

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 27 – Introduction to Google Sheets (Spreadsheets)	
Duration: 60 minutes	
Aim	The main goal of this lesson plan is an introduction session to Google Sheets.
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: Introduction to Google Sheets</p> <p>1.1 Start this task with a video for the learners to understand what Google Sheets is https://www.youtube.com/watch?v=9AyoRkr4I3U&t=3s&ab_channel=Google (3 mins)</p> <p>1.2 Discussion questions for the video (25 mins)</p> <ul style="list-style-type: none"> • What Google Sheets is • How Google Sheets works • The main advantages of Google Sheets <p>2. Task 2: How to log in to Google Sheets (10 mins)</p> <p>3. Task 3: Wrap-up (10 mins)</p>