



**FINE2WORK**

## **FINE2WORK: Promoting financial, digital and entrepreneurial competences for vulnerable adults (women) with restricted access to the digitalised market (home based)**

---

Intellectual Output 2: FINE2WORK Educational Pack: Benchmarks and Indicators for Competence Framework – Learning Modules



P2 – Emphasys Centre



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Submission Number: 2019-1-LV01-KA204-060337

## FINE2WORK FRAMEWORK

## MODULE 3: DIGITAL COMPETENCES

## 1. General description of the module

‘Digital Competences’ module provides information about the main features and apps of ‘Google’ such as Google Search, Google e-mail (Gmail), Google Drive, Google Calendar and Google Contacts. Adults will learn how to:

2. Search information online
3. Create an e-mail account and how to use it
4. Store information online
5. Create calendars and events
6. Create contacts or group of contacts

## 7. List of Topics:

**Topic 1: Searching online information - Google Search**

**Description:** The main goal of this topic is to provide all necessary information about the Internet with basic terms and common and most popular web browsers. Additionally, a step-by-step guide is included to introduce how to search online information using the ‘Google Chrome’ web browser, how to search different type of content, how to use the advanced search and what the main search strategies and techniques are.

**Topic 2: Google e-mail (Gmail)**

**Description:** The main goal of this topic is to present adults how to create and use an e-mail account. Adults will understand the main terms of e-mail such as user ID, domain name etc.

**Topic 3: Online file storage - Google Drive**

**Description:** The main goal of this topic is to provide the main features of ‘Google Drive’ including Google Docs, Google Sheets, Google Slides and Google Forms.

**Topic 4: Google calendar & Google contacts**

**Description:** This topic presents all necessary information that will support adults to understand the main features of Google calendar and Google contacts. The main learning outcomes are how to create calendars, events, contacts or group of contacts.



MODULE 3: DIGITAL COMPETENCES					
Topic 1.1: Searching online information - Google Search	The main goal of this topic is to provide all necessary information about the Internet with basic terms and common and most popular web browsers. Additionally, a step-by-step guide is included to introduce how to search online information using the 'Google Chrome' web browser, how to search different type of content, how to use the advanced search and what the main search strategies and techniques are.	<b>KNOWLEDGE</b> <i>(In the context of EQF, knowledge is described as theoretical and/or factual)</i>	<b>SKILLS</b> <i>(In the context of EQF, skills are described as practical)</i>	<b>ATTITUDE</b> <i>(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)</i>	<b>Activities/Lesson Plan</b>
		<ol style="list-style-type: none"> <li>1. I understand the basic terms related to the Internet such as 'Internet', 'Online Search', 'WWW', 'Web browsers', 'URL/Domain' and 'Top-Level Domain (TLD)'</li> <li>2. I understand the most common web browsers</li> <li>2. I understand the online search techniques</li> <li>4. I understand the main features of 'Google Chrome' web browser</li> <li>5. I understand what the standard top-level domains are</li> <li>6. I understand what 'Advanced Search' is</li> </ol>	<ol style="list-style-type: none"> <li>1. I know the main functionalities of 'Google Chrome' web browser</li> <li>2. I know how to use 'Advanced Search'</li> <li>3. I know how to create/view/delete bookmarks</li> <li>4. I know how to find specific type of content such as:               <ol style="list-style-type: none"> <li>a) Images</li> <li>b) News</li> <li>c) Videos</li> <li>d) More (books, flights, finance)</li> </ol> </li> <li>5. I know how to access browser history</li> </ol>	<ol style="list-style-type: none"> <li>1. I'm able to apply a proactive attitude towards looking for information</li> <li>2. I'm able to recognise the different search results (e.g. ads, maps, videos etc.).</li> <li>3. I'm able to recognize trustful and secure websites</li> <li>4. I'm able to search in order to identify and solve technical problems</li> </ol>	Lesson Plans 1 - 6
<b>Topic 1.2:</b> <b>Google</b> <b>e-mail (Gmail)</b>	The main goal of this topic is to present adults how to create and use an e-mail account. Adults will	<ol style="list-style-type: none"> <li>1. I understand the basic terms related to e-mail such as 'E-mail', 'Google e-mail/Gmail', 'User ID/username', 'Domain</li> </ol>	<ol style="list-style-type: none"> <li>1. I know how to create an e-mail account</li> <li>2. I know how to navigate into the 'Gmail':               <ol style="list-style-type: none"> <li>a) Search box</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. I'm able to communicate with others through emails using appropriate language-text</li> </ol>	Lesson Plans 7 - 6

	understand the main terms of e-mail such as user ID, domain name etc.	name/Host name', 'Spam e-mails',	<ul style="list-style-type: none"> <li>b) Change settings</li> <li>c) Quick settings</li> <li>d) Support button</li> </ul> 3. I know how to navigate into different email folders: <ul style="list-style-type: none"> <li>a) Inbox</li> <li>b) Sent</li> <li>c) Drafts</li> <li>d) Spam</li> <li>e) Trash</li> </ul> 4. I know how to: <ul style="list-style-type: none"> <li>a) Compose an e-mail</li> <li>b) Send an e-mail</li> <li>c) Reply-Reply to all/forward an e-mail</li> <li>d) Delete an e-mail</li> <li>e) Add favourites ('Starred') e-mails</li> <li>f) Create a new label</li> <li>g) Edit/Remove a label</li> <li>h) Move e-mails into labels</li> <li>i) Mark as unread</li> <li>j) Snooze</li> <li>k) Print an e-mail</li> <li>l) Block a contact</li> <li>m) Attach a file</li> <li>n) Remove a file</li> <li>o) Download a file</li> </ul>	2. I'm able to write professional e-mails e.g. use formal language 3. I'm able to identify and recognize spam e-mails	
<b>Topic 1.3: Online file storage - Google Drive</b>	The main goal of this topic is to provide the main features of 'Google Drive' including Google	1. I understand the main terms of 'Online file storage', 'Google Drive'	1. I know how to log in into the Google Drive using my Google account 2. I know how to navigate into the 'Google Drive'	1. I'm able to organize files and folders 2. I'm able to share and collaborate with others	<i>Lesson Plans 7 - 6</i>

	Docs, Google Sheets, Google Slides and Google Forms.	<p>2. I understand the main features of 'Google Drive' and Google applications</p> <ul style="list-style-type: none"> <li>a. Google Docs (word processing)</li> <li>a) Google Sheets (spreadsheet)</li> <li>b) Google Slides (presentation)</li> <li>c) Google Forms (evaluation form, survey/questionnaire)</li> </ul>	<p>3. I know how to create folders</p> <p>4. I know how to upload 'Files and/or Folders'</p> <p>5. I know how to manage files or folders:</p> <ul style="list-style-type: none"> <li>a) Rename document/folder</li> <li>b) Open a file and Open a folder</li> <li>c) Move a Document or Folder into Folders</li> <li>d) Share a file or folder and get a sharable link</li> <li>e) Download a document/folder</li> <li>f) Add/Remove files or folders to/from starred (favorites)</li> <li>g) Make a copy</li> <li>h) Remove document/folder</li> <li>i) Change colour to folders</li> </ul> <p>6. I know how to use Google Docs (Word Processing):</p> <ul style="list-style-type: none"> <li>a) Introduction to Google Docs</li> <li>b) Start with Google Docs</li> <li>c) Use blank document</li> <li>d) Edit a document</li> <li>e) Share a document</li> </ul> <p>7. I know how to use Google Sheets (Spreadsheet)</p>	<p>3. I'm able to use online technologies to work anytime and anywhere</p> <p>4. I'm able to ensure what kind of information are stored online</p>	
--	--	---	---	--	--

			<ul style="list-style-type: none"> <li>a) Introduction to Google Sheets</li> <li>b) Start with Google Sheets</li> <li>c) Use blank spreadsheet</li> <li>d) Edit a spreadsheet</li> <li>e) Share a spreadsheet</li> </ul> <p>8. I know how to use Google Slides (Presentation)</p> <ul style="list-style-type: none"> <li>a) Introduction to Google Slides</li> <li>b) Start with Google Slides</li> <li>c) Use blank slide</li> <li>d) Edit a slide</li> <li>e) Share a slide</li> </ul> <p>9. I know how to use Google Forms:</p> <ul style="list-style-type: none"> <li>a) Choose a template or blank document</li> <li>b) Rename a Google Form</li> <li>c) Add to favorites (starred)</li> <li>d) Move a Google Form</li> <li>e) Make a copy</li> <li>f) Move to trash (Delete)</li> <li>g) Print</li> <li>h) Add collaborators</li> <li>i) Customize theme</li> <li>j) Preview</li> <li>k) Send the Google Form</li> </ul> <p>10. I know how to edit a template/form:</p> <ul style="list-style-type: none"> <li>a) Edit and Add Form title and Form description</li> </ul>		
--	--	--	---	--	--



			<ul style="list-style-type: none"> <li>b) Add and edit images and videos</li> <li>c) Add and edit questions and different types of questions</li> <li>d) Add section</li> <li>e) Required question</li> </ul> <p>11. I know how to view/edit responses:</p> <ul style="list-style-type: none"> <li>a) View responses</li> <li>b) Export responses – as a spreadsheet</li> <li>c) Print/Delete all responses</li> <li>d) Get email notifications for new responses</li> </ul>		
<b>Topic 1.4: Google calendar &amp; Google contacts</b>	<p>This topic presents all necessary information that will support adults to understand the main features of Google calendar and Google contacts. The main learning outcomes are how to create calendars, events, contacts or group of contacts.</p>	<p>1. I understand the main terms of 'Google Calendar' and 'Google Contacts'</p> <p>2. I understand the main features of 'Google Calendar'</p> <p>2. I understand the main features of 'Google Contacts'</p>	<p>1. I know how to log in into the Google Calendar using my Google account</p> <p>2. I know how to navigate into the 'Google Calendar'</p> <p>3. I know how to:</p> <ul style="list-style-type: none"> <li>a) Create a calendar</li> <li>b) Browse calendars of interest</li> <li>c) Select multiple calendars</li> <li>d) Hide calendars</li> <li>e) Manage settings and sharing</li> <li>f) Remove a calendar</li> <li>g) Edit calendar colour</li> </ul> <p>4. I know how to edit calendar – Create/Edit/Delete events</p>	<p>1. I'm able to use the calendar and create events for professional purposes</p> <p>2. I'm able to use digital technologies to organize daily/weekly/monthly tasks for professional purposes</p> <p>3. I'm able to organize my contacts and create e-mailing lists for professional purposes</p> <p>4. I'm able to distinguish personal and team calendars</p>	<i>Lesson Plans 7 - 6</i>

			<p>5. I know how to log in into the Google Contacts using my Google account</p> <p>6. I know how to navigate into the 'Google Contacts'</p> <p>7. I know how to:</p> <ul style="list-style-type: none"> <li>a) Create a new contact</li> <li>b) Create/Edit/Delete a label</li> <li>c) Move contacts into labels</li> <li>d) Add to favourites ('Starred')</li> <li>e) Edit an existing contact</li> <li>f) Delete a contact</li> </ul> <p>8. I know how to import/export contacts</p>		
--	--	--	--	--	--

