

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

<b>Module Name: Digital Competences</b>	
<b>Topic 4 Title: Google Calendar &amp; Google Contacts</b>	
<b>Lesson Plan 53 – Google Contacts Navigation and create new contacts</b>	
<b>Duration: 90 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is to provide all the necessary information to students how to navigate into Google Contacts and how to create new contacts.
<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: Log in to the Google account</b></p> <p>1.1 All students should log in to the Google account <b>(15 mins)</b></p> <p><b>2. Task 2: Understand how to navigate into Google Contacts</b></p> <p>2.1 Adult educators need to explain to all students how to navigate into the Google Contacts <b>(25 mins)</b>:</p> <ul style="list-style-type: none"> <li>• Google Contacts Homepage</li> <li>• Create new contacts button</li> <li>• Frequently contacted label</li> <li>• Create labels button</li> <li>• Import/Export/Print contacts</li> <li>• Trash</li> </ul>

	<p><b>3. Task 3: Understand how to create new contacts</b></p> <p>3.1 Adult educators need to provide to students <b>(see Handout 1)</b> details how to create new contacts <b>(25 mins)</b></p> <p>3.2 All students should create four contacts <b>(25 mins)</b></p> <p><b>4. Task 4: Wrap-up (15 mins)</b></p>
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## HANDOUT 1: Understand how to create new contacts

Contact Number:	First Name:	Last Name:	Company:	Email:	Phone Number:
1	Chrystalla	Thrasyvoulou	Emphasys Centre	Chrystalla@emphasyscentre.com	+357 99212935
2	Maria	Georgiou	PwC	Maria_geo@gmail.com	+357 99807090
3	Irene	Antoniou	PwC	Irene_antoniou90@gmail.com	+357 99556099
4	John	Michael	PwC	Johnmichael_85@gmail.com	+357 99224560