

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 43 – Customize theme of the Google Form	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to customize theme of the Google Form.
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 Form</p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Form - exercise 1' (10 mins)</p> <p>2. Task 2: Understand how to customize theme of the Google Form</p> <p>2.1 Adult trainers should show the students how to customize theme of the Google Form (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">• Header Image• Theme colour• Background colour• Font style <p>2.3. All students should apply all the changes into the Google Form (25 mins)</p> <p>3. Task 3: Wrap-up (10 mins)</p>
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HANDOUT 1: Understand how to customize theme of the Google Form

- **Header Image**



- **Theme colour: #125598**
- **Background colour: #f6f6f6**
- **Font style: Formal**