

Planos de aulas para educadores/professores/formadores adultos que serão utilizados para o PACOTE EDUCATIVO FINE2WORK.

Módulo Nome: Competências Digitais	
Topico 3 Título: Armazenamento Online – Google Drive	
Palno de aula 17 – Ficheiros e Pastas	
Duração: 90 minutos	
Objetivo	O principal objectivo deste plano de lições é fornecer toda a informação necessária aos alunos adultos sobre como criar e carregar ficheiros e pastas.
Grupo Alvo	Adults (especially women)
Local/ Equipamento	<ul style="list-style-type: none"> Classroom Internet access Projector White board
Ferramentas/ Materiais	<ul style="list-style-type: none"> Handout 1
Tarefas principais	<p>1. Task 1: How to create folders into Google Drive</p> <p>1.1 Adult trainers should show the students how to create folders into Google Drive (15 mins)</p> <p>1.2 All students need to create 3 folders named ‘Work’, ‘Family’, ‘Personal’ (see Handout 1) (25 mins)</p> <p>1. Task 2: How to upload files into Google Drive</p> <p>2.1 Adult trainers should add to the local drive of each student two files named ‘File 1’ as a PDF file and ‘File 2’ as a Word Document (10 mins)</p> <p>2.2 Adult trainers should show the students how to upload files into Google Drive (15 mins)</p>

	<p>2.3 All students need to upload the first file into the 'Family' folder and the second file into the 'Work' folder (25 mins)</p> <p>2. Task 3: How to upload folders into Google Drive</p> <p>3.1 Adult trainers should add to the local drive of each student a folder named 'Upload this folder' (10 mins)</p> <p>3.2 Adult trainers should show the students how to upload folders into Google Drive (15 mins)</p> <p>3.3 All students need to upload the folder 'Upload this folder' into the Google Drive (25 mins)</p> <p>3. Task 4: Wrap-up (10 mins)</p>
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HANDOUT 1: How to create folders into Google Drive

FOLDER 1:

‘Work’

FOLDER 2:

‘Family’

FOLDER 3:

‘Personal’

