

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

<b>Module Name: Digital Competences</b>	
<b>Topic 3 Title: Online file storage – Google Drive</b>	
<b>Lesson Plan 37 – Edit slides - 2</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 edit slides into a Google Presentation.
<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> </ul>
<b>Main Tasks</b>	<p><b>1. Task 1: Open a Google Presentation</b></p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Presentation exercise 1' <b>(10 mins)</b></p> <p><b>2. Task 2: Understand how to edit slides</b></p> <p>2.1 Adult trainers should show the students how to edit slides into a blank presentation <b>(25 mins)</b></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 <b>(15 mins)</b></p> <ul style="list-style-type: none"> <li>Add images</li> <li>Add Tables</li> </ul>

	<ul style="list-style-type: none"><li>• Add Charts</li><li>• Add Diagrams</li></ul> <p>2.3. All students should insert the text from Handout 1 into the Google Presentation <b>(25 mins)</b></p> <p><b>3. Task 3: Understand how to edit slides</b></p> <p>3.1 Adult trainers should show the students how to delete slides from a blank presentation <b>(25 mins)</b></p> <p>3.2. All students delete the 3<sup>rd</sup> slide from the blank presentation <b>(25 mins)</b></p> <p><b>4. Task 4: Wrap-up (10 mins)</b></p>
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## HANDOUT 1: Understand how to edit slides

### Slide 1 – Title slide



Slide 1 is a title slide. It features the FINE2WORK logo in the top left corner. The main title "FINE2WORK TRAINING" is centered in a large, bold, blue font. Below the title, there is a blue horizontal bar with the text "EMPHASYS CENTRE" in a bold, black font.

### Slide 2

#### FINE2WORK TRAINING TOPICS

- Google Search
- Google Email
- [Google Drive \(Google Docs, Google Sheets, Google Slides, Google Forms\)](#)
- Google Calendar & Google Contacts



Slide 3

**GOOGLE DRIVE**



- **Definition:** Google Drive is used to *store files* and *sync them to the computer*. A user can use Google Drive to *upload files/documents and edit them online*. Google Drive can be installed on the computer to sync files automatically to the cloud. Google Drive *offers cloud-based applications (Google Docs, Sheets, Slides and Forms)* that help users to create and share content with team enable teamwork to cooperate effectively in real-time.

Slide 4

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