

Target group	Adult learners
Setting	<ul><li>Frontal lecture</li><li>Individual work</li></ul>
Time	90 minutes

## **MATERIALS NEEDED**

MATERIAL	Y/N
PROJECTOR	Y
Flipchart	Y
Printed handout	Y
Other (please specify):Card-paper, colourd paper, colourd pens, printer	Υ

## **ACTIVITY DESCRIPTION**

- Create an email
- Send an email
- Reply to email
- Create a Word document
- Create a Presentation





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#### 1st Moment:

Presentation of the Session Objectives/Resource 1

#### 2nd Moment:

• A trainer checks whether all trainees already have an email account. (If not, trainees should create an account during the session)/Resource 2

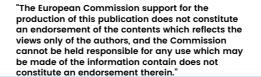
#### 3rd Moment:

 Practical activity - watching a video about ( (Video 1, sending email) https://www.youtube.com/watch?v=2eH0JbEE-6k&t=2s)

Email (receiving, sending, attaching attachments - downloading and uploading), (Video 2, Responding email, https://www.youtube.com/watch?v=a9e7XNo4agE)

- registering and logging in
- sending an email
- · sending an email with attachments
- opening an email and downloading an attachment
- reply to an email









### **ACTIVITY DESCRIPTION**

#### 4th Moment:

The trainer presents the video/tutorial on the use of a word processor (Word)/Video 3, https://www.youtube.com/watch?v=j-ZAVHk5SaU&list=PLpQQipWcxwt85bD079KkDtIJBMBwaU2TK

 Practical Activity - carrying out an activity with the word processor "Word": - find the program on the computer; access the program; create a new document; - give a name to the document; - write on the document; - insert an image - save the document. (Video 4, https://www.youtube.com/watch? v=PafCMUVH\_OA&list=PLpQQipWcxwt85bD079KkDtIJBMBwaU2TK&in dex=2)

#### 5th Moment Resource 3

 Video on electronic presentations/Video 5, https://www.youtube.com/watch?
 v=k6pg4nZS6fA&list=PLpQQipWcxwt\_KvhjMTsADzon\_GY\_vBGRL

Practical activity - watching a video on how to make an electronic presentation and carrying out a practical activity:

- give a name to the presentation
- write on the document;
- insert an image;
- saving the document







#### **LEARNING GOALS**

- E-mail: (receive, send, attach and/or open attachments download and upload Computer Interface and Smartphone Interface)
- Practical exploration
- Video presentation on text processing, email, and PowerPoint
- Realization of practical activities.

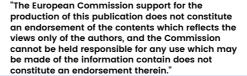
### METHODOLOGY(S) USED

Expository Teaching
Session by trainer -> preparatory phase

Individual work Exercises

Presentation / evaluation Feedback









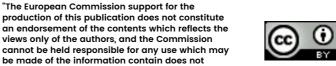
## **ONLINE RESSOURCES**

Resource 1 to 3:

https://drive.google.com/drive/folders/lyIZozzqqJANtKIIn7RUQxz0bQH8a dRfD?usp=sharing

Video 1, 2, 3, 4 and 5: all credits by GCFLearnFree.org





constitute an endorsement therein.

