

Aplicaciones Ofimáticas (Office Applications)

Unit 06. Assessable activities 01



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Nomenclature

Throughout this topic, different symbols will be used to distinguish important elements within the content. These symbols are:

 **Important**

 **Attention**

 **Interesting**

 **To submit**

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UNIT 06. ASSESSABLE ACTIVITIES 01

1. DEADLINE

Deadline: Friday, January 20 at 11:55 p.m.

The activity will be evaluated when the delivery deadline has passed.

! Attention: the delivery date is not extendable. If you do not deliver it in time and form, the qualification of the activity will be 0.

2. OBSERVATIONS PRIOR TO CARRYING OUT ASSESSABLE TASKS

- Except for exceptions that are indicated in each activity, you must generate a single document for the entire newsletter and in that document include the response to each activity.
- If delivery requires delivery of several files, deliver them compressed into a single file with a ".zip" extension.
- When documents are delivered, they must have a good presentation. Although the document to be delivered is small, it must have a cover, index, header, footer (with page number), in addition to being consistent in style.
- The index will only be necessary if the document (not counting the cover) occupies more than one page and has more than one section.
- The activities must be carried out in the language indicated in each activity. You have to try to do the grammar and spelling well.

! Attention: Failure to comply with these considerations can reduce the grade up to 3 points.


3. EXERCISE 01

Generate a small infographic summarizing the steps to follow to execute a challenge in AOF, so that a newcomer student who does not know how to work with challenges can see how they work. **It is not necessary to narrate the explanation, but it will be requested in an activity in the next unit.**

 **To submit:** presentation made with Canva exported to PDF and MP4.

4. EXERCISE 02 (ENGLISH)

Generate a script of a funny (but respectful of others!) story in English (it can be an original story, it can tell something from a manga, from a series, etc.). To do this, make a presentation in English using <https://canva.com> to tell that story. The presentation should not be longer than 15 slides and should not use more than 10 words per slide. Use appropriate images, videos, and music from Canva. The presentation should have soft background music. **It is not necessary to tell the story, but it will be requested in an activity in the next unit.**

 **To submit:** presentation **in English** made with Canva, exported to PDF and MP4.

5. EXERCISE 03


Generate a small presentation in Spanish explaining what a pyramid scam is https://youtu.be/6haYNo_9174 and giving an example of how these scams work with "Trading Academies" <https://youtu.be/wr4VB82EooQ>.

To do this, make a presentation **in Spanish** using <https://canva.com>. The presentation should not be longer than 15 slides and should not use more than 10 words per slide. Use appropriate images, videos, and music from Canva. The presentation should have soft background music. **It is not necessary to narrate the explanation, but it will be requested in an activity in the next unit.**

 **To submit:** presentation made with Canva, exported to PDF and MP4.

6. EXERCISE 04

Generate a short presentation in Spanish explaining 5 online Internet tools that you find useful, using <https://canva.com>. The presentation should not be longer than 15 slides and should not use more than 10 words per slide. Use appropriate images, videos, and music from Canva Presentation should have soft background music. **It is not necessary to narrate the explanation, but it will be requested in an activity in the next unit.**

 **To submit:** Presentation made with Canva, exported to PDF and MP4.

7. EXERCISE 05 (ENGLISH)

Generate using Canva some elements (in English) for a fictitious company that you invent:

- Business card template.
- Advertising brochure of your services in triptych format.
- Advertising poster for an event organized by the company.
- An Instagram story (or similar), promoting an event organized by the company.

 **To submit:** materials generated **in English** in PDF and MP4 format as appropriate.