

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 44 – Edit title/description and add images/videos	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to edit title and description and add images/videos.
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
Main Tasks	<p>1. Task 1: Open a Google Form</p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Form - exercise 1' (10 mins)</p> <p>2. Task 2: Understand how to edit title and description</p> <p>2.1 Adult trainers should show the students how to edit the title and description of the Google Form (25 mins)</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 (15 mins)</p> <ul style="list-style-type: none"> • Title

	<ul style="list-style-type: none"> • Description <p>2.3. All students should apply all the changes into the Google Form (25 mins)</p> <p style="text-align: center;">3. Task 2: Understand how to add and edit images</p> <p>3.1. Adult trainers should show the students how to add images into the Google Form (25 mins)</p> <p>3.2 Adult trainers should provide a handout to students (see <u>Handout 2</u>) which includes the images to be included in the Google Form (15 mins)</p> <p>3.3. All students should apply all the changes into the Google Form (25 mins)</p> <p>3.4 Adult trainers should show the students how to edit images into the Google Form (25 mins)</p> <ul style="list-style-type: none"> • Minimize or maximize the photos <p>3.5. All students should apply all the changes into the Google Form (25 mins)</p> <p style="text-align: center;">4. Task 3: Wrap-up (10 mins)</p>
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HANDOUT 2: Understand how to edit title and description

- **Title: FINE2WORK TRAINING**
- **Description: Google Forms Training**

HANDOUT 2: Understand how to edit title and description



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