

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 16 – Google Drive Applications	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is an introduction session to online file storage and Google Drive. At the end of this session students will understand what Google Drive is, Google Drive’s applications and the main features of Google Drive.
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"> • Sticky Notes • A3 paper • Handout 1 • Handout 2 •
Main Tasks	<p>1. Task 1: Introduction to Google Drive applications</p> <p>1.1 Start this task with a video for the learners to understand what Google Docs is https://www.youtube.com/watch?v=6_hJ3R8jEZM&ab_channel=Google (2 mins)</p> <p>1.2 Start this task with a video for the learners to understand what Google Sheets is https://www.youtube.com/watch?v=9AyoRkr4I3U&ab_channel=Google (2 mins)</p>

	<p>1.3 Start this task with a video for the learners to understand what Google Slides is https://www.youtube.com/watch?v=1ENtPjEp_5c&ab_channel=GCFLearnFree.org (2 mins)</p> <p>1.4 Start this task with a video for the learners to understand what Google Forms is https://www.youtube.com/watch?v=lzgaUOW6GIs&ab_channel=Google (2 mins)</p> <p>1.3 Discussion questions for both videos (15 mins) (see Handout 1)</p> <ul style="list-style-type: none">• What Google Docs is• What Google Sheets is• What Google Slides is• What Google Forms is <p>1.4 Write the following definitions into different sticky notes: (10 mins) (see Handout 2)</p> <ul style="list-style-type: none">• Google Drive• Google Docs• Google Sheets• Google Slides• Google Forms <p>1.5 Provide your students with A3 paper with the definitions. All students should match the sticky notes with the definitions (see Handout 3) (15 mins)</p> <p>2. Task 2: Wrap-up (10 mins)</p>
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HANDOUT 1: Introduction to Google Drive applications

Definition:	Description:
<p>1. Google Drive</p>	<p>Google Drive is a free online data storage service offered by Google. It allows you to keep all your work in one place in different file formats and access your files anywhere from any device. With a Google account, a user can sync documents, photos etc. from the computer, tablet or mobile devices. It offers 15GB of free storage and this amount is spread across the Google Drive, Gmail and Google Photos. Users can pay £1.59/month for 100GB to £239.99/month for 30TB.</p>
<p>2. Google Docs</p>	<p>Is an online word processor that provides users with a real-time collaboration to create, share with teammates or individuals.</p>
<p>3. Google Sheets</p>	<p>Is an online spreadsheet application and enables users to create, edit and collaborate with others their spreadsheets.</p>
<p>4. Google Slides</p>	<p>Is an online presentation application that allows users to create and format presentations and work with other people or individual.</p>
<p>5. Google Forms</p>	<p>Is an online application that allows users to create online surveys, evaluation forms and quizzes and share them with other people or teams.</p>

HANDOUT 2: Introduction to Google Drive applications

_____ is a free online data storage service offered by Google. It allows you to keep all your work in one place in different file formats and access your files anywhere from any device. With a Google account, a user can sync documents, photos etc. from the computer, tablet or mobile devices. It offers 15GB of free storage and this amount is spread across the Google Drive, Gmail and Google Photos. Users can pay £1.59/month for 100GB to £239.99/month for 30TB.

_____ Is an online word processor that provides users with a real-time collaboration to create, share with teammates or individuals.

_____ Is an online spreadsheet application and enables users to create, edit and collaborate with others their spreadsheets.

_____ Is an online presentation application that allows users to create and format presentations and work with other people or individual.

_____ Is an online application that allows users to create online surveys, evaluation forms and quizzes and share them with other people or teams.

HANDOUT 3: Introduction to Google Drive applications

Definition:	Description:
1. Google Drive	
2. Google Docs	
3. Google Sheets	
4. Google Slides	
5. Google Forms	