

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

| <b>Module Name: Digital Competences</b>                    |   |
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| <b>Topic 3 Title: Online file storage – Google Drive</b>   |   |
| <b>Lesson Plan 43 – Customize theme of the Google Form</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 customize theme of the Google Form.   |
| <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 Form</b></p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Form - exercise 1' <b>(10 mins)</b></p> <p><b>2. Task 2: Understand how to customize theme of the Google Form</b></p> <p>2.1 Adult trainers should show the students how to customize theme of the Google Form <b>(25 mins)</b></p> <p>2.2 Adult trainers should provide a handout to students <b>(see <u>Handout 1</u>)</b> which includes all the changes they need to apply in the text <b>(15 mins)</b></p> |

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|  | <ul style="list-style-type: none"><li>• Header Image</li><li>• Theme colour</li><li>• Background colour</li><li>• Font style</li></ul> <p>2.3. All students should apply all the changes into the Google Form <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 customize theme of the Google Form

- **Header Image**



- **Theme colour: #125598**
- **Background colour: #f6f6f6**
- **Font style: Formal**