

# Introduction to Cloud Based Apps - Course Outline

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6 Lessons – 2 Hours each

## Lesson 1 – Plan a Short Holiday using Google Docs

### Course Introduction

What is the Cloud?

What are benefits of using Cloud for your work/leisure?

What is the cost of using Web Apps?

What are computer requirements to fully utilise the cloud ?

How Safe is cloud based storage like onedrive, google drive, dropbox for holding important files.

Introduce Google Drive/Docs and MS Office Web Apps with demo.

### Objective

Use Google Drive to manage the planning side of a Holiday Break to a European City of your choice.

### Class Activity

First of all, we will use Google Sheets to fill-in a Holiday Budget.

Access the Google Drive Shared Folder 'Intro to Cloud Course' and copy the Holiday Budget to your own Google drive. Update the holiday budget with planned expenses using Google Sheets.

For those of you who have not planned a holiday on the Internet before, open up the Cloud Google Docs Handout and at end of it check out - Travel Websites to Visit

Perhaps you could first of all search for a flight on the date you expect to travel and hopefully you will find one within your budget.

Next we will search for a hotel near the City you are flying to which is on the right location in the city to be convenient for airport and also for main attractions if that's possible.

Next we will produce a Daily Travel Itinerary using Google Calendar for each day by referring to one of the travel guide websites like lonelyplanet.com

Finally we will produce a packing list of things to bring using the Paris Trip Packing List which can be copied from Google Drive Shared Folder

### Home preparation for next lesson

Write out a typical to-do list for which will be input into Toodledo Web App.

Check Cinema listings on entertainment.ie and decide on a film which you would like to watch at weekend.

## Lesson 2 – Calendar, Tasks and Notes

### Objective

Learn how to set-up appointments and events using Google Calendar, managing a to do list using Toodledo Web App and keep notes using a Desktop Program/Web App like Evernote. Additionally learn how to sync google calendar, to-do lists and notes with a Smartphone App for updating when on the go.

### Presentation

Demonstrate the setting-up of an appointment in Google Calendar like Birthday in a Restaurant and invite friends by email and then sync with smartphone app. (Alternatively we could show the setting-up of event in Facebook and inviting friends along)

Demonstrate Toodledo Web App by creating a list of tasks in appropriate categories to do before a certain deadline like Christmas or Summer Holidays, assign a due date to each task and tick them off as they are done. (Also mention Taskcoach program which can import tasks from a note created in note taking Upvise Web App. List of tasks due can then be got via [dropbox](#) on mobile phone.

And finally, demonstrate briefly three note taking apps - [Evernote](#), [Google Keep](#) and [MS Onenote](#), and mention benefits of each.

### Class Activity

Practice creating appointments in Google Calendar for individual events and also for group events and invite friends by email. For those with Facebook accounts, practice creating an event and inviting friends too.

Create an event by searching Theatre listings on Entertainment.ie, booking 2 Tickets on Ticketmaster, adding event to Google Calendar and Inviting friend along via email. Also create recurring events for Family and Friends Birthdays and show various reminder options which include email and text.

Practice creating to do lists in Toodledo and scheduling urgent tasks for week ahead. Also practice creating a note in Evernote with favourite Radio Programs which you plan to listen to and perhaps create google calendar smartphone reminder for each program start time.

### Home preparation for next lesson

Prepare a simple monthly budget using assumed income of €1,000 per month with pretend figures for expenses.

## Lesson 3 – Setting-up a Budget using Personal Finance Web App

### Objective

Learn how to create a simple home budget example using Google Sheets and then go on to manually transfer that budget to a Web App like [BudgetPulse](#), [Goodbudget](#) or [Toshl](#). Track the budget against actual outgoings input via Smartphone and keep your spending on track. Curtail spending where necessary when budget amount exceeded for month so that you don't go over budget.

### Presentation

Firstly, I will demonstrate the basics of budgeting using a simple budgeting spreadsheet. Once principles are covered, I will then give overview of main features of one of suggested Web Apps mentioned above. I will then demonstrate set-up of budget using typical household budget amounts and categories. Finally, produce budget reports and graphs which will show where money will be spent.

### Class Activity

The first thing students will do is create a sample budget with standard categories and budget amounts. They will then have to adjust budget amounts so that sample outgoings are not exceeding their monthly income. They could also include paying off a credit card debt or putting some money away towards their goals e.g holiday or new car.

### Home Preparation for next lesson

Write a short personal profile to include on a Family website which will be run for two lessons from next week.

## Lesson 4 – Create a Family Website using Wordpress

### Objective

Using Wordpress - create Family website with Family Crest and title, Family Calendar and map to show home location - see sample mock-up using Google Sites

<https://sites.google.com/site/btreacyfamilywebsite/home>

### Presentation

Demonstrate creating a Family Website basic structure using a suitable Wordpress theme. Install required plugins and update settings. Set-up header with family crest/title and set-up sidebar with email subscription and recent news. Add sample content.

### Class Activity

Carry out activities shown in presentation plus set-up family calendar with birthdays and special events, and set Map to home location.

### Home preparation for next lesson

Write 1/2 page history of home town using Google Docs with research done on the internet.

## Lesson 5 – Complete Family Website and share with Family/Friends.

### Objective

Build upon Family website created last week and create a personal profile, add links to favourite websites and History of Home Town with Photos.

### Presentation

Demonstrate setting up personal profile, adding favourite links page and set-up of web page with Brief History of Home Town.

### Class Activity

Carry out activities as demonstrated above.

### Home Preparation for Next Lesson

Bring in photos of a Family Event or Holiday which you would like to display as an album on your Family Website.

## Lesson 6 – Basic Photo Editing and Display

### Objective

The objective of this lesson is to upload edited photos of a family event to Google Photos/Wordpress Family Website (created in lesson 4 & 5). It will also briefly mention some of the other photo sharing websites like Flickr and Instagram etc.

### Presentation

Present demonstration of carrying out basic enhancements (such as straighten, crop, adjust white balance and brightness/contrast, apply noise reduction and sharpen) and then upload photos to Google Photos/add to Wordpress Family website.

### Class Activity

Carry out activities as demonstrated.

## Course Wrap-Up

Present roadmap for future learning and encourage students to continue to build upon what they have learnt by suggesting suitable online courses.