

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 34 – Edit a Google Presentation	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to import theme and add new slides into the Google Presentation.
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: Open a Google Presentation</p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Presentation exercise 1' (10 mins)</p> <p>2. Task 2: Import theme into the Google Presentation</p> <p>2.1 Adult trainers should show to the students how to import themes into a Google Presentation (25 mins)</p> <p>2.2. All students should choose any theme of their preference (15 mins)</p> <p>2.3. All students should choose the 'Modern writer' for their Google Presentation (10 mins)</p>

	<p>3. Task 3: Understand how to insert slides into a Google Presentation</p> <p>2.1 Adult trainers should show the students how to insert slides into a blank presentation (25 mins)</p> <p>2.3. All students should insert the four new slides 1 into the Google document (25 mins)</p> <p>4. Task 4: Wrap-up (10 mins)</p>
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