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 25 – Insert text and images into a Google document	
Duration: 90 minutes	
Aim	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.
Target Group	Adults (especially women)
Facility/ Equipment	• Classroom • Internet access • Projector • White board
Tools/ Materials	• Handout 1 • Handout 2
Main Tasks	1. **Task 1: Open a Google Document** 1.1 All students need to open the Google Document named 'FINE2WORK Training – Exercise 1' **(10 mins)** 2. **Task 2: Understand how to edit text** 2.1 Start this task with a video https://www.youtube.com/watch?v=w73qjYtq0sg&ab_channel=GCFLearnFree.org **(3 mins)** 2.2 Adult trainers should show the students how to edit text into a blank document **(25 mins)** • Format text: Bold, Italic, Underline • Font size

- Text & Highlight colour
- Align text
- Text wrapping

2.3 Adult trainers should provide a handout to students **(see Handout 1**) which includes all the changes they need to do into the Google document **(10 mins)**

2.4. All students should apply the changes into text **(25 mins)**

3. **Task 3: Create a Google Document**

3.1 All students need to create a second document named 'FINE2WORK Training – Exercise 2' **(15 mins)**

3.2. Adult trainers should provide a handout to students **(see Handout 2**) which includes specific text to include into the Google document **(10 mins)**

3.3. All students should insert the text with the changes **(25 mins)**

4. **Task 4: Wrap-up (10 mins)**

HANDOUT 1: Understand how to edit text

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: Create a Google Document

Emphasys Centre, established in 1998, runs _an ICT Education and VET Centre_ approved by the Cyprus Ministry of Education, Culture, Sports and Youth, as well as an EU Research Centre. It is staffed with a well-rounded team that includes specialists in ICT, Psychology, Sociology, Education, Law, Economics, Business, Human Rights, Architecture and Graphic Design.

Emphasys is organized in _4 directorates_. The Education Directorate includes validated and accredited IT courses, such as the GCE A' Level Computer Science for students, or the European Computer Driving License (ECDL) for professionals, while providing Career Counselling Services.

The ICT Training Directorate includes a fully equipped STEAM Learning Unit and the EU Training Unit, focusing on the provision of Erasmus+ KA1 Learning Mobility Courses for EU professionals and citizens. Emphasys offers its services to a diverse portfolio of public and private organisations, as well as individuals from all ages and walks of life.

The STEAM UNIT is fully equipped with high tech tools in order to offer project-driven related courses to young people, combining Robotics, 3D Design and Printing using the Craftbot+ 3D Printer, and Coding through Video Game design, using state of the art Virtual Reality Headsets such as the Oculus Rift S, led by 'Lego Education Trainer' certified instructors. Most of the courses follow the 4C approach of Lego Education: "Connect – Construct – Contemplate – Continue", where learners are presented with an open-ended challenge that places them in a position of solution-seeking.

The Research Directorate works with several organisations on EU projects under a number of funds (e.g. Erasmus, AMIF, Justice) in the field of education and training, while also providing managerial support for EU projects to schools and NGOs. Over the years, it has built a strong local and international network which is utilized in the promotion of EU projects and initiatives.

The Software Development Directorate is involved in the design, development, pilot-testing and evaluation of various e-learning tools, platforms, websites, applications and assessment portals, based on the needs of the various projects being implemented by the organization.