

## 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 39 – Edit slides (Add transitions)</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 add transitions into slides of 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>	
<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 add transitions into edit slides (to all slides)</b></p> <p>2.1 Start this task with a video <a href="https://www.youtube.com/watch?v=dhiXvvqCAJI&amp;ab_channel=GCFLearnFree.org">https://www.youtube.com/watch?v=dhiXvvqCAJI&amp;ab_channel=GCFLearnFree.org</a> <b>(3 mins)</b></p> <p>2.2 Adult trainers should show the students how to add transitions into slides into a blank presentation <b>(25 mins)</b></p>

	<p>2.3 Adult trainers should provide a handout to students (<u>see Handout 1</u>) which includes all the changes they need to apply in the slides (apply to all slides) <b>(15 mins)</b></p> <p>2.3. All students should insert the text from Handout 1 into the Google Presentation <b>(25 mins)</b></p> <p style="text-align: center;"><b>3. Task 3: Understand how to add transitions into edit slides (to specific slides)</b></p> <p>3.1 Adult trainers should provide a handout to students (<u>see Handout 2</u>) which includes all the changes they need to apply in the slides (apply to all slides) <b>(15 mins)</b></p> <p>3.2. All students should insert the text from Handout 2 into the Google Presentation <b>(15 mins)</b></p> <p style="text-align: center;"><b>4. Task 4: Wrap-up (10 mins)</b></p>
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## HANDOUT 1: Understand how to add transitions into edit slides (to all slides)

**Slide 1 – Title slide**

**TRANSITION: DISOLVE**



The slide content includes the FINE2WORK logo in the top left corner. The main title "FINE2WORK TRAINING" is centered in a large, bold, blue font. Below the title is a solid blue horizontal bar containing the text "EMPHASYS CENTRE" in a bold, black, italicized font.

**Slide 2**

**TRANSITION: DISOLVE**

### **FINE2WORK TRAINING TOPICS**

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



**Slide 3**  
**TRANSITION: DISOLVE**

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## HANDOUT 2: Understand how to add transitions into edit slides (to specific slides)

Slide 1 – Title slide

TRANSITION: FLIP



The slide 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, a blue horizontal bar contains the text "EMPHASYS CENTRE" in a bold, black, italicized font.

Slide 2

TRANSITION: SLIDE FROM LEFT

### FINE2WORK TRAINING TOPICS

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



**Slide 4**

**TRANSITION: FADE**

**FINE2WORK TRAINING TOPICS**

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

