

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 31 – Edit and share 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 edit text into Google Spreadsheet and share a spreadsheet.
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 Spreadsheet</p> <p>1.1 All students should open the Google Spreadsheet named 'FINE2WORK Training – Spreadsheet exercise 1' (Sheet 1) (10 mins)</p> <p>2. Task 2: Edit text into a Google Spreadsheet</p> <p>2.1 Adult trainers should show the students how to edit text into a Google spreadsheet (25 mins)</p> <p>2.2 Adult trainers should provide a handout to students (<u>see Handout 1</u>) which includes all the changes they need to apply in the text (15 mins)</p> <ul style="list-style-type: none"> Format text: Bold, Italic, Underline

	<ul style="list-style-type: none">• Font size• Text & Highlight colour• Align text• Text wrapping <p>2.3. All students should apply the changes into Google Spreadsheet (25 mins)</p> <p>3. Task 3: Understand how to share the Google Document</p> <p>3.1 Adult trainers should show the students how share Google documents (15 mins)</p> <p>3.2 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: Edit text into a Google Spreadsheet

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