

**NEW**

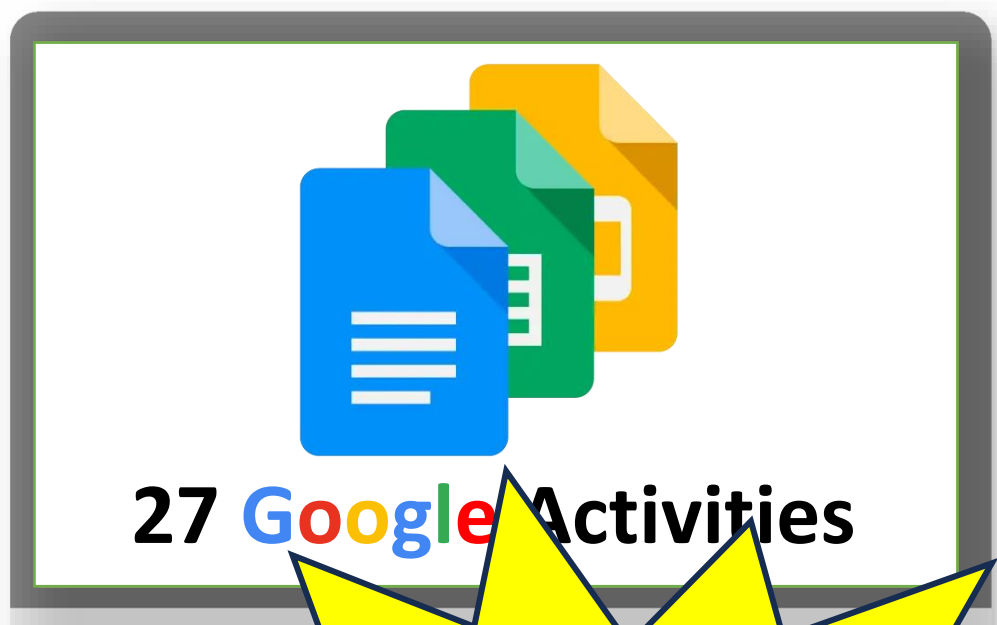
# Computer Applications GOOGLE BUNDLE

**MIDDLE SCHOOL OR HIGH SCHOOL**

**27 Fun & Engaging  
Google App Activities  
for your Computer  
Applications class**

**Includes a  
Lesson Library  
to make the activities  
Easy-to-Find**

**NO PREP!**



**NEW!  
for '24-'25!**

BUSINESS EDUCATION WITH *Denise Leigh*

# Includes an EASY-TO-NAVIGATE LESSON LIBRARY

BUSINESS EDUCATION WITH <i>Denise Leigh</i>	
<b>Google Lesson Library</b> PACING AND TIME SUGGESTIONS HIGHLIGHTED IN YELLOW	
<b>Google Introductory Lessons</b>	
<a href="#">Google Company Timeline</a>	No teacher's key is provided because the answers will vary. <b>45 minutes</b>
<a href="#">Google Apps Discovery Activity</a>	Have students complete this quick activity on their own. After they are done, ask for volunteers to share one by one and discuss each purpose of the apps. Students may need to use the Web to search for responses. <b>30 minutes</b>
<b>Google Slides</b>	
<a href="#">About Me Google Slide Presentation</a> <a href="#">Student Example 1</a> <a href="#">Student Example 2</a>	This is a pre-assessment to see what students know about Google Slides. Tell them to pay special attention to the notes in yellow in the margins of the file. <b>90 minutes</b>
<a href="#">Google Travel Portfolio File</a> <a href="#">Student Example 1</a> <a href="#">Student Example 2</a>	This slide activity took my students about <b>three (3) 42 minute class periods</b> to complete.
<a href="#">Dream Bedroom</a>	This is a student favorite!!! Google Slide activity. <b>45 minutes</b>
<a href="#">Hot Cocoa Stand OR Lemonade Stand</a>	FUN activity on formatting. Perfect for Homecoming week or before winter break! <b>45 minutes</b>
<b>Google Docs</b>	
<a href="#">Google Docs Exploration</a> <a href="#">Teacher's Key/Student Example</a>	Students should be able to complete this on their own. <b>45 minutes</b>
<a href="#">Google Doc Scavenger Hunt</a> <a href="#">Teacher's Key/Student Example</a>	GREAT intro. Students should be able to do this on their own. I allow students to help each other if needed. <b>45 minutes</b>
<a href="#">Dream Dog Tools and functions visual</a> <a href="#">Student Example</a> <a href="#">Student Example</a>	Google Docs independent activity. Show the student example so that students get motivated to do their best. <b>45 minutes</b>
<a href="#">How to Activity</a> <a href="#">Student Example</a> <a href="#">Student Example</a>	Google Docs independent activity. <b>30 minutes</b>
<a href="#">Small Business Love Letter</a>	Perfect for Valentine's Day or really anytime of the year! <b>35 minutes</b>
<a href="#">Camping Google Doc</a>	Google Docs independent activity. <b>45 minutes</b>
<a href="#">Haunted House Google Discovery</a>	The kids love this Halloween activity for Google Docs.

<a href="#">Student Example</a>	They were so nice that I hung several in the classroom for display! <b>45 minutes</b>
<a href="#">Google Docs Report</a> <a href="#">Google Docs Report Visual w/ functions</a>	This file is best if printed out. <b>45 minutes</b>
<b>Google Sheets</b>	
<a href="#">Learning the Google Sheets Interface</a>	This is an introductory lesson on Google Sheets as students explore the interface and get familiar with tabs, tools, functions, and icons. There are TWO activities. <b>90 minutes</b> to complete both.
<a href="#">Energy Drink Mini-Simulation</a>	This takes about <b>90 minutes</b> of class time to complete. It is basic formatting, functions and formulas. There are 3 jobs for students to complete.
<a href="#">Business Document Templates</a>	Students complete a table that prompts them to open: Purchase Order, Invoice, Annual Budget, Financial Statements, and Weekly Time-sheet templates in Google Sheets. This is an awareness & discovery activity. <b>20-40 minutes</b>
<a href="#">Halloween Data Activity</a>	
<a href="#">St. Patrick's Day Data Activity</a>	
<b>Google Earth</b>	
<a href="#">Google Earth Google Earth Search File</a> <a href="#">I'm Feeling Lucky - Roll the Dice!</a> <a href="#">Google Earth Scavenger Hunt</a>	<a href="#">I'm feeling lucky</a> —print a copy of this activity for each of your students. They complete it by hand. <b>42 min</b> <a href="#">Google Earth Scavenger Hunt</a> —The teacher reads each of the items for students to find in Google Earth. Students race to be the first one to find each item. (I would give candy or a sticker to the first one to find each)
<b>Google Productivity and Simulations</b>	
<a href="#">Google Keep</a>	There are two activities in this file. One is a discovery activity and one in which the students create lists and tasks in Google Keep. <b>90 min</b>
<a href="#">Google Productivity</a>	This is a simulation that includes Google Calendar, Google Sheets templates, Google Contacts, Google Docs, and Google Docs. <b>five to six 45 minute class periods.</b>
<a href="#">Google Productivity-Friendsgiving Planning</a>	This is a SEASONAL Thanksgiving simulation that includes Google Calendar, Google Slides, Google Keeps, and Google Docs. <b>90 minutes</b>
<b>Projects</b>	
<a href="#">Time Capsule Project</a>	Print out pictures 4-8 for the students. (there are packets in the small file cabinet already printed out. Be sure to read slide 3. <b>Five (5) 45 minute class periods.</b>
<a href="#">Thanksgiving Wreath</a>	Perfect to do the month of November! Students love to see these printed out and hung in the classroom! <b>25 min</b>
<a href="#">Food Truck Project</a>	<b>A great end of the semester or final capstone project.</b> It will take about <b>five 45 minute class periods.</b>
<a href="#">My Year in Review</a>	Great to do at the end of the calendar year (right before holiday break) or at the end of the school year...or BOTH

# 27 Google LESSONS

**GOOGLE INTRODUCTION (2)**

**GOOGLE DOCS (8)**

**GOOGLE SLIDES (4)**

**GOOGLE SHEETS (5)**

**GOOGLE TRAVEL (1)**

**GOOGLE KEEP (1)**

**GOOGLE EARTH (1)**

**GOOGLE CALENDAR (1)**

**GOOGLE CONTACTS (1)**

**GOOGLE APP PROJECTS (4)**

**GOOGLE SIMULATIONS (2)**

**THIS IS A  
GROWING  
BUNDLE!  
YOU GET ALL  
FUTURE  
LESSONS FOR  
**FREE!****



# Google Introductory Lessons

## Google Economic Impact Business Case Study

Students learn about  
the Google Company  
Timeline

How does Google  
affect the economy?

What's it like to work  
at Google?

**NO PREP!**

**Great for a Sub  
Day!**



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**Google Apps Quick Discovery  
Activity** - Students research  
some of the different apps in the  
Google Suite.

*(Not sold separately)*



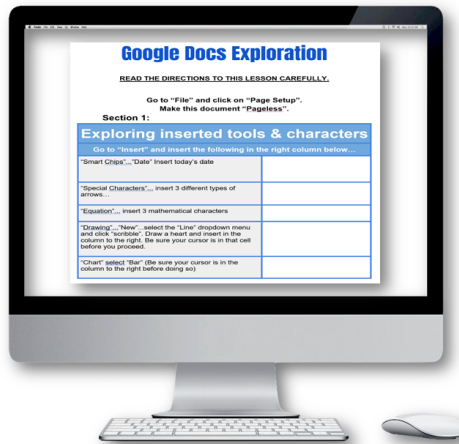
# Google Docs Lessons

**NEW**  
**Google Docs Discovery**  
**Computer Applications**

Students learn features in Google Docs they never knew existed.

I love hearing my students 'OH WOW!' moments.

Student Example included as a Teacher's Key



**NO PREP!**

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**Small Business Love Letter**  
**Computer Applications**

Students write a formal letter to their favorite small business in Google Docs.

Includes all prompts for students to follow.

Great for a Sub day!



**ENGAGING!**  
**NO PREP!**

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**Haunted House**  
**Google Doc Activity!**

Easy to use!  
**NO PREP!**

Students create a Digital Flyer in Google Docs

Includes Visual Prompts

Perfect for a Sub Day!



2 pages of student instructions

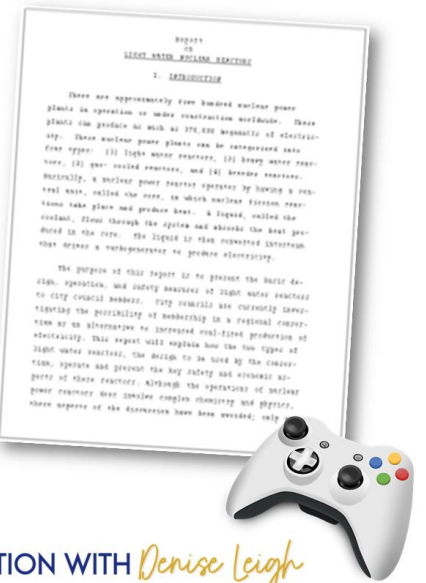
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**GOOGLE DOCS**  
**FORMATTING LESSON**  
**HISTORY OF VIDEO GAMES**

Easy to use!  
**NO PREP!**

Students format a report on the History of Video Games

Students learn valuable document formatting skills



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**INCLUDES 4 ACTIVITIES**  
**GOOGLE DOCS**  
**TASKS & ACTIVITIES**

Easy to use!  
**NO PREP!**

Students are prompted through 4 Google Doc formatting task activities

Sends easily through your LMS to students



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**GOOGLE DOCS**  
**DREAM DOG ACTIVITY**

Easy to use!  
**NO PREP!**

Students are prompted through a Google Doc formatting task activity

Sends easily through your LMS to students



BUSINESS EDUCATION WITH Denise Leigh

Includes 4 Google Docs Activities



NEW

# ABOUT ME

## Computer Applications

A Pre-Assessment for students at the beginning of a Computer Applications class.

A Google Slides file that easily converts to Microsoft PowerPoint

Student Examples Included



**NO PREP!**

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NEW

# Google Travel

## Computer Applications

A Google Trip fun activity for Computer Applications class.

A Google Slides file that easily converts to Microsoft PowerPoint

2 Student Examples Included



**NO PREP!**

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# GOOGLE SLIDES

## Dream Bedroom

Concepts learned:

- ✓ Format Images
- ✓ Remove Backgrounds
- ✓ Add Drop Shadows
- ✓ Arrange Image Order
- ✓ Add Borders

Great For Early Finishers!

Great, Engaging Survival Lesson!



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# Google Slides AND Microsoft PowerPoint

## Discovery Fun File

### Hot Cocoa Stand Edition

Students discover Google Slides & Microsoft PowerPoint as Desktop Publishing programs.

Fun and Engaging!

Teacher and Student Instructional Videos Included.

**NO PREP!**

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# Google Slides Lessons

# Google Sheets Lessons

**NEW**


## Google Course Sheets Activities

A **6-Page** Printable Packet for Students

Includes **3** Google Sheets jobs

All Instructions for Students Included

Teacher's Key also included



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**NEW**

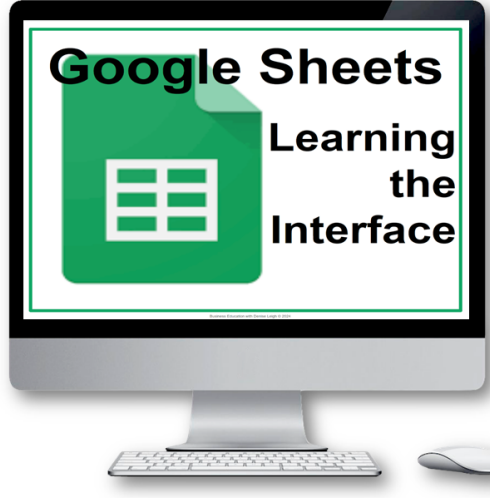
## Google Sheets Introduction Computer Applications

**2 activities** included to introduce students to the Google Sheets' icons & working with tables

A Google Sheets Discovery Lesson for Computer Applications class

Teacher's Key Included

**NO PREP!**



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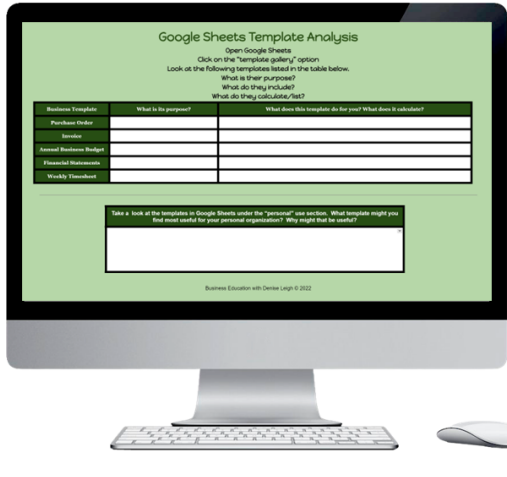
## GOOGLE SHEETS BUSINESS TEMPLATES

Students are prompted to discover the business templates in Google Docs

A Great Discovery Activity

I use in my Accounting and Computer Application classes

**NO PREP!**



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# Google Earth Lessons



**I'm Feeling Lucky activity**  
*(Not sold separately)*

**Google Earth Scavenger Hunt**  
*(Not sold separately)*

**2 FUN GOOGLE EARTH ACTIVITIES**

**NEW**

## Google Keep

### Computer Applications

Students learn the value of a Google App they never knew existed

Google Keep activities for Computer Applications class

2 Activities Included

Teacher's Key Included

**NO PREP!**

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A computer monitor displaying a yellow square icon with a white lightbulb inside, symbolizing an idea or activity. A keyboard and mouse are visible below the monitor.

# Google Keep Lesson



# Google Slides My Year in Review

## Computer Applications Activity

Students create a 'Year in Review' file while demonstrating Key Concepts and Functions of Google Slides.

A Great activity for end of calendar year or end of school year!



**NO PREP!**

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# Food Truck Project for Computer Applications Class

Students are prompted to create documents for a Food Truck Business

Complete in Google or Microsoft – The File is Editable.

Easy to use!



**NO PREP!  
SAVES YOU TIME!**

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**Google Projects**  
Use these to assess and evaluate your students.

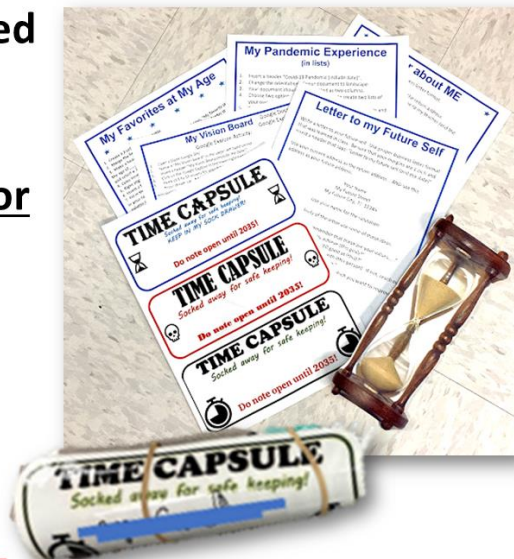
# TIME CAPSULE for Computer Applications Class

Students are prompted to create a TIME CAPSULE

Complete in Google or Microsoft. The File is Editable

Makes a Great Final Project!

Easy to use!



**FUN! NO PREP!**

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# THANKSGIVING Gratitude Wreath

A Great, Engaging Survival Lesson Before Thanksgiving Break!

Social & Emotional Learning

Great For Early Finishers!

Student Examples Included



**NO PREP!**

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**Great final projects!**



# Google Simulations

**NEW**

## Google Apps Productivity Simulation

MIDDLE SCHOOL OR HIGH SCHOOL

A Google  
Productivity  
Simulation with  
7 Easy-To-Follow  
Google App Jobs



- 1 Google Docs
- 3 Google Sheets
- 1 Google Slides
- 1 Google Contacts
- 1 Google Calendar



**7 jobs** that use Google Docs, Google Sheets, Google Slides, Google Contacts, & Google Calendar

**NEW**

## Friendsgiving Google Apps

MIDDLE SCHOOL OR HIGH SCHOOL

Students use  
Google Apps to  
plan a  
Thanksgiving  
Feast



- 1 Google Slides
- 1 Google Docs
- 1 Google Keep
- 1 Google Calendar



**4 jobs** that use Google Docs, Google Slides, Google Keep, & Google Calendar

**Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!**

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

