

Using Digital Tools for learning



Target group	Adult learners
Setting	<ul style="list-style-type: none">• Frontal lecture• Individual work
Time	90 minutes

ACTIVITY DESCRIPTION

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

MATERIALS NEEDED

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





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- Create an email
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- Reply to email
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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&index=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



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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



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ONLINE RESSOURCES

Resource 1 to 3:

<https://drive.google.com/drive/folders/1yIZozzqqJANtKlIn7RUQxz0bQH8adRfD?usp=sharing>

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

Co-funded by the
Erasmus+ Programme
of the European Union



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