
edit points		*							
Insert and Format Image Files on a Slide									
insert an image from the Internet, Google Drive, album, or upload a file	•	•	•	*	•	*	•	•	•
crop an image to trim or shape it	*			*	*		•	•	
take a snapshot using a web cam	*							*	*
replace an image but preserve the formatting				*	*				•
insert an image from a copied URL					*			*	*
recolor an image					*				
adjust the transparency, brightness, or contrast of an image					*				
reset an image to its original state					*				

Presentation and Animation Skills using Google Slides

	TechnoMe	TechnoGallery	TechnoPresenter	TechnoCandy	TechnoToon	TechnoRestaurateur	TechnoTimeline	TechnoMap	TechnoDebate
View a Slide Show									
present a slide show from beginning	•	•	•		•	*	•	•	•
control slide advancement during slide show	•	•	•		•	*	•	•	•
present with speaker notes			•						
adjust slide magnification					*				
Apply Transitions and Animation									
play or stop a slide when previewing transitions or animation	•	•	*		•	*			•
insert a transition between slides and set the speed	•	•			•	*			•
apply an animation effect to slide objects			*		•	*			•
set animation advancement option and speed			*		•	*			•
adjust animation order					•				
Insert Links and Videos on a Slide									
embed or link to a video on YouTube			*						
insert a hyperlink that connects to another slide								•	
insert a hyperlink to a website								*	
Organize Information in Tables									
organize text in a table			•					*	
insert a table onto a slide			•					*	
adjust row or column size			•					*	
customize table fill and borderline color/style			•					*	
insert or delete rows and/or columns			*					*	
Research and Reference Sources of Information									
research a topic using the Research Tool			•						•
insert an image using the Research Tool			•						
cite the source of information			•						
insert a link to a search result			•						
Configure Output Options for Presentations									
print a presentation file		*	•		•		•		
customize print settings: orientation, notes, handout		*	•		•				
output file as a different type (pptx, pdf, image file)		*							
publish the file and set the slide advancement					•	*			
use a screencasting extension to record presentation					*				
Share Files and Collaborate with Others									
set sharing permission: view, edit, or comment			*		•		•	•	•
collaborate with a partner to have them provide comments			*		*		•		•
collaborate with a partner to create a file jointly			*						•
email presentation link					•		•	•	•
collaborate with a partner to have them view a file					*		•	•	
copy link and paste to another source					•	*	•	•	
Comment									
insert and read comments			*		*		•		•
reply and/or resolve a comment			*		*		•		•

	TechnoGallery	TechnoRestaureteur	TechnoBlography	TechnoBudget
Graphic Skills using Google Drawings				
Create and Manage Files				
create a new drawing or use a template	•	•	•	*
rename a document	•	•	•	*
locate commands on a toolbar or menu	•	•	•	*
use the mouse or touch screen to perform actions: click, double click, right click, or click and drag	•	•	•	*
adjust the magnification of the canvas	•	•	•	*
set the background color of the canvas	•	•	•	*
resize the canvas		•		
Draw Lines and Shapes				
draw a straight, curvy or jagged line	•	•	*	*
draw shapes by selecting options from a gallery	•	•	•	*
draw a polygon using the Polyline tool	•			*
draw an arrow and set the start/end point style	•		*	
draw freehand using the Scribble tool	•			
trace an image to create a graphic	*			
Format Objects				
fill an object with color	•	•	•	*
set the line color, weight, and dash style	•	•	•	*
scale, position, rotate, flip, or bend an object	•	•	•	*
select a color from a palette or a custom color from a spectrum	•	•	•	*
adjust object order	•	•	•	*
align or distribute objects		•	•	*
group or ungroup objects		•	•	*
edit points	*			
preserve the formatting but change the shape				*
Insert and Format Text				
draw a text box	•	•	*	*
add text into a text box or shape	•	•	•	*
format font, size, color, and style of text	•	•	•	*
scale position, and/or rotate a text box	•	•	•	*
align text within a text box or shape	•		•	*
add more fonts	•			
format the fill color and outline style of a text box	•		*	
Insert and Format WordArt				
insert word art	•	•		*
format the font, style, fill, and outline of word art	•	•		*
Insert and Format Image Files				
insert an image from the Internet/Google Drive or upload a file	•	•	•	
scale, position, and/or rotate images	•	•	•	
recolor an image	•	•		
adjust the transparency, brightness, or contrast of an image	•			
apply a border to an image and set the color, weight, and dash style	•			
crop an image to trim or shape it	•		•	
reset an image to its original state	•			
replace an image but preserve the formatting	•			
Apply Editing Techniques				
undo, redo, or delete an action	•	•		*
cut, copy, or paste a selection	•			*
duplicate a selection	•	•	•	
Configure Output Options for Documents				
output a file as a different type (e.g. jpg, png)	•	•		
print a document	*			
customize print settings: pages, copies, options	*			

Spreadsheet Skills using Google Sheets

	TechnoCandy	TechnoRestaurateur	TechnoBudget	TechnoQuestionnaire
Create and Manage Workbooks				
create a blank workbook or use a template	•	•	•	
rename a workbook	•	•	•	
create a new sheet in a workbook	•	•	•	
rename or color a sheet tab	•	•	•	*
move between sheets in a workbook	•	•	•	
create a spreadsheet using survey form results	*	*	*	•
Working with Cells and Ranges				
select adjacent and non-adjacent rows, columns, and cells	•	•	•	
identify a specific cell by the cell reference	•	•	•	
enter data by typing into the cell or formula bar	•	•	•	
select cells using the mouse pointer, ENTER key, TAB key or ARROW keys	•	•	•	
modify column width or row height	•	•	•	•
use the auto fill feature to fill cells with a data series		•	•	
insert or delete cells, rows, or columns		•	•	
name cell range(s) in a sheet			*	
Format Cells and Ranges				
fill a cell with color	•	•	•	
format the font, size, style, and color of cell content	•	•	•	
apply borderlines to cells	•	•	•	
merge or unmerge cells	•	•	•	
align the contents of a cell horizontally or vertically	•	•	•	
wrap text within a cell	•	•		•
set the color or style of borderlines		•	•	
apply number format such as percent, currency, or date		•	•	
adjust decimal places in a number		•		
apply conditional formatting to change cell format based on a value			•	
Graph Data				
select data range to graph	•	•	•	
graph data using a bar, line, column, or pie chart	•	•	•	
scale and position a chart on a sheet	•	•	•	
label the chart: title, vertical axis, or horizontal axis	•	•	•	
format the text on a chart: title, axes, and/or data labels	•	•	•	
adjust the legend on the chart area	•	•	•	
change the color of a series in a graph	•	•	•	
format the background color of the chart area	•	•	•	
save a chart as a picture	•	•	•	
slant the axis labels	*	•	•	
add data labels to a graph	*	•	•	
set the minimum/maximum value of the horizontal or vertical axis labels	*		*	
add a trend line to a graph	*	•		
move a chart onto a new sheet			•	
view survey results using the Summary Report feature	*	*	*	•

* optional extension activity

Spreadsheet Skills using Google Sheets

	TechnoCandy	TechnoRestaurateur	TechnoBudget	TechnoQuestionnaire
<i>Insert and Format Objects</i>				
insert an image from an Internet search	•			
scale, position, and/or rotate an object	•			
insert a note into a cell			*	
<i>Calculate using Formulas</i>				
calculate data using the Sum feature	•	•	•	
use basic arithmetic formulas	*	•	•	
use functions such as average, min, max, and count		•	•	
show and hide formulas			•	
display data from another cell using a formula			*	
use if-then formulas to sum values if conditions are met			*	
make a cell reference in a formula absolute so it does not change			*	
<i>Sort and Filter Data</i>				
select the sort range	*		*	•
sort data in ascending and descending order	*		*	•
filter data by condition or value			*	
produce a pivot table and chart to compare survey results				*
<i>Analyze and Summarize Data</i>				
organize numerical or categorical data	•	•	•	•
explain and interpret research findings using the data to support conclusions	•	•	•	•
compare subgroups in a pivot table and pivot chart				*
<i>Apply Editing Techniques</i>				
undo or redo an action	•		•	
copy cell contents and paste onto the same or different sheet			•	
copy a hyperlink and paste into a cell			•	
copy formatting from one cell to another using Paint Format			*	
copy a graph on a worksheet and paste into another program		•		
<i>Share Files and Collaborate with Others</i>				
create, edit, or send a form and store data in a spreadsheet	*		*	•

	TechnoCandy	TechnoRestaurateur	TechnoQuestionnaire
Data Management Skills using Google Forms			
<i>Understand Surveys and Data Collection</i>			
understand the purpose of a survey	*	*	•
investigate a research question	*	*	•
design appropriate questions to gather data that will achieve the survey purpose	*	*	•
collect data by conducting a survey	*	*	•
view survey results in a spreadsheet or in a Summary of Responses report	*	*	•
analyze data and interpret results to draw conclusions	*	*	•
define terminology: population, sample, sample bias, random sampling, question bias			•
compare a survey and a poll			•
select a sample from the population			•
identify bias in data collection methods			•
make convincing arguments based on the analysis of data			•
evaluate the quality of a survey			•
<i>Design a Form</i>			
create a form	*	*	•
rename a form	*	*	•
use a survey title that describes the research topic	*	*	•
use a form description that makes people want to take the survey	*	*	•
design a survey with drop down menus, checkboxes, multiple choice, rating scales, grids, and/or short answer questions	*	*	•
apply a form theme	*	*	•
set important questions to "required" to make sure they are not skipped	*	*	•
set form properties to determine how the participant accesses the survey and results	*	*	•
set validation options to control the type or amount of data collected			•
shuffle the option order to randomize selection			•
organize questions in a logical order			•
<i>Share Files and Collaborate with Others</i>			
administer a survey to peers	*	*	•
collect data by sharing a form	*	*	•
email the form	*	*	•
copy link to the form and paste to another source		*	•
collaborate with a partner to have them view a file			•
collaborate with a partner to have them provide comments			•
summarize survey findings and present to peers in an oral report			•