

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 28 – Introduction to Google Sheets (Spreadsheets) - 2	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to create and rename a blank Google Spreadsheet.
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: Understand the Google Sheets homepage</p> <p>1.1 Adult trainers should show the students: (15 mins)</p> <ul style="list-style-type: none"> • Google Sheets homepage • Google Sheets templates • Google Sheets Blank Spreadsheet <p>2. Task 2: Understand how to create a blank sheet</p> <p>2.1 Adult trainers should show the students how to create a blank spreadsheet (25 mins)</p> <p>2.2. All students should to create a blank spreadsheet (10 mins)</p>

	<p>3. Task 3: Understand how to rename a Google Spreadsheet</p> <p>3.1 Adult trainers should show the students how to rename a Google Spreadsheet (25 mins)</p> <p>3.2. All students should rename their spreadsheet to 'FINE2WORK Training – Spreadsheet exercise 1' (10 mins)</p> <p>4. Task 4: Wrap-up (10 mins)</p>
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