

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

Module Name: Digital Competences	
Topic 3 Title: Online file storage – Google Drive	
Lesson Plan 26 – Insert table into Google Document and share the 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 table into a Google document and share the document
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"> • Handout 1 •
Main Tasks	<p>1. Task 1: Open a Google Document</p> <p>1.1 All students need to open the Google Document named 'FINE2WORK Training – Exercise 2' (10 mins)</p> <p>2. Task 2: Understand how to add a table</p> <p>2.1 Adult trainers should show the students how to add a table into a Google Document (25 mins)</p> <p>2.2 Adult trainers should provide a handout to students (<u>see Handout 1</u>) which includes the table for students (10 mins)</p> <p>2.3. All students should insert the table into the Google Document (25 mins)</p>

	<p>3. Task 3: Understand how to share the Google Document</p> <p>3.1 Start this task with a video https://www.youtube.com/watch?v=qRcu2OEUql&ab_channel=TheHowToCow (3 mins)</p> <p>3.2 Adult trainers should show the students how share Google documents (25 mins)</p> <p>3.3 All students should share the document with their trainer: chrystalla@emphasyscentre.com (25 mins)</p> <p>4. Task 4: Wrap-up (10 mins)</p>
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HANDOUT 1: Understand how to edit text

Partner Number.	Partner name	Country
1	Project Net	Latvia
2	Emphasys Centre	Cyprus
3	Descularte	Portugal
4	Ruse Chamber of Commerce	Bulgaria