

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

| Module Name: Digital Competences | |
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| Topic 3 Title: Online file storage – Google Drive | |
| Lesson Plan 27 – Introduction to Google Sheets (Spreadsheets) | |
| Duration: 60 minutes | |
| Aim | The main goal of this lesson plan is an introduction session to Google Sheets. |
| 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: Introduction to Google Sheets</p> <p>1.1 Start this task with a video for the learners to understand what Google Sheets is https://www.youtube.com/watch?v=9AyoRkr4I3U&t=3s&ab_channel=Google (3 mins)</p> <p>1.2 Discussion questions for the video (25 mins)</p> <ul style="list-style-type: none"> • What Google Sheets is • How Google Sheets works • The main advantages of Google Sheets <p>2. Task 2: How to log in to Google Sheets (10 mins)</p> <p>3. Task 3: Wrap-up (10 mins)</p> |