

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

Module Name: Digital Competences	
Topic 3 Title: Online file storage – Google Drive	
Lesson Plan 21 – Duplicate and remove files/folders	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to duplicate and remove files and/or folders
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> • Classroom • Internet access • Projector • White board
Tools/ Materials	
Main Tasks	<p>1. Task 1: Select a file</p> <p>1.1 Adult trainers should show the students how to select a file they want to share (10 mins)</p> <p>1.1 All students need to select a file (10 mins)</p> <p>2. Task 2: Make a copy of a document</p> <p>2.1 Adult trainers should show the students how to duplicate files (25 mins)</p> <p>2.2 All students need to make a copy of 'File 1' and rename it to 'File 1 – Fine2work' (25 mins)</p>

	<p>2.3 All students need to make a copy of 'File 2' and rename it to 'File 2 – Fine2work' (25 mins)</p> <p>3. Task 3: Make a copy of a folder</p> <p>3.1 Adult trainers should show the students how to duplicate folders (25 mins)</p> <p>3.2 All students need to make a copy of 'Work' folder and rename it to 'Fine2work project' (25 mins)</p> <p>4. Task 4: Remove a document and folder</p> <p>4.1 Adult trainers should show the students how to remove files (25 mins)</p> <p>4.2 All students need to remove the 'File 1' (15 mins)</p> <p>4.3 Adult trainers should show the students how to remove folders (25 mins)</p> <p>4.4 All students need to remove the 'Personal' folder (15 mins)</p> <p>5. Task 5: Wrap-up (10 mins)</p>
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