

## Lesson Plans for adult educators/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 31 – Edit and share a Google Spreadsheet</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 edit text into Google Spreadsheet and share a spreadsheet.
<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>	<ul style="list-style-type: none"> <li>• Handout 1</li> </ul>
<b>Main Tasks</b>	<p><b>1. Task 1: Open a Google Spreadsheet</b></p> <p>1.1 All students should open the Google Spreadsheet named 'FINE2WORK Training – Spreadsheet exercise 1' (Sheet 1) <b>(10 mins)</b></p> <p><b>2. Task 2: Edit text into a Google Spreadsheet</b></p> <p>2.1 Adult trainers should show the students how to edit text into a Google spreadsheet <b>(25 mins)</b></p> <p>2.2 Adult trainers should provide a handout to students (<u>see Handout 1</u>) which includes all the changes they need to apply in the text <b>(15 mins)</b></p> <ul style="list-style-type: none"> <li>• Format text: Bold, Italic, Underline</li> </ul>

	<ul style="list-style-type: none"><li>• Font size</li><li>• Text &amp; Highlight colour</li><li>• Align text</li><li>• Text wrapping</li></ul> <p>2.3. All students should apply the changes into Google Spreadsheet <b>(25 mins)</b></p> <p style="text-align: center;"><b>3. Task 3: Understand how to share the Google Document</b></p> <p>3.1 Adult trainers should show the students how share Google documents <b>(15 mins)</b></p> <p>3.2 All students should share the document with their trainer: <a href="mailto:chrystalla@emphasyscentre.com">chrystalla@emphasyscentre.com</a> <b>(25 mins)</b></p> <p style="text-align: center;"><b>4. Task 4: Wrap-up (10 mins)</b></p>
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## HANDOUT 1: Edit text into a Google Spreadsheet

<u>Partner Number</u>	<u>Partner Name</u>	<u>Country</u>
<i>P1</i>	Project Net	Latvia
<i>P2</i>	Cyprus	Cyprus
<i>P3</i>	Descularte	Portugal
<i>P4</i>	RCCI	Bulgaria

