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 29 – Edit a Google Spreadsheet
Duration: 90 minutes

Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to insert rows and columns into a Google Spreadsheet and create new sheets.
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 Spreadsheet** 1.1 All students should open the Google Spreadsheet named 'FINE2WORK Training – Spreadsheet exercise 1' **(10 mins)** 2. **Task 2: Understand how to insert text into a Google Spreadsheet** 2.1 Adult trainers should show the students how to insert text into a blank spreadsheet **(25 mins)** 2.2 Adult trainers should provide a handout to students **(see Handout 1**) which includes specific text to include into the Google Spreadsheet **(10 mins)**

2.3. All students should insert the text from Handout 1 into the Google document **(25 mins)**

3. Task 3: Edit a Google Spreadsheet

3.1 Adult trainers should show the students how to columns and rows into Google Spreadsheet **(25 mins)**

3.2. Adult trainers should provide a handout to students **(see Handout 2**) which includes all the changes they need to do into the Google Spreadsheet **(10 mins)**

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

4. Task 4: Add a new sheet

4.1 Adult trainers should show the students how to add a new sheet into Google Spreadsheet **(15 mins)**

4.2 All students should create a new sheet named it 'New Sheet – Exercise 2' **(15 mins)**

5. Task 5: Wrap-up (10 mins)

HANDOUT 1: Understand how to insert text into a Google Spreadsheet

Partner Number	Partner Name	Country
P1	Project Net	Latvia
P2	Cyprus	Cyprus
P3	Descularte	Portugal
P4	RCCI	Bulgaria

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HANDOUT 2: Edit a Google Spreadsheet

Partner Number	Partner Name	Role	City	Country
P1	Project Net	Coordinator	Riga	Latvia
P2	Cyprus	Partner	Nicosia	Cyprus
P3	Descularte	Partner	Santarem	Portugal
P4	RCCI	Partner	Ruse	Bulgaria