

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

Module Name: Digital Competences	
Topic 4 Title: Google Calendar & Google Contacts	
Lesson Plan 54 – Create and edit labels	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information to students how to create and edit labels.
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: Log in to the Google account</p> <p>1.1 All students should log in to the Google account (15 mins)</p> <p>2. Task 2: Understand how to create labels</p> <p>2.1 Start this task with a video how to create labels https://www.youtube.com/watch?v=OqPS95OkepE&ab_channel=SecondaryEdTechDepartment (3 mins)</p> <p>2.2 Adult educators need to explain to all students how to create labels into the Google Contacts (25 mins)</p> <p>2.3 Adult educators need to explain to all students to create 2 labels (25 mins):</p>

	<ul style="list-style-type: none">• Work• Personal <p>3. Task 3: Understand how to move contacts into labels</p> <p>3.1 Adult educators need to explain to all students how to move contacts into labels (25 mins)</p> <p>3.2 All students should move the contacts into labels (see Handout 1) (15 mins)</p> <p>4. Task 4: Understand how to delete contacts</p> <p>4.1 Adult educators need to explain to all students how to delete contacts (25 mins)</p> <p>4.2 All students need to delete the 2nd contact (10 mins)</p> <p>5. Task 5: Wrap-up (15 mins)</p>
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HANDOUT 1: Understand how to move contacts into labels

Contact Number:	First Name:	Last Name:	Label Name:
1	Chrystalla	Thrasyvoulou	Work
2	Maria	Georgiou	Work
3	Irene	Antoniou	Personal
4	John	Michael	Personal

