



MODULE 1

INFORMATION & DATA LITERACY

How to store data and make their use easier

Explorer Level Activities



How to store data and make their use easier

DESCRIPTION OF THE ACTIVITY

Store and manipulate data in the cloud

- [Dropbox self-guided training courses | Dropbox learn](#)
 - <https://learn.dropbox.com/self-guided-learning>
- Use Google Drive to Organize Files (from Applied Digital Skills with Google)
 - The following lesson is open under <https://creativecommons.org/licenses/by-sa/4.0/deed.en>
 - You can even create a virtual classroom with your students for practice
 - <https://applieddigitalskills.withgoogle.com/c/middle-and-high-school/en/organize-files-in-drive/overview.html> (45-90 minutes)
- [OneDrive video training](#)
 - <https://onedrive.live.com/> (and many more)
 - [OneDrive help & learning - Microsoft Support](#)

Activity

Choose a cloud service you prefer, for example Google, Microsoft, Dropbox or your educational network cloud infrastructure, if available, and perform the following tasks with your students:

- Create account to a Cloud Service of your choice
- Create files and folders in the personal computer
- Save these files and folders in the cloud
- Help your students to collaborate by sharing files and folders with each other

TOOLS DATA & RESOURCES NEEDED

- Web Browser (Chrome, Firefox, Edge, Opera, etc.)

TIME REQUIRED

- At least one school hour for the teachers or students (45 minutes)

TOOLS DATA & RESOURCES NEEDED

- Web Browser, Microsoft Excel

TIME REQUIRED

- 40 minutes approximately