

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 23 – Introduction to Google Docs (Word Processing) - 2	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to create and rename a blank Google document.
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: Understand the Google Docs homepage</p> <p>1.1 Adult trainers should show the students: (15 mins)</p> <ul style="list-style-type: none"> Google Docs homepage Google Docs templates Google Docs Blank Document <p>2. Task 2: Understand how to create a blank document</p> <p>2.1 Adult trainers should show the students how to create a blank document (25 mins)</p> <p>2.2. All students should to create a blank document (10 mins)</p>

	<p>3. Task 3: Understand how to rename a Google document</p> <p>3.1 Adult trainers should show the students how to rename a Google document (25 mins)</p> <p>3.2. All students should rename their document to 'FINE2WORK Training – Exercise 1' (10 mins)</p> <p>4. Task 4: Wrap-up (10 mins)</p>
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