

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

| <b>Module Name: Digital Competences</b>                  |  |
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| <b>Topic 3 Title: Online file storage – Google Drive</b> |  |
| <b>Lesson Plan 30 – Edit a Google Spreadsheet</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 rows and columns into a Google Spreadsheet and create new sheets.   |
| <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 Spreadsheet</b></p> <p>1.1 All students should open the Google Spreadsheet named 'FINE2WORK Training – Spreadsheet exercise 1' <b>(10 mins)</b></p> <p><b>2. Task 2: Understand how to insert text into a Google Spreadsheet</b></p> <p>2.1 Adult trainers should show the students how to insert text into a blank spreadsheet <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 Spreadsheet <b>(10 mins)</b></p> |

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|  | <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: Edit a Google Spreadsheet</b></p> <p>3.1 Adult trainers should show the students how to columns and rows into Google Spreadsheet <b>(25 mins)</b></p> <p>3.2. Adult trainers should provide a handout to students (<u>see Handout 2</u>) which includes all the changes they need to do into the Google Spreadsheet <b>(10 mins)</b></p> <p>3.4. All students should apply the changes into Google Spreadsheet <b>(25 mins)</b></p> <p><b>4. Task 4: Add a new sheet</b></p> <p>4.1 Adult trainers should show the students how to add a new sheet into Google Spreadsheet <b>(15 mins)</b></p> <p>4.2 All students should create a new sheet named it 'New Sheet – Exercise 2' <b>(15 mins)</b></p> <p><b>5. Task 5: Wrap-up (10 mins)</b></p> |
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## 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 |

## 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 |