

## Lesson Plans for adult educators/teachers/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 36 – Edit slides</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 slides into a Google Presentation.
<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 Presentation</b></p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Presentation exercise 1' <b>(10 mins)</b></p> <p><b>2. Task 2: Understand how to edit slides</b></p> <p>2.1 Adult trainers should show the students how to edit slides into a blank presentation <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> <li>• Font size</li> </ul>

	<ul style="list-style-type: none"><li>• Text &amp; Highlight colour</li><li>• Align text</li><li>• Text wrapping</li></ul> <p>2.3. All students should insert the text from Handout 1 into the Google Presentation <b>(25 mins)</b></p> <p><b>3. Task 3: Wrap-up (10 mins)</b></p>
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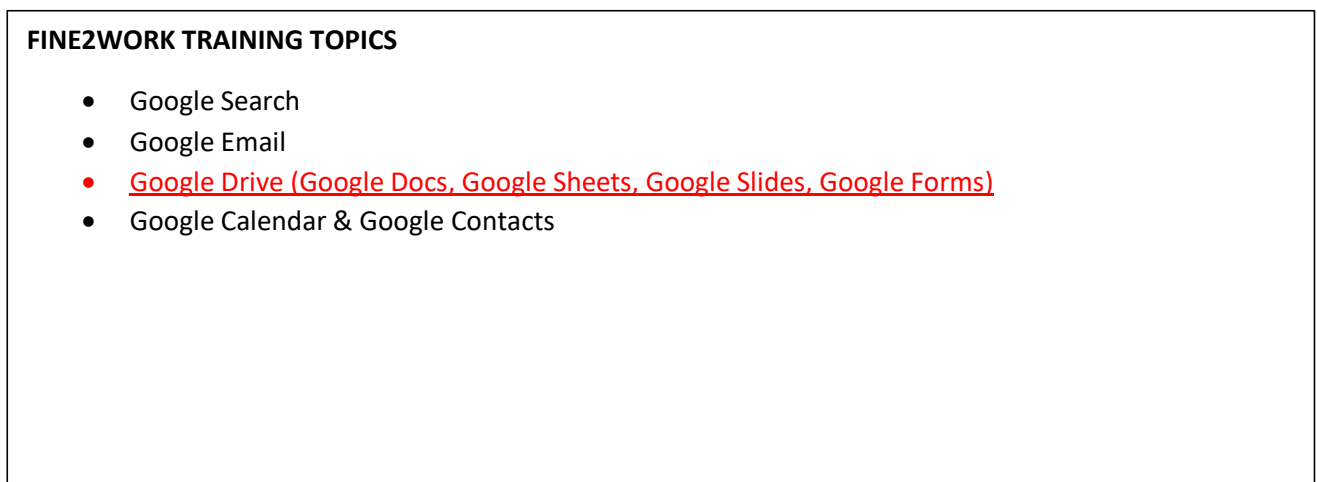
## HANDOUT 1: Understand how to edit slides

### Slide 1 – Title slide



A title slide for a presentation. The main title "FINE2WORK TRAINING" is centered in a large, bold, blue font. Below it, a blue horizontal bar contains the text "EMPHASYS CENTRE" in a smaller, bold, black font.

### Slide 2



A slide titled "FINE2WORK TRAINING TOPICS" listing several topics. The text is as follows:

**FINE2WORK TRAINING TOPICS**

- Google Search
- Google Email
- [Google Drive \(Google Docs, Google Sheets, Google Slides, Google Forms\)](#)
- Google Calendar & Google Contacts

### Slide 3

This project has been funded with support from the European Commission. This communication reflects the



Co-funded by the  
**GOOGLE DRIVE**

- **Definition:**

Google Drive is used to **store files** and **sync them to the computer**. A user can use Google Drive to

of

Slide 4

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