

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 29 – Edit a Google Spreadsheet	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to insert rows and columns into a Google Spreadsheet and create new sheets.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> • Classroom • Internet access • Projector • White board
Tools/ Materials	<ul style="list-style-type: none"> • Handout 1 • Handout 2
Main Tasks	<p>1. Task 1: Open a Google Spreadsheet</p> <p>1.1 All students should open the Google Spreadsheet named 'FINE2WORK Training – Spreadsheet exercise 1' (10 mins)</p> <p>2. Task 2: Understand how to insert text into a Google Spreadsheet</p> <p>2.1 Adult trainers should show the students how to insert text into a blank spreadsheet (25 mins)</p> <p>2.2 Adult trainers should provide a handout to students (see <u>Handout 1</u>) which includes specific text to include into the Google Spreadsheet (10 mins)</p>

	<p>2.3. All students should insert the text from Handout 1 into the Google document (25 mins)</p> <p>3. Task 3: Edit a Google Spreadsheet</p> <p>3.1 Adult trainers should show the students how to columns and rows into Google Spreadsheet (25 mins)</p> <p>3.2. Adult trainers should provide a handout to students (<u>see Handout 2</u>) which includes all the changes they need to do into the Google Spreadsheet (10 mins)</p> <p>2.4. All students should apply the changes into Google Spreadsheet (25 mins)</p> <p>4. Task 4: Add a new sheet</p> <p>4.1 Adult trainers should show the students how to add a new sheet into Google Spreadsheet (15 mins)</p> <p>4.2 All students should create a new sheet named it 'New Sheet – Exercise 2' (15 mins)</p> <p>5. Task 5: Wrap-up (10 mins)</p>
--	---

HANDOUT 1: Understand how to insert text into a Google Spreadsheet

Partner Number	Partner Name	Country
P1	Project Net	Latvia
P2	Cyprus	Cyprus
P3	Descularte	Portugal
P4	RCCI	Bulgaria



HANDOUT 2: Edit a Google Spreadsheet

Partner Number	Partner Name	Role	City	Country
P1	Project Net	Coordinator	Riga	Latvia
P2	Cyprus	Partner	Nicosia	Cyprus
P3	Descularte	Partner	Santarem	Portugal
P4	RCCI	Partner	Ruse	Bulgaria

