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GenerationInfinity

WP2 - TRAIN THE TRAINERS FRAMEWORK

TRAINING MODULE FOR TRAINERS:

MODULE 7

Digital services and tools in the workplace

for older adults

Partner: Gotse Delchev Municipality

Estimated duration: *Depending on the group.*



 **Bluechain**



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Practical tests

Objectives:

To help the trainer know whether the learners understand the educational material and can individually implement the new digital skills

Practical Test 1: Create a Document in on-line digital tool Google Docs

Objective

Demonstrate the ability to:

- Create a document online
- Save it in the cloud

Task Instructions:

Step 1 – Create the Document

1. Open Google Docs
2. Create a new document.
3. Name the file:
My first document

Step 2 – Add Content

Write a content at your preference

Step 3 – Format the Document

- Add a title at the top
- Make the title bold
- Increase the title font size

Step 4 – Save to the Cloud tool



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Ensure the document is saved online automatically.

The learner should be able to explain:

- Where the document is stored
 - How they know it is saved
-

Practical Test 2: Share and edit a Document in on-line digital tool Google Docs

Objective

Demonstrate the ability to:

- Share it with coworkers/other learners
- Collaborate safely and correctly

Step 1 – Share the Document

1. Click Share
2. Share with a partner or instructor
3. Give:
 - “Can edit” permission

The learner should explain:

- **Difference between:**
 - **Viewer**
 - **Editor**
 - **Commentor**

Step 2 – Collaboration Task

Ask another person to:

- Add or correct text
- Leave a comment

The learner should:



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- Find the comment
- Reply to it

Skills Being Tested

- Basic cloud navigation
- Creating a document
- Typing and formatting
- Sharing permissions
- Collaboration and communication
- Confidence using workplace digital tools

Simple Assessment for the trainer

Skill	Pass Criteria
Create document	Opens and names correctly
Enter content	Information typed accurately
Formatting	Title and table formatted
Save online	Understands cloud saving
Share document	Correct permissions used
Collaborate	Can view/reply to comments

Checks:

Choose ONE program:

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- ☐ Google Docs
- ☐ Microsoft 365 Online (optional - usually only Google Docs)

Log in to your account.

Checks for Practical test 1

Check When Completed step 1 Creating a document of Practical Test 1

- ☐ I created a new document.
- ☐ I gave the document the correct name.

Check When Completed Step 2 – Add Content

- ☐ I entered all information correctly.

Check When Completed step 3 Formating

- ☐ I added a title.
- ☐ I made the title bold.
- ☐ I changed the title size.
- ☐ I created a table.

Check When Completed step 3

- ☐ My document is saved online.

Checks for Practical Test 2

Check When Completed step 1

- ☐ I shared the document.
- ☐ I selected the correct permission.

Questions after step 2

1. What information was added?
2. What did the comment say?
3. Did you reply to the comment?

- ☐ Yes ☐ No



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Trainers' checklist

Skill	Completed
Created a document	☐
Named the document correctly	☐
Entered information accurately	☐
Formatted title and text	☐
Saved document online	☐
Shared document correctly	☐
Used collaboration tools	☐

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