

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 18 – Manage files and folders	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to open and move files.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> Classroom Internet access Projector White board
Tools/ Materials	
Main Tasks	<p>1. Task 1: Open a file</p> <p>1.1 Adult trainers should show the students how to open files (15 mins)</p> <p>1.1 All students need to open the two files (25 mins)</p> <p>2. Task 2: Move a file</p> <p>2.1 Adult trainers should show the students how to move files (15 mins)</p> <p>2.2 All students need to move the 'File 1' into the 'Work' folder (25 mins)</p>

	3. Task 3: Wrap-up (10 mins)
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