**Lesson Plan: Introduction to Google Apps for Immigrants**

**Duration:**

2 hours

**Objective:**

To teach immigrants how to effectively use Google Apps, including Google Drive, Google Docs, and Google Sheets for personal and professional purposes.

**Materials Needed:**

* Access to a computer lab or a room with internet-connected devices.
* Projector and screen for demonstrations.
* Pre-prepared Google accounts for learners or guidance on creating accounts.

**Lesson Plan:**

**I. Introduction (10 minutes)**

A. Welcome and Icebreaker (5 minutes) - Begin the session by welcoming the participants and engaging them in a brief icebreaker activity to create a friendly and inclusive atmosphere. Offer students coffee, water, food.

B. Overview of the Lesson (5 minutes) - Explain the objectives of the lesson and what participants will learn. Mention the importance of Google Apps for everyday life and work.

**II. Introduction to Google Drive (15 minutes)**

A. What is Google Drive? - Define Google Drive and explain its purpose (cloud storage for files and documents).

B. Creating a Google Account (if needed, back of the classroom w/ volunteer),

Provide instructions on how to create a Google account, if the participants do not have one.

C. Navigating Google Drive - Show participants how to access Google Drive, navigate folders, and upload files.

D. Uploading and Managing Files - Demonstrate how to upload, organize, and manage files in Google Drive.

**III. Introduction to Google Docs (30 minutes)**

A. What is Google Docs? - Define Google Docs and its purpose (online word processing).

B. Creating and Formatting a Document - Show how to create a new document, format text, and use basic editing tools.

C. Collaboration and Sharing - Explain how to collaborate with others in real-time and how to share documents with specific people or anyone with the link.

D. Offline Access (if applicable) - Briefly mention how to enable offline access to Google Docs for times without an internet connection.

**IV. Introduction to Google Sheets (30 minutes)**

A. What is Google Sheets? - Define Google Sheets and its purpose (online spreadsheets).

B. Creating and Formatting a Spreadsheet - Show how to create a new spreadsheet, input data, format cells, and use basic functions.

C. Collaboration and Sharing - Explain how to collaborate on spreadsheets and share them with others, including setting permission levels.

**V. Hands-On Practice (20 minutes)**

* Allow participants to practice using Google Docs and Google Sheets with guidance and assistance as needed. Encourage them to create a simple document and spreadsheet.

**VI. Q&A and Troubleshooting (15 minutes)**

* Open the floor for questions and provide solutions to common issues or challenges participants may encounter.

**VII. Conclusion and Next Steps (5 minutes)**

* Summarize the key points of the lesson.
* Encourage participants to continue practicing and exploring Google Apps.

**VIII. Closing Remarks (5 minutes)**

* Thank participants for their attendance and participation.
* Announce next session the following Saturday at 10am