

## Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

<b>Module Name: Digital Competences</b>	
<b>Topic 3 Title: Online file storage – Google Drive</b>	
<b>Lesson Plan 18 – Manage files and folders</b>	
<b>Duration: 90 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is to provide all the necessary information for adult learners how to open and move files.
<b>Target Group</b>	Adults (especially women)
<b>Facility/ Equipment</b>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Internet access</li> <li>• Projector</li> <li>• White board</li> </ul>
<b>Tools/ Materials</b>	
<b>Main Tasks</b>	<p><b>1. Task 1: Open a file</b></p> <p>1.1 Adult trainers should show the students how to open files <b>(15 mins)</b></p> <p>1.1 All students need to open the two files <b>(25 mins)</b></p> <p><b>2. Task 2: Move a file</b></p> <p>2.1 Adult trainers should show the students how to move files <b>(15 mins)</b></p> <p>2.2 All students need to move the 'File 1' into the 'Work' folder <b>(25 mins)</b></p>

	<b>3. Task 3: Wrap-up (10 mins)</b>
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