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 35 – Edit a Google Presentation - 2	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to insert text into the Google Presentation.
Target Group	Adults (especially women)
Facility/ Equipment	• Classroom • Internet access • Projector • White board
Tools/ Materials	• Handout 1
Main Tasks	1. **Task 1: Open a Google Presentation** 1.1 All students should open the Google Presentation named 'FINE2WORK Training – Presentation exercise 1' **(10 mins)** 2. **Task 2: Understand how to insert text into a Google Presentation** 2.1 Adult trainers should show the students how to insert text into a blank presentation **(25 mins)** 2.2 Adult trainers should provide a handout to students **(see Handout 1**) which includes specific text to include into the Google Presentation **(10 mins)**

	2.3. All students should insert the text from Handout 1 into the Google Presentation **(25 mins)**
	3. Task 3: Wrap-up (10 mins)

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

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Slide 1 – Title slide

FINE2WORK TRAINING

EMPHASYS CENTRE

Slide 2

FINE2WORK TRAINING TOPICS

- Google Search
- Google Email
- Google Drive (Google Docs, Google Sheets, Google Slides, Google Forms)
- Google Calendar & Google Contacts

FINE2WORK

Slide 3

GOOGLE DRIVE

- Definition:
  Google Drive is used to store files and sync them to the computer. A user can use Google Drive to upload files/documents and edit them online. Google Drive can be installed on the computer to sync files automatically to the cloud.
  Google Drive offers cloud-based applications (Google Docs, Sheets, Slides and Forms) that help users to create and share content with team enable teamwork to cooperate effectively in real-time.

Slide 4

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