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<b>ACTIVITY-6</b>	<b>Drive</b>
<b>Purpose</b>	To teach the participants of this workshop how to use Drive in a basic level so they can manage different documents and data in different ways like share, send or save them.
<b>Audience</b>	Everyone
<b>Instructions</b>	<p>To start this workshop, we will introduce Drive with short PWP (5-10 minutes).</p> <ol style="list-style-type: none"> <li>1- We will show everyone where Drive is in their phones or computers, is they don't have email account with google we will create one together. (5 minutes)</li> <li>2- Once created and logged in we will get into the Drive area and we will explain one by one all the parts in the Drive's menu. (10-15 minutes)</li> <li>3- We will show how to create different documents and folders in Drive. (5 minutes)</li> <li>4- Then we will explain how to share our documents with all the people or specific people. (5 minutes)</li> <li>5- We will explain also how to use the Calendar and the Task area. (10 minutes)</li> <li>6- We will ask the participants to create a document and share it via link with us. (5 minutes)</li> <li>7- To finish the workshop, we will ask them to get into one document that we will share with them so they can share their feedback about the workshop there. (10-15 minutes)</li> <li>8- At the end of the workshop, we will use the feedback of the participants to evaluate the workshop.</li> </ol>
<b>Logistics</b>	<p>Big room to take on the activity.</p> <p>1 computer or smartphone per participant.</p> <p>1 Projector to present the PWP.</p> <p><a href="https://mail.google.com/">https://mail.google.com/</a></p>
<b>Require time</b>	1 hour
<b>Advantages</b>	<p>You can share documents with anyone.</p> <p>Offline file editing.</p> <p>Possibility of encrypting important documents.</p> <p>You have more than one storage format.</p> <p>15GB of free storage</p>

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