

## Google Docs - Lesson Plan (1.5 hour)

Introduction to Cloud		10 Mins
<b>Goals</b> <ul style="list-style-type: none"> <li>Introduce the Cloud Concept</li> </ul>	<ul style="list-style-type: none"> <li><b>Explain</b> – What is the Cloud and what are the benefits of using it for Personal Productivity.</li> <li><b>Explain</b> – What are the benefits of using the Web Apps and Cloud based storage.</li> <li><b>Explain</b> – What is ideal computers set-up to fully utilise the Cloud.</li> <li><b>Explain</b> – What is the Cost of using Web Apps</li> </ul>	<b>Resources/Notes</b> Google Docs - Presentation
Set-up a Travel Budget in Google Spreadsheets		30 Mins
<b>Goals</b> <ul style="list-style-type: none"> <li>Introduce Google Docs and Spreadsheet with Video Tutorials</li> <li>Set-up a Travel Budget using Google Spreadsheet</li> </ul>	<b>Actions</b> <ul style="list-style-type: none"> <li><b>Introduce</b> - Google Docs as the main suite of Web Apps that will be used throughout course as it is free to use and a very good substitute for Microsoft Office Suite.</li> <li><b>Run</b> – Video Tutorial 01</li> <li><b>Explain</b> – the main features of Google Sheets that will be covered in this section :-               <ol style="list-style-type: none"> <li>Add and Subtract Cells</li> <li>Sum Function</li> <li>Create Pie Chart with % Labels</li> </ol> </li> <li><b>Run</b> - Video Tutorial 02</li> <li><b>Ask</b> Student to open the Google Docs Handout and follow Activity 1 – Fill out a Travel Budget</li> </ul>	<b>Resources/Notes</b> Video Tutorial 01 - <a href="#">Introducing Google Docs</a> – (1:46 mins) Video Tutorial 02 – <a href="#">Google Spreadsheet – Main Functions</a> (5:35 mins) Handout – Activity 2
Book a Flight		15 Mins
<b>Goals</b> <ul style="list-style-type: none"> <li>To help Students go through the process of</li> </ul>	<b>Suggested Actions</b> <ul style="list-style-type: none"> <li>Explain to Student that Booking a Flight consists of a few simple steps:               <ul style="list-style-type: none"> <li>Finding a flight</li> </ul> </li> </ul>	<b>Resources/Notes</b> Handout – Activity 2

booking a flight and update the actual figure in the Travel Budget as this is one of the main expenses.

- Choosing any extras e.g. baggage, travel insurance, car hire etc.
- Making a payment.
- **Ask** Student to follow the steps in the Activity in Student Handout – Activity 2 – Book a Flight

## Produce Daily Travel Itinerary

**20 Mins**

### Goals

- To show students the steps involved in producing a daily travel itinerary using Google Calendar

### Suggested Actions

- **Run** - Video Tutorial 03
- **Explain** – By producing a Daily Travel Itinerary Students will be more likely to visit all the attractions they wish to see and return home happy after following their plan to completion.
- **Ask** Student to follow the steps in the Activity in the Handout – Activity 3 – Produce Daily Travel Itinerary

### Resources/Notes

Video Tutorial 03 – [Google Calendar – Basic Functions](#) (8:48 mins)

Student Handout – Activity 3

## Book a Hotel

**10 Mins**

### Goals

- To show students the steps involved in booking a hotel which is convenient for attractions.

### Suggested Actions

- **Explain** – In the previous step we have identified the attractions we wish to visit on our daily itinerary – now we need to find a hotel within budget which is close to attractions.
- **Ask** Student to follow the steps in the Activity on the Student Handout – Activity 4

### Resources/Notes

Student Handout – Activity 4

## Produce a Packing List of Things to Bring

15 Mins

### Goals

- Produce a Packing List of Things to Bring which will give peace of mind and ensure minimum case size for travel.

### Suggested Actions

- **Explain** that producing a packing list may seem unnecessary for a short trip but with Ryanair charging for extra luggage, it has become necessary to try and pack with the minimum amount of items.
- **Ask** Student to follow the steps in the Activity on the Student Handout – Activity 5

### Resources/Notes

Student Handout – Activity 5