

## Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

<b>Module Name: Digital Competences</b>	
<b>Topic 3 Title: Online file storage – Google Drive</b>	
<b>Lesson Plan 24 – Insert text and images into a Google document</b>	
<b>Duration: 90 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is to provide all the necessary information for adult learners how to insert text and images into a Google document.
<b>Target Group</b>	Adults (especially women)
<b>Facility/ Equipment</b>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Internet access</li> <li>• Projector</li> <li>• White board</li> </ul>
<b>Tools/ Materials</b>	<ul style="list-style-type: none"> <li>• Handout 1</li> <li>• Handout 2</li> </ul>
<b>Main Tasks</b>	<p><b>1. Task 1: Open a Google Document</b></p> <p>1.1 All students should open the Google Document named 'FINE2WORK Training – Exercise 1' <b>(10 mins)</b></p> <p><b>2. Task 2: Understand how to insert text into a Google Document</b></p> <p>2.1 Adult trainers should show the students how to insert text into a blank document <b>(25 mins)</b></p> <p>2.2 Adult trainers should provide a handout to students (<u>see Handout 1</u>) which includes specific text to include into the Google document <b>(10 mins)</b></p>

	<p>2.3. All students should insert the text from Handout 1 into the Google document <b>(25 mins)</b></p> <p><b>3. Task 3: Understand how to insert images into a Google Document</b></p> <p>3.1 Adult trainers should show the students how to insert images into a Google document <b>(25 mins)</b></p> <p>3.2. All students should insert image from the web into the Google document <b>(25 mins)</b></p> <ul style="list-style-type: none"><li>• Search on the web for ‘education’ and ‘technology’</li><li>• Include in the Google document two images (1 for education and 1 for technology) <b>(see example Handout 2)</b></li></ul> <p><b>4. Task 4: Wrap-up (10 mins)</b></p>
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## HANDOUT 1: Understand how to insert text into a Google Document

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

FINE2WORK aims:

To empower adults and mainly women to be integrated into the economy either as employees or entrepreneurs based on their needs and abilities.

To provide high quality learning opportunities for adults so that they enhance their digital and financial competences while acquiring new key competences such as entrepreneurial skills in an attempt to safeguard social inclusion, access and participation in the labour market and society

To support adults to set up their own 'home-based business model' or 'work remotely as employees'

To facilitate access to upskilling pathways programme by designing a skills identification and screening tool, providing a learning programme adapted to the learning needs of the target group, and validating these skills acquired through non-formal learning

## HANDOUT 2: Understand how to insert images into a Google Document

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

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To provide high quality learning opportunities for adults so that they enhance their digital and financial competences while acquiring new key competences such as entrepreneurial skills in an attempt to safeguard social inclusion, access and participation in the labour market and society

To support adults to set up their own 'home-based business model' or 'work remotely as employees'

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