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**OPEN EUROPE**



eTwinning

**OPEN HEARTS**

**KA2**

**Cooperation for Innovation and the  
Exchange of Good Practices**

**KA219 - Strategic Partnerships for Schools  
Only**

**01.09.2017 - 31.08.2019**

## Participating organisations

- CEIP Reyes Católicos , Melilla  
– Spania, **coordinator**
- AkdenizIlkokulu, Anamur -  
Turcia
- Radost 20 Kindergarten,  
Dobrich – Bulgaria
- Kohtla-JärveLasteaedTareke,  
Kohtla-Järve – Estonia
- Şcoala Gimnaziala Nr. 28,  
Galaţi – România



Proiect Erasmus + KA219  
2017-1-ES01-KA219-037817\_4  
„OPEN EUROPE, OPEN  
HEARTS”



# "DESIGNING ONLINE CALENDAR"

C4-Short-term joint staff training events

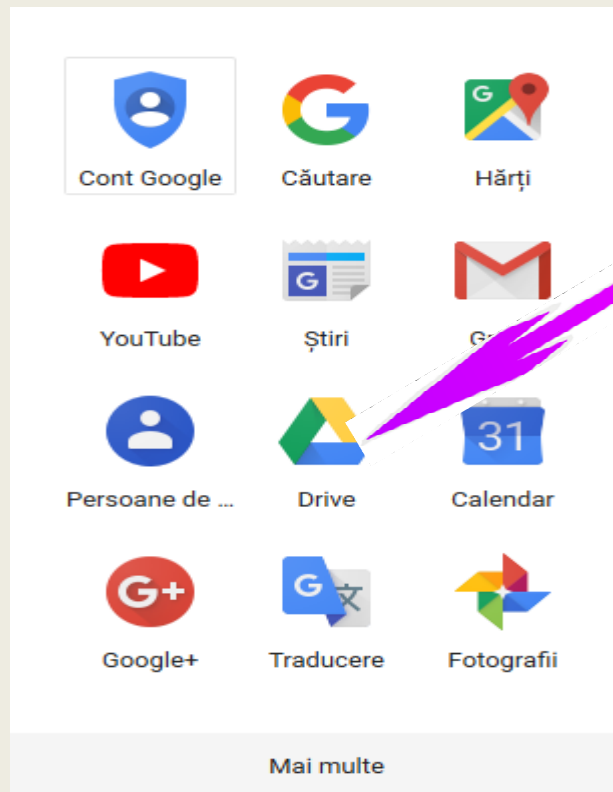
15th to 19th October, 2018

## **Learning objectives:**

- **Learn what is Google Drive;**
- **Why we use Google Drive;**
- **What types of files we can create in Google Drive;**
- **Learn about how to create a presentation;**
- **How to share the document so that we can apply to collaborative learning.**

# What is Google Drive ?

Google Drive is one of the Google Applications available online.

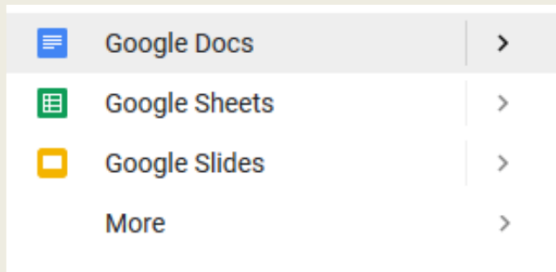


## 4 reasons to use Google Drive:

Is a free Google service that allows us:

- to store files on your computer, on-line;
- to access them from anywhere;
- to share work files with others;
- access to free web-based applications for creating documents, spreadsheets, presentations;

## Types of files we can create in Google Drive

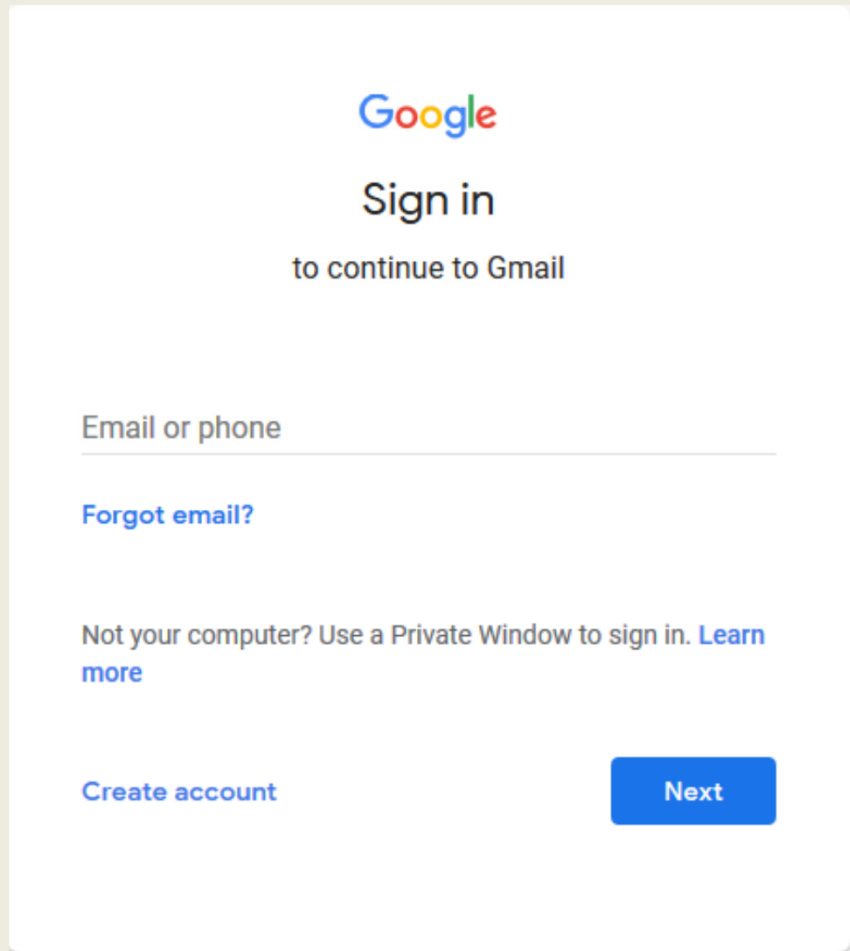


**Google Docs**- to compose letters, materials, and other text-based files

**Google Sheets** - for storing and organizing databases and spreadsheets

**Google Slides** - to make slideshows

# How to create a presentation



Google

Sign in  
to continue to Gmail

Email or phone

[Forgot email?](#)

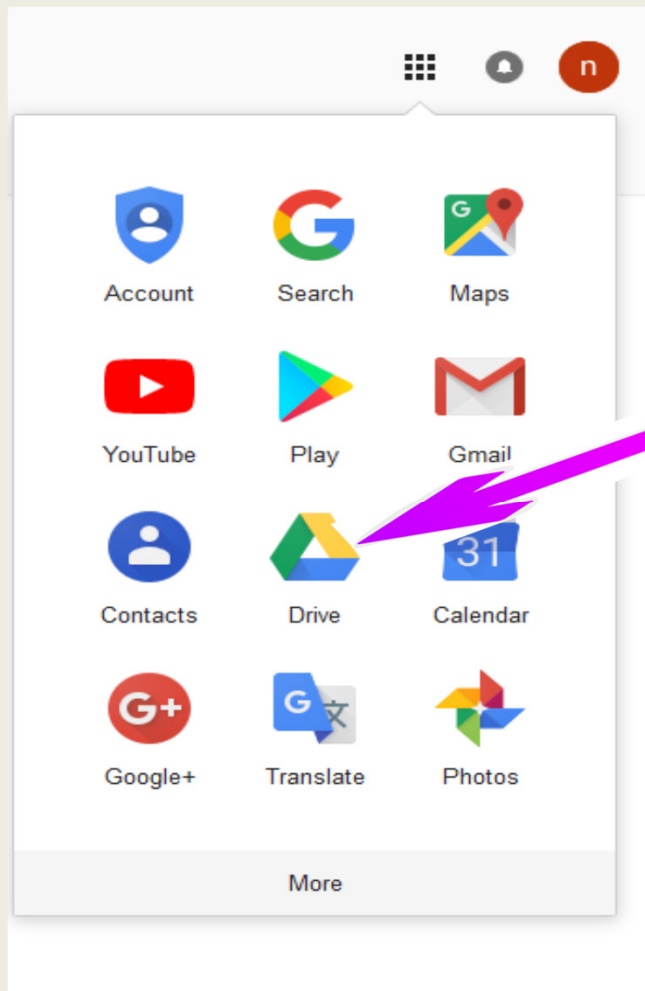
Not your computer? Use a Private Window to sign in. [Learn more](#)

[Create account](#) [Next](#)

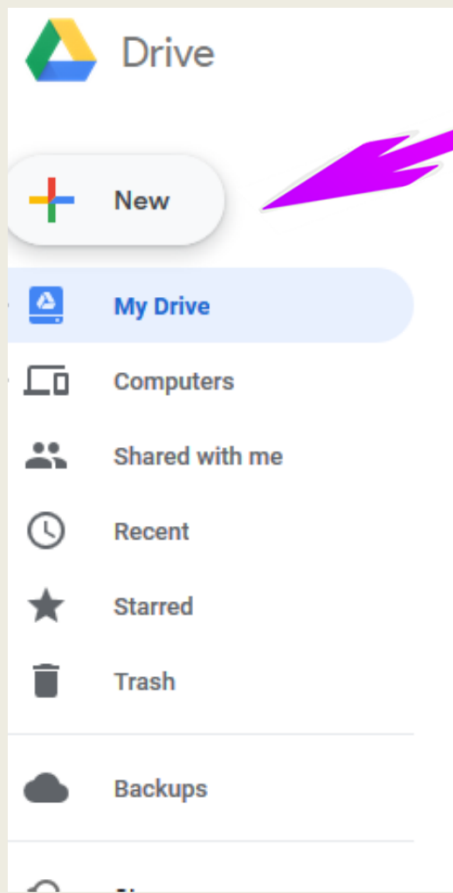
1. We connect with our Google account



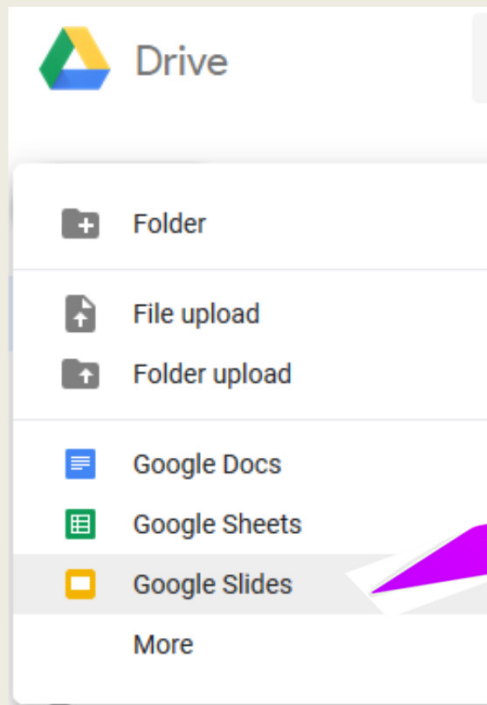
## 2. Access Google Drive



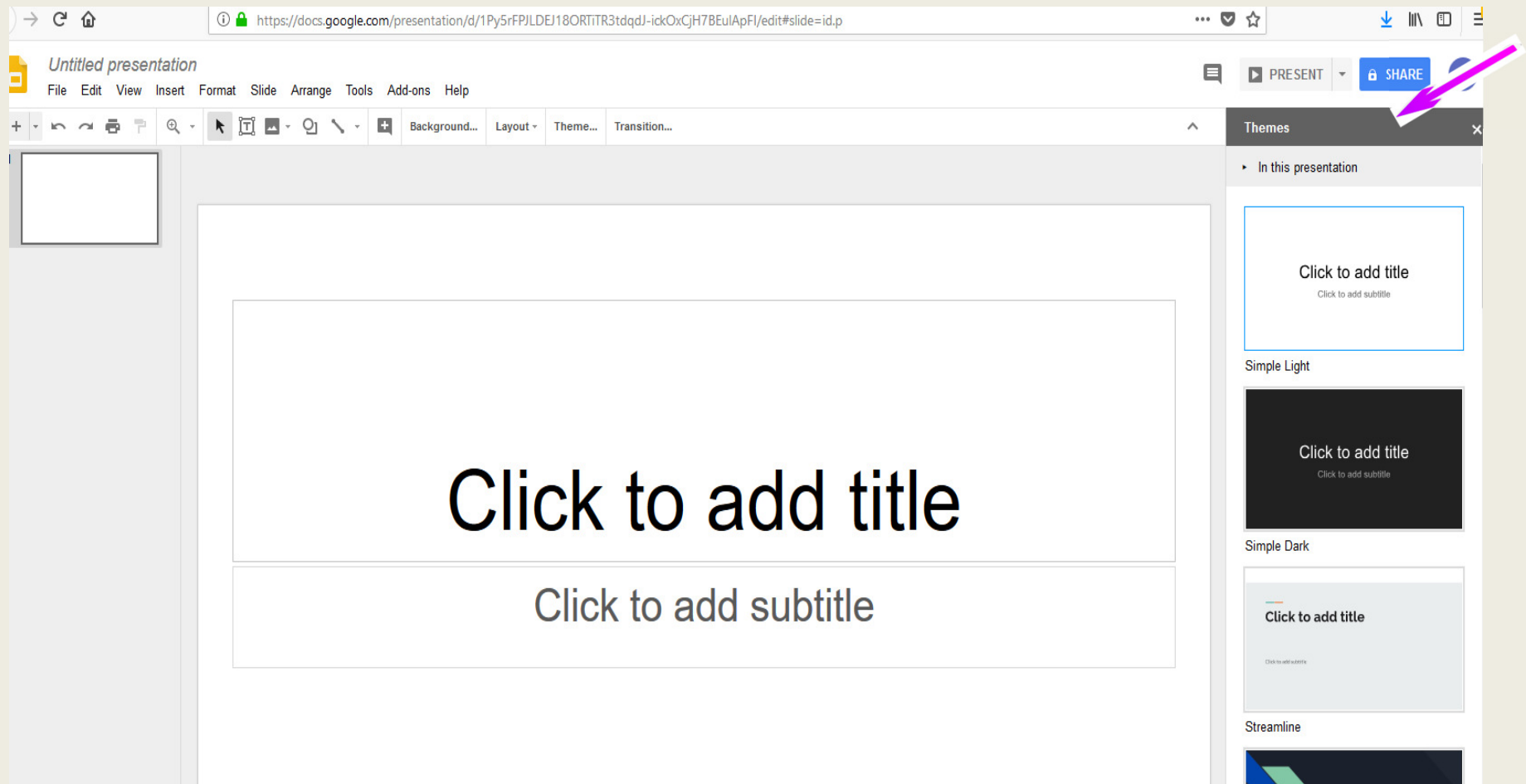
# 3. Click the “New” button



## 4. We choose the “Google slides” option



A window opens from which we can choose a theme or import a theme

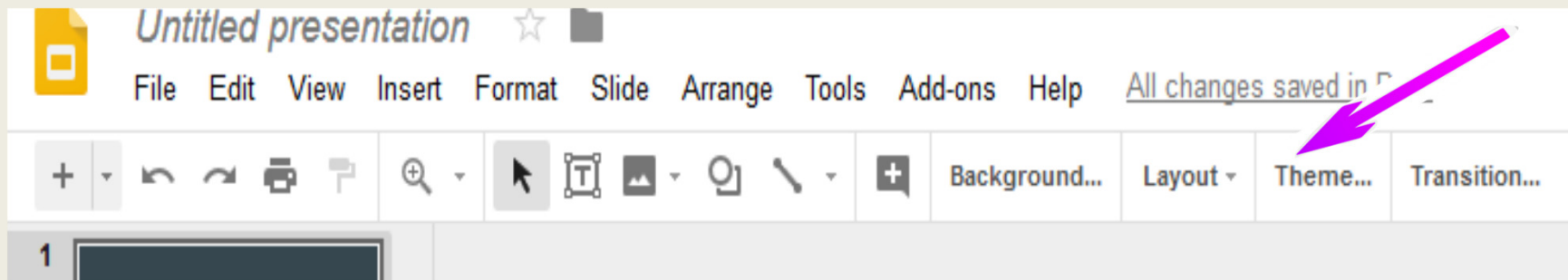


The screenshot shows the Google Slides interface. The main slide area contains a large text box with the text "Click to add title" and a smaller text box below it with the text "Click to add subtitle". On the right side, the "Themes" panel is open, displaying several theme options. A pink arrow points to the "SHARE" button in the top right corner of the interface.

Themes

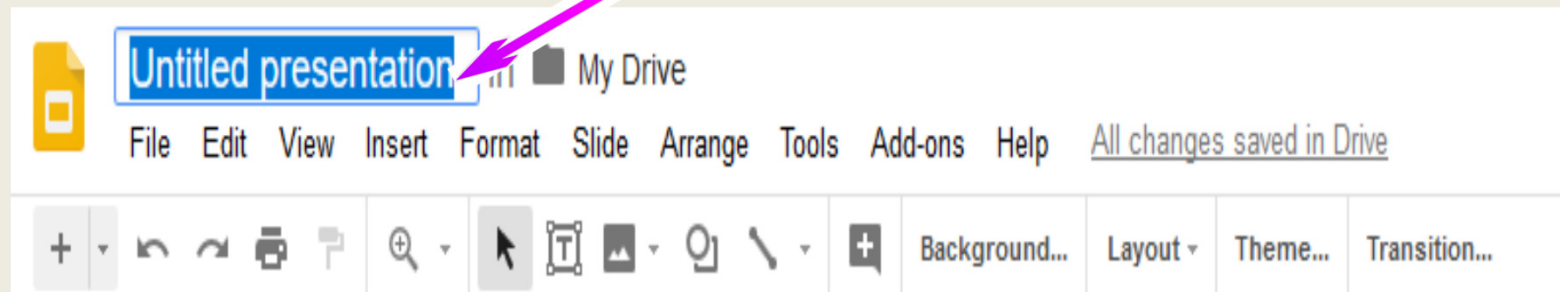
- In this presentation
- Click to add title  
Click to add subtitle
- Simple Light
- Click to add title  
Click to add subtitle
- Simple Dark
- Click to add title  
Click to add subtitle
- Streamline

The theme can be changed later by clicking the “Theme” button in the toolbar

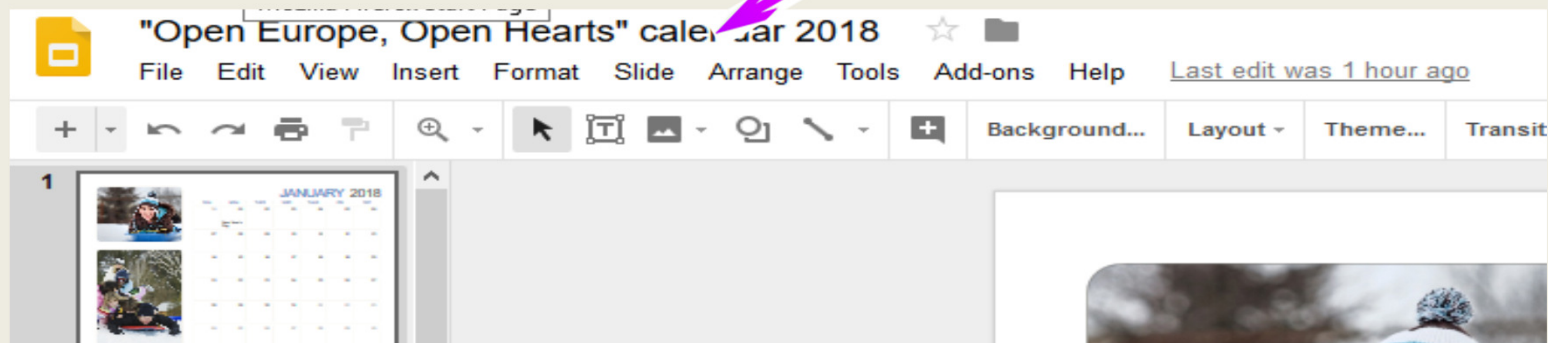


## To name the file:

- we click on the “Untitled presentation” in the upper left corner;



- you enter the file name.



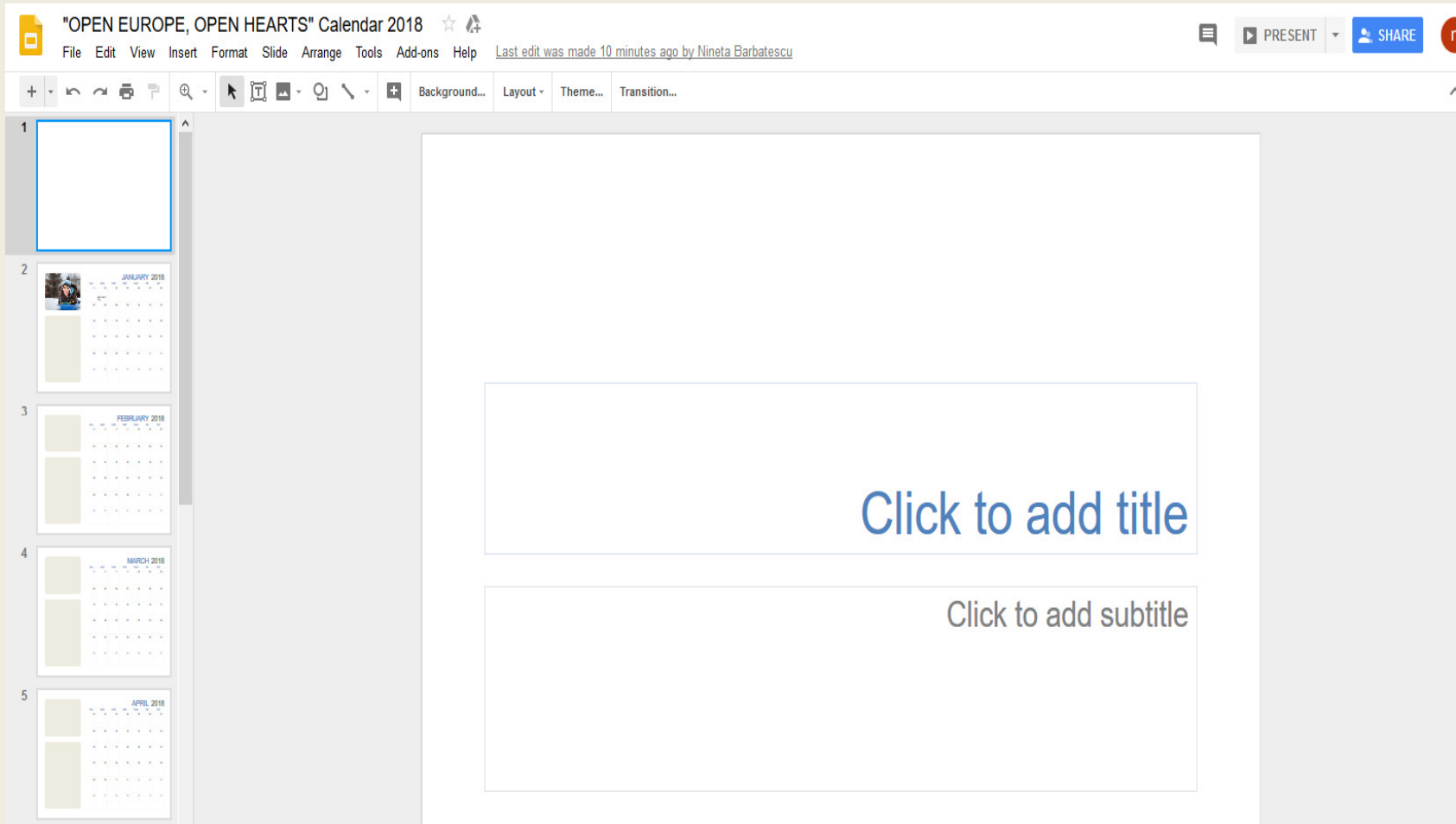


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Now, our files has a name:

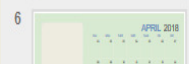
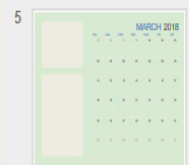
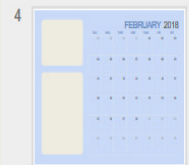
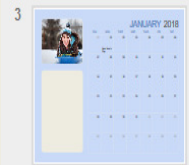
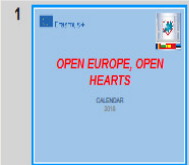
“Open Europe, Open Hearts” -  
calendar 2018

The first slide will slide the title. To add a tittle, click on the "Click to add title" section.



The screenshot shows a presentation software interface. The title bar reads "'OPEN EUROPE, OPEN HEARTS' Calendar 2018" and includes a menu bar with File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, and Help. A status bar indicates "Last edit was made 10 minutes ago by Nineta Barbatescu". The interface includes a toolbar with icons for navigation and editing, and a sidebar on the left showing a slide thumbnail grid with five slides. The main slide area displays a white slide with two text boxes: "Click to add title" in blue and "Click to add subtitle" in grey.





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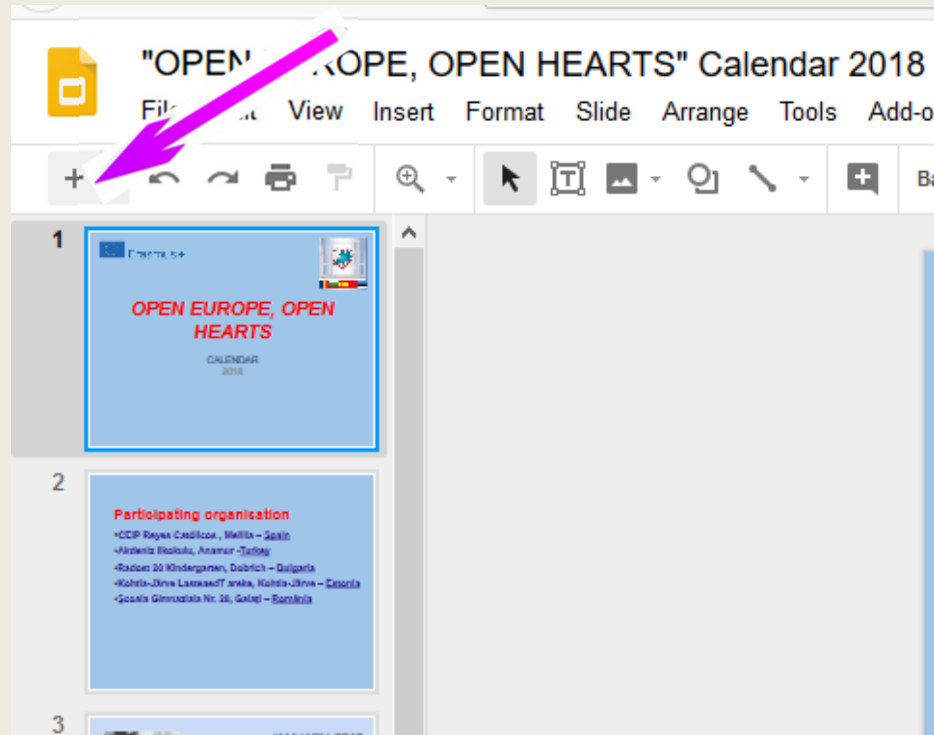


**OPEN EUROPE, OPEN HEARTS**

CALENDAR  
2018

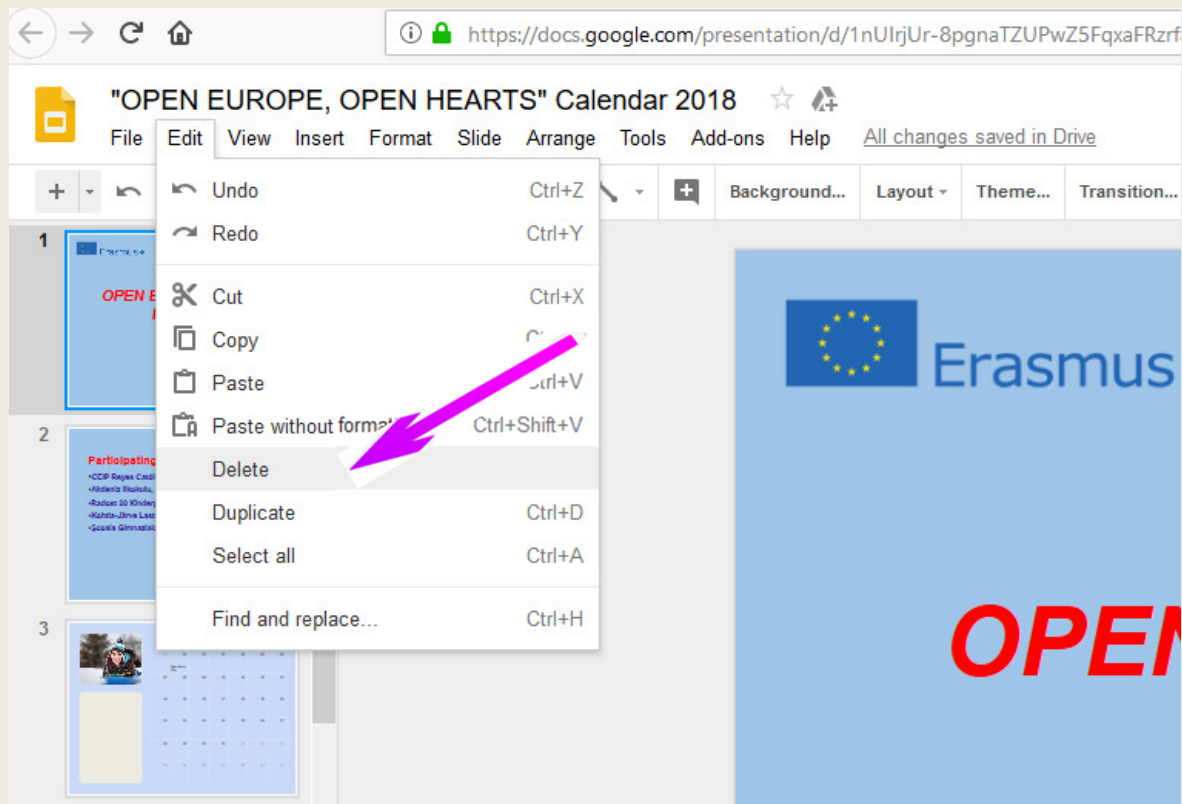
## Add / delete slides

- To add new slides, click the + button on the left side of the screen

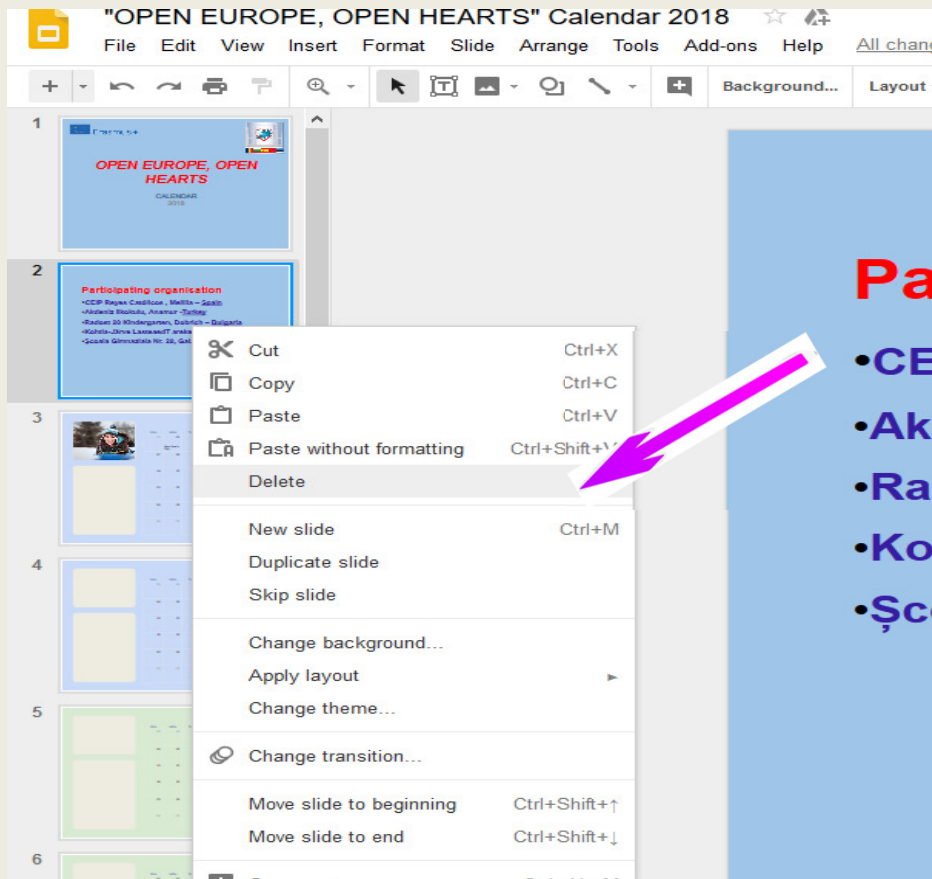


# Add / delete slides

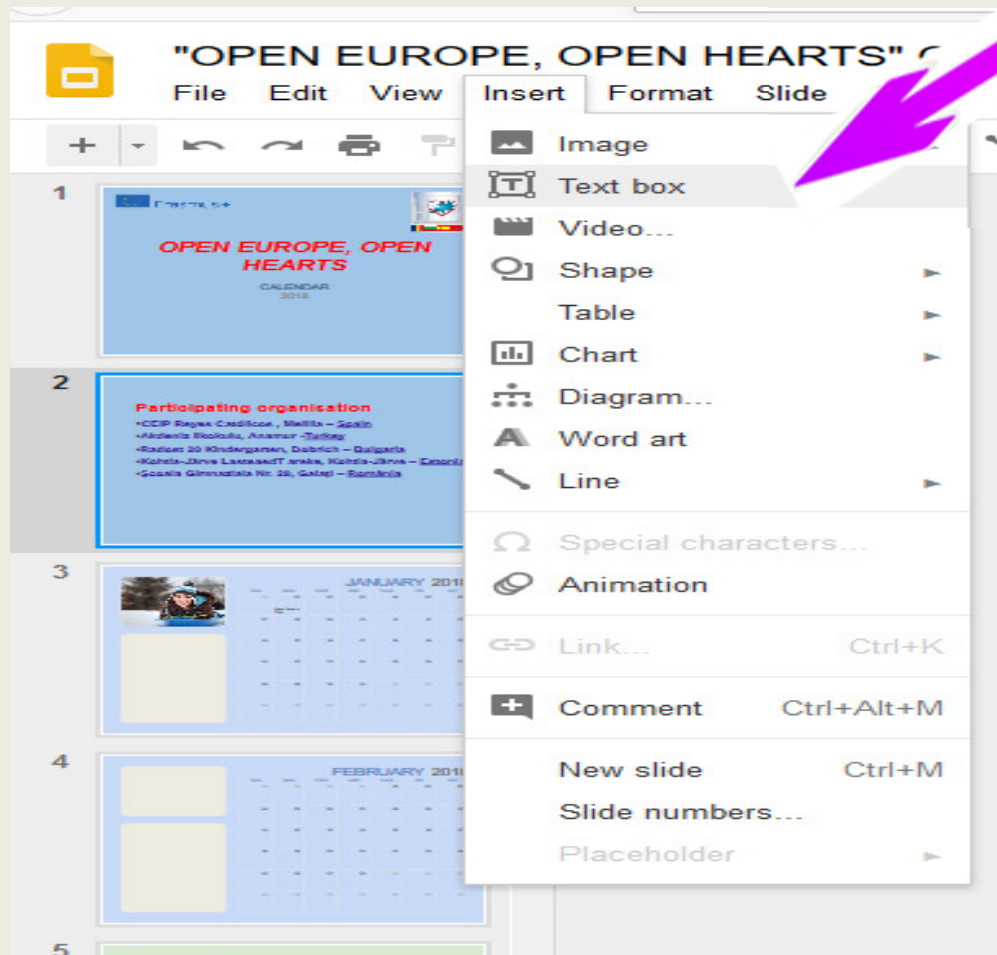
- Edit menu - delete



- or right click the thumbnail of the slide in the sidebar and choose delete or just the "delete" key after we previously selected the slide

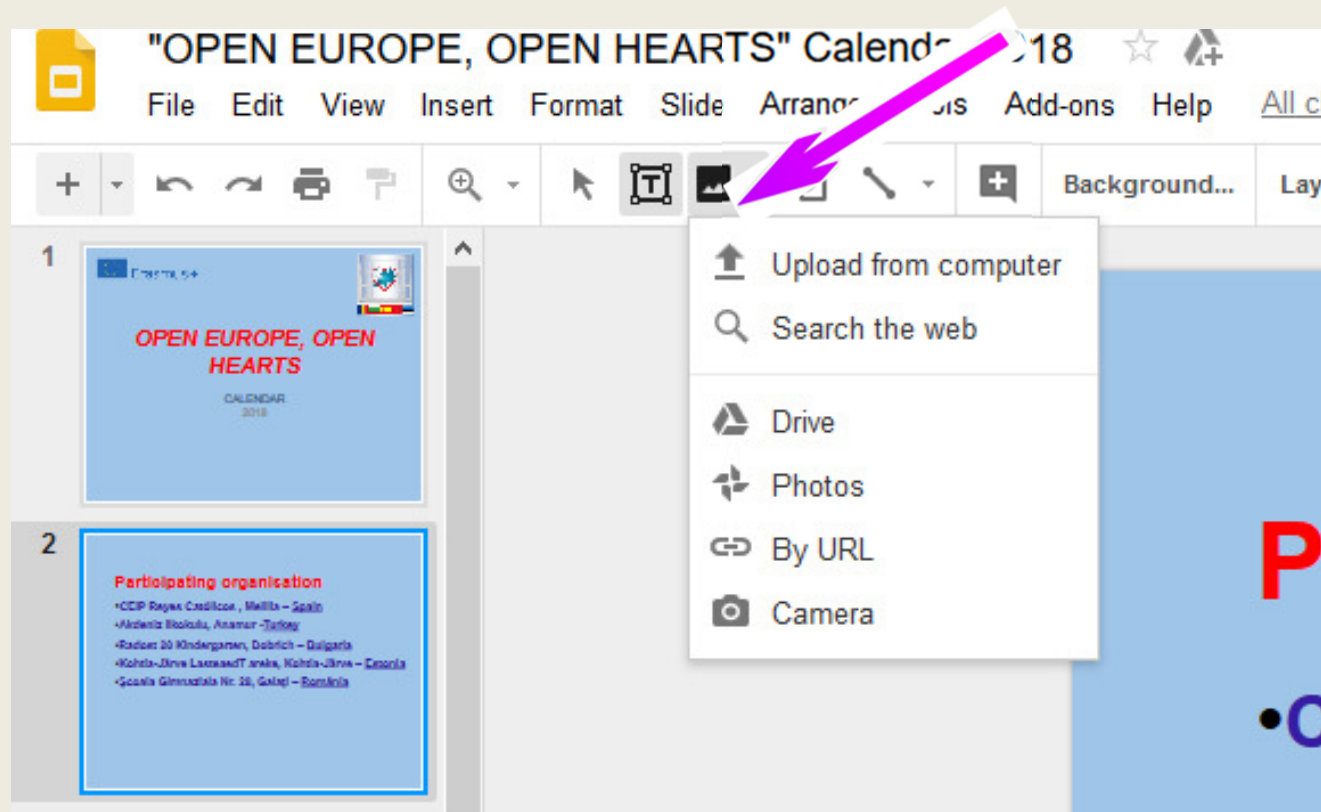


# Add text content



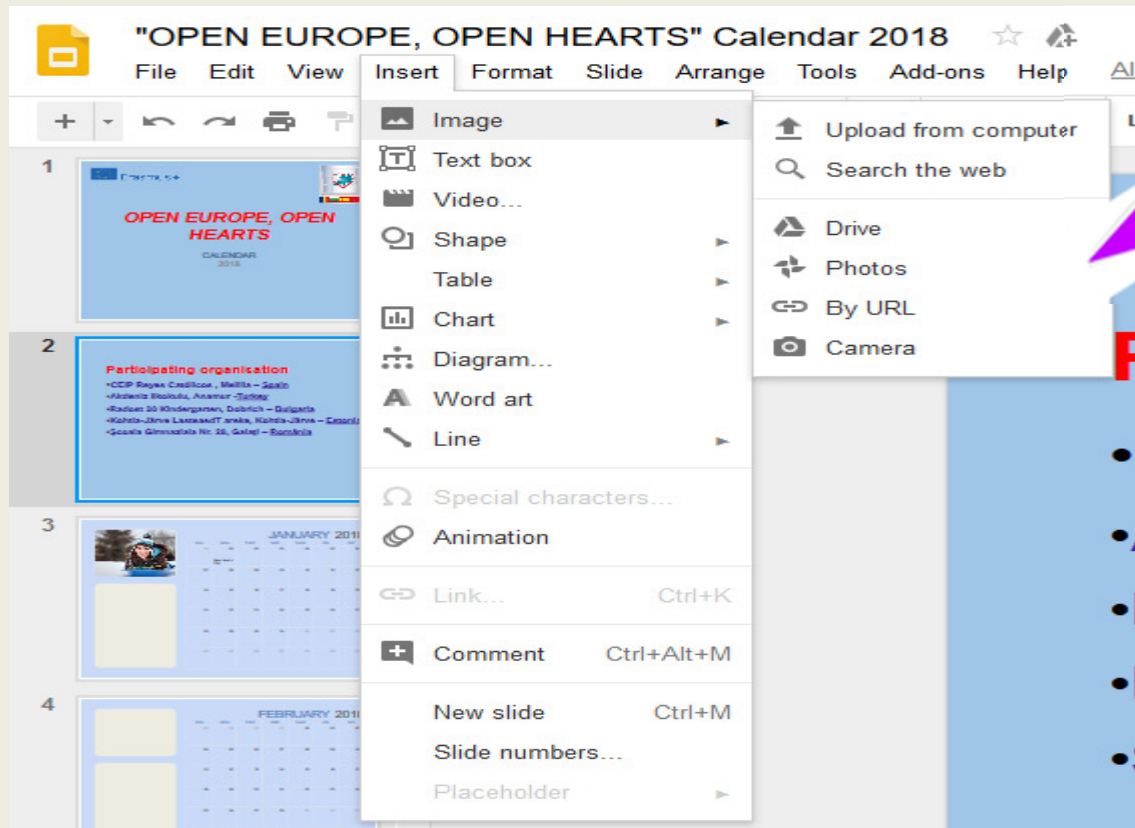
# Adding an image

- click the image icon on the toolbar



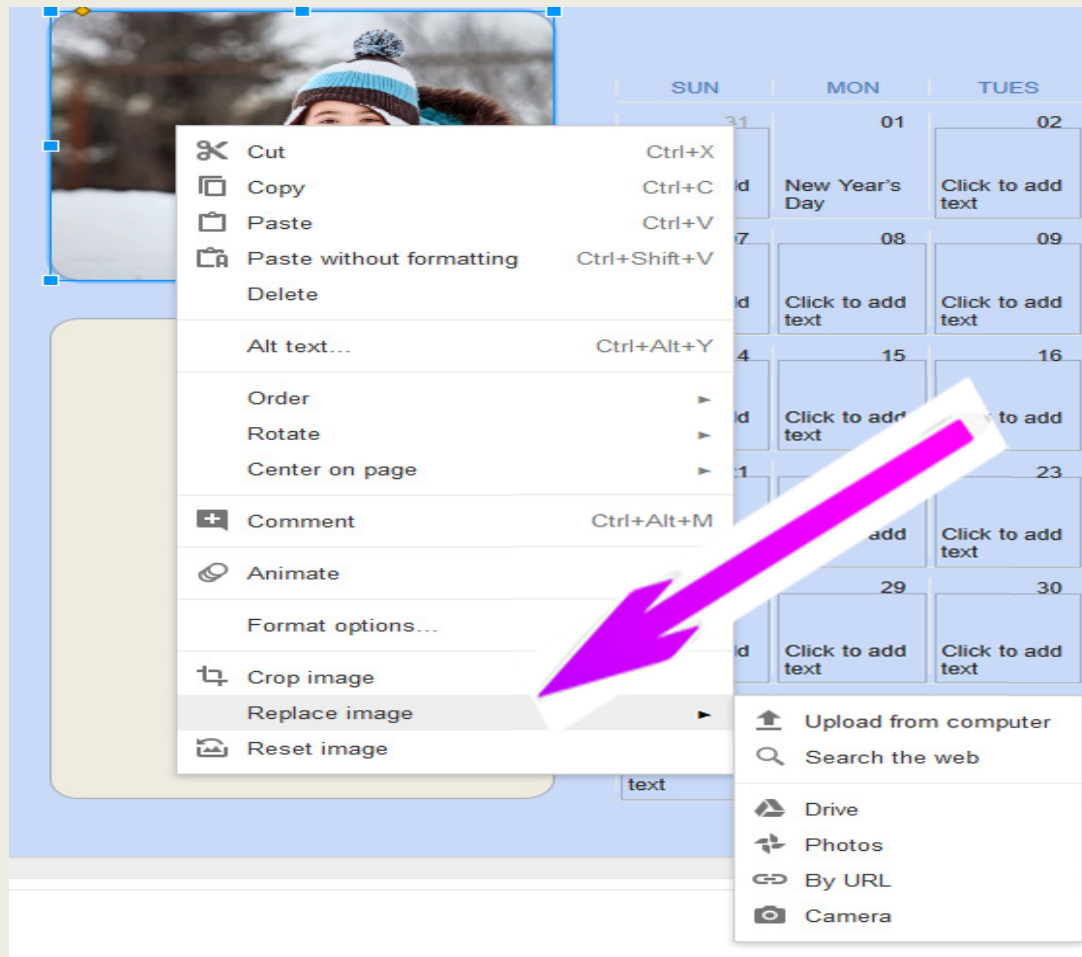
# Adding an image

- Insert image command on the menu bar. the Insert image dialog will open giving us a variety of options for uploading / inserting images



# Replacing an image

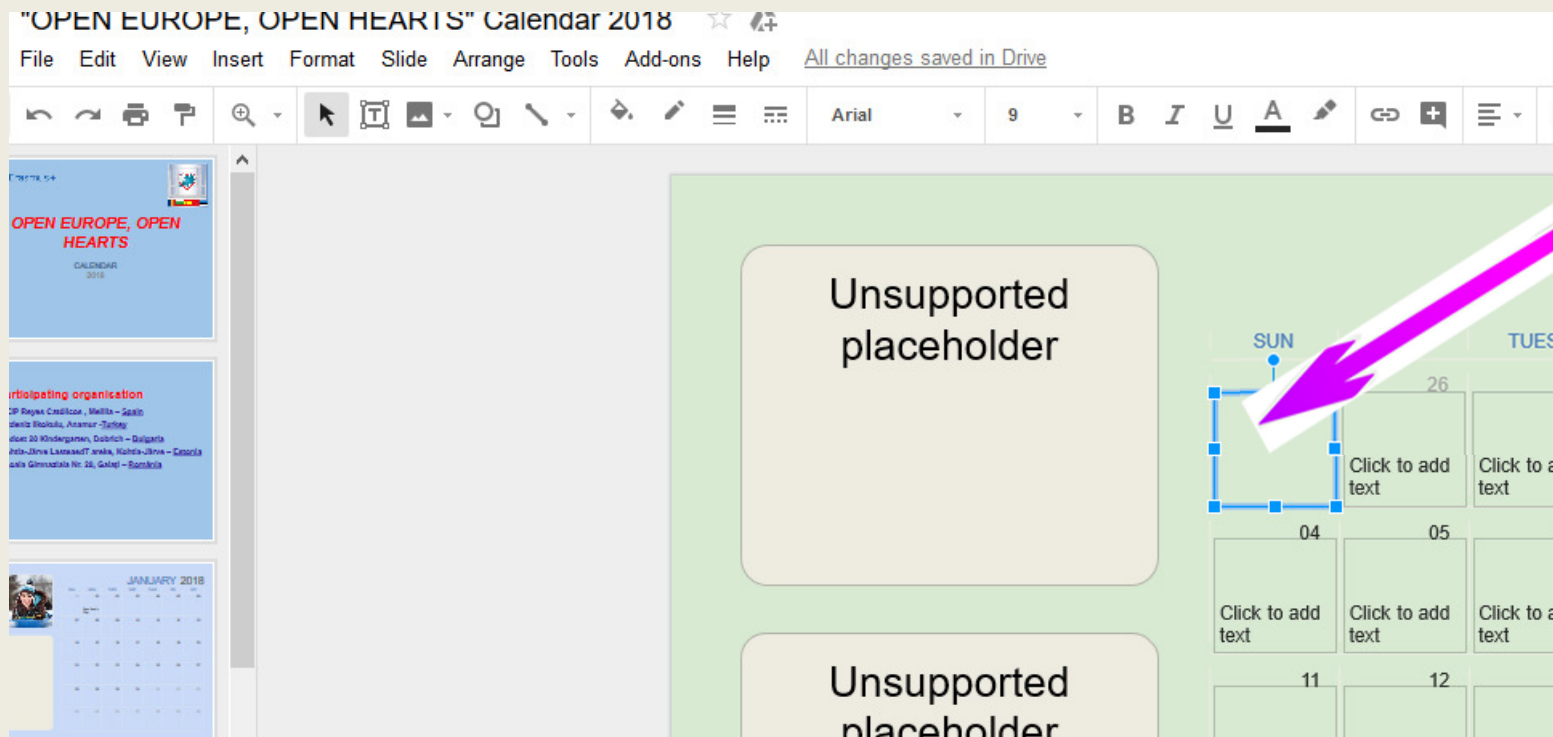
right click on the image, the option "Replace Image"





# Inserting text content into cells every day

- Click on the cell where we want to write, type the text content.



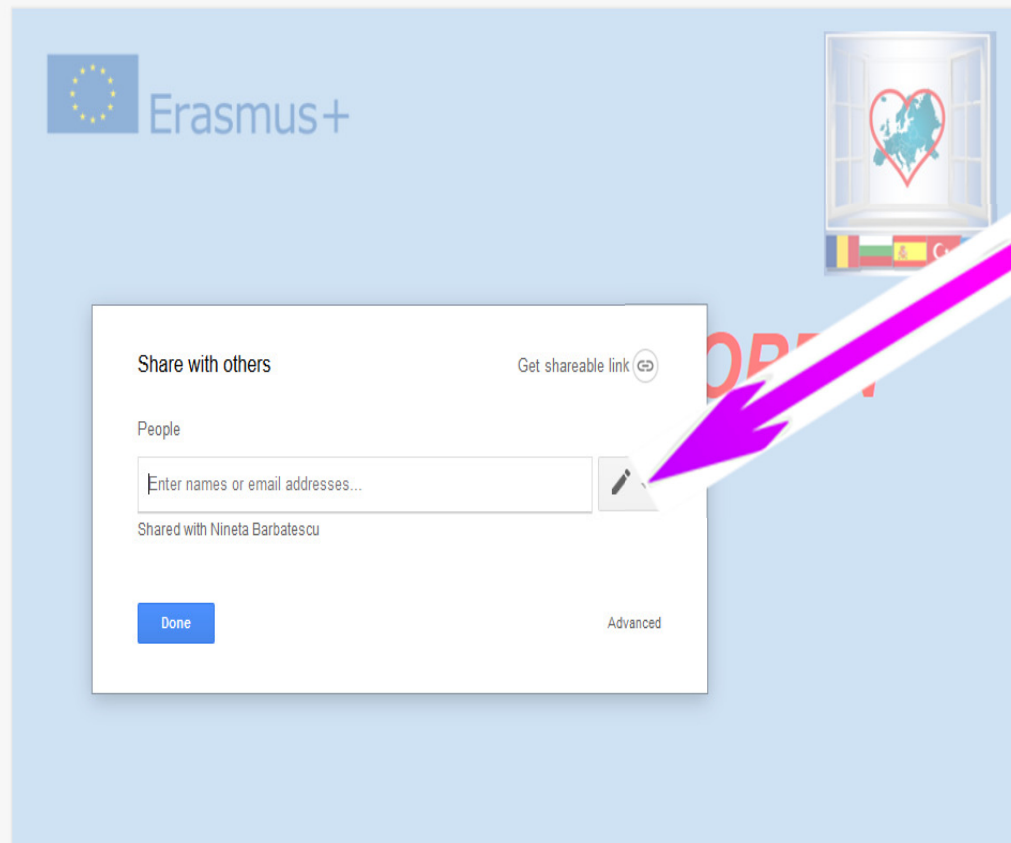
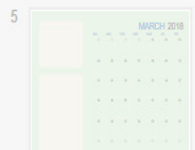
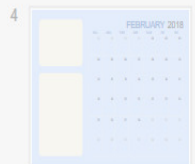
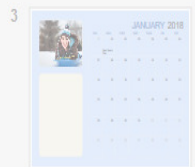
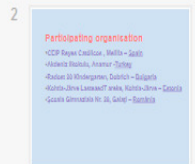
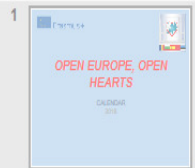
The screenshot shows a Google Slides presentation titled "OPEN EUROPE, OPEN HEARTS" Calendar 2018. The interface includes a menu bar (File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, Help) and a toolbar with various editing tools. The main content area is divided into two sections. The top section is a light green background with a large text box containing the text "Unsupported placeholder". Below this is another text box with the text "Unsupported placeholder". To the right of these text boxes is a calendar grid for January 2018. The calendar grid shows the days of the week (SUN, TUES) and the dates 04, 05, 11, 12. A blue selection box is drawn around the cell for Sunday, January 4th, and a pink arrow points to it from the right. The text "Click to add text" is visible in the cell.



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## Sharing the document

- open the file created with the Google Docs app;
- in the top right corner of the box, click the "share"
- a dialog opens;
- enter the email address of the person we want to collaborate with (to edit, comment, see)
- click the "DONE" button



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OPEN EUROPE, OPEN HEARTS

OPEN EUROPE, OPEN HEARTS

Share with others Get shareable link


People

Shared with Nineta Barbatescu

Done Advanced



Press the “Advanced” button. Google will generate a link that can be shared

Share with others Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link can view Copy link

<https://docs.google.com/presentation/d/1nUlriUr-8pgnaTZUPwZ5FqxaFRzfaSBfuQr>


People

Enter names or email addresses...





Shared with Ionut Barbatescu, Nineta Barbatescu

Done Advanced









Sharing settings

Link to share 

<https://docs.google.com/presentation/d/1nUlriUr-8pgnaTZUPwZ5FqxaFRzfaSBfuQr>

Share link via:    

Who has access

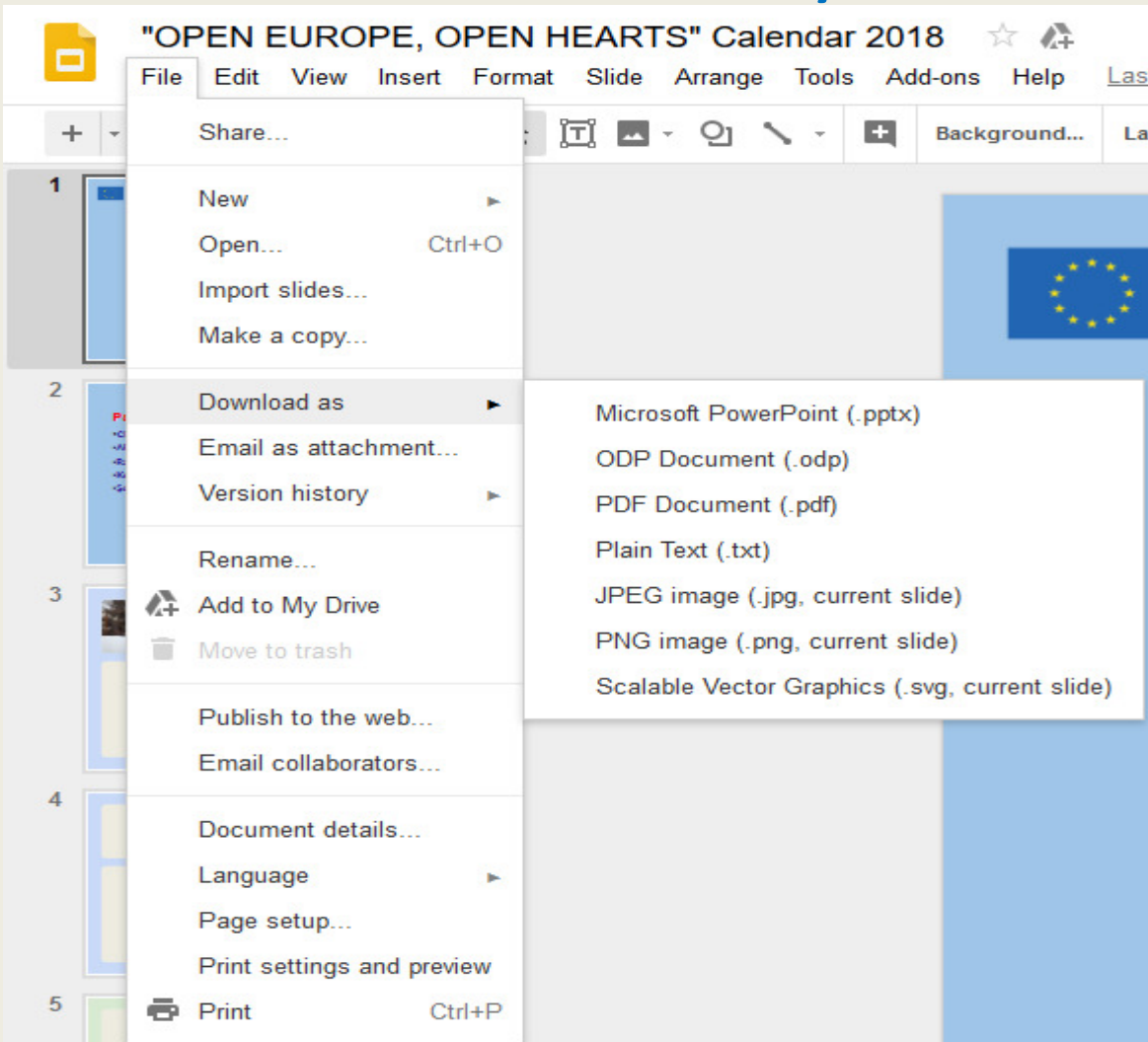
	Anyone who has the link can view	<a href="#">Change...</a>
	nineta barbatescu (you) calendar.erasmus.ka219@gmail.com	 
	Nineta Barbatescu nineta.barbatescu@gmail.com	Is owner
	Ionut Barbatescu ionut.barbatescu@gmail.com	 

Invite people:

Enter names or email addresses...

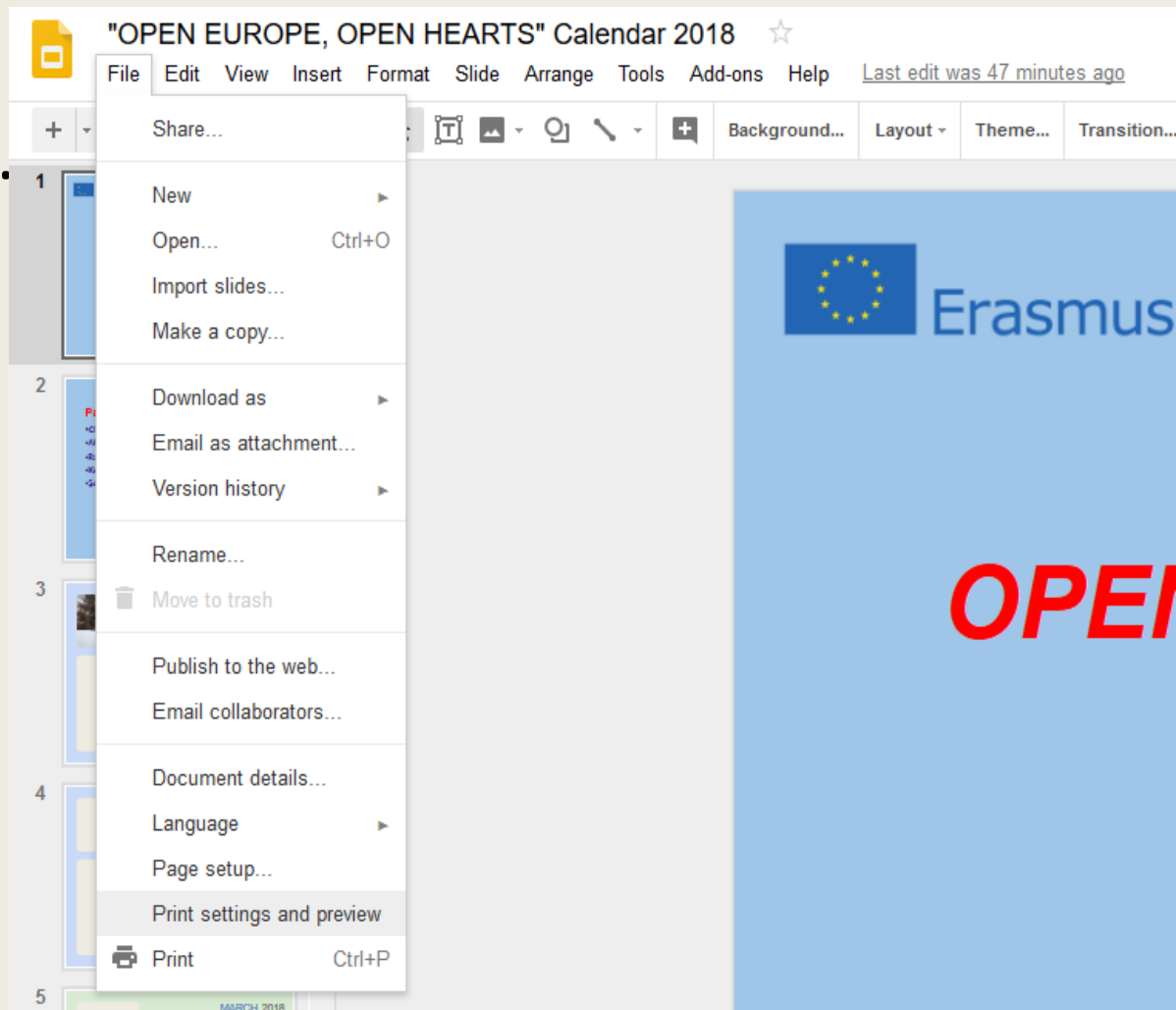
Done

# Download your calendar



Can be done by accessing the “Dowloadas” option in the “File” menu. Here are also the conversion options.

# Printing your calendar



Can be done by accessing the “Printing settings and preview” option in the “File” menu.