Aplicaciones Ofimáticas (Office Applications)

Unit 03. 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 03. Assessable activities 01

1.   Deadline

Deadline: <u>Thursday 18 October at 23:55.</u>
The activity will be evaluated when the delivery deadline has passed.

> ! **Attention:** Deadline is not extendable. If you do not deliver it in a timely manner, the grade for the activity will be 0.

2.   Observations prior to carrying out assessable tasks

- Except for exceptions indicated in each exercise, you must generate a single document for all the exercises and in that document include the response to each one.
  - If for the delivery it is required to deliver several files, deliver them compressed in a single file with the extension ".zip".
- When documents are delivered, they must have a good presentation. Although the document to be delivered would be small, it must have a cover, index, header, footer (with page number), in addition to being consistent in style.
  - 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 solved in the language indicated in each activity. You have to try to do grammar and spelling well.

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

3.   Exercise 01

Before you start, install on your system (if not already installed) the simple (but powerful) PDF reader and editor called "Okular" https://okular.kde.org/en/. This is available in both the Ubuntu repositories and the Microsoft Store on Windows systems.

Download the following file on "Prevention of risks in the use of laptops" from https://www.unileon.es/intranet/prevencion/pvd_portatiles.pdf
Open it with Okular to try using its annotation and quick annotation tools.
Can annotations be made? You will notice that they cannot be done.

In this case, the problem is that this document is protected against editing. Given the characteristics of this document (all data is all public data), we can safely use cloud tools and unlock it.
We will use the web www.ilovepdf.com to unlock it and allow editing.

> 🔲 **To submit:** submit a screenshot of Okular in a document where it can be seen that it was initially locked (annotation tools disabled) and another where it can be seen that it is unlocked, with the tools enabled.

4.   Exercise 02

Assuming that you should study the document from the previous activity for an exam, make the annotations you deem necessary to facilitate its understanding and study.

In this case, at least these types of annotations must be made, including for each one at least two uses, with different colour and opacity:

- Underline/highlight.
- Add text.
- Online note (Post-it always visible).
- Pop-up note (Post-it not visible, they are shown when we click).
- Arrows and shapes.

📖 **Important:** When assessing this activity, 25% will be assessed for the use of the different types of annotations and 75% for the quality of the annotations themselves to facilitate study: they make sense, they favor a better understanding of the text, they resolve doubts, etc.

🔴 **To submit:** You must deliver the PDF annotated with the title "apellidos-nombre-UD03-Act02.pdf".

5.   Exercise 03 (English)

Access this document with safety tips on different social networks https://www.onlinesafetyalliance.org/wordpress/wp-content/uploads/2020/02/combined_parental_guides.pdf

You will be asked to make a summary of the most relevant advice on social network security. Before making this summary, make the notes you deem necessary to facilitate the subsequent summary.

As the text is in English, annotations must be made in English.

In this case, at least these types of annotations must be made, including for each one at least two uses, with different colour and opacity:

- Underline/highlight.
- Add text.
- Online note (Post-it always visible).
- Pop-up note (Post-it not visible, they are shown when we click).
- Arrows and shapes.

Finally, write a text in English summarizing the main advice of the document.

❗ **Attention:** do not copy and paste verbatim phrases from the document. Try to explain yourself in your own words, even if you make a mistake.

This text must include:

- An introductory paragraph (Example: paragraph explaining what you are going to talk about).
- At least one paragraph for each application. They will summarize the main tips for use. You can use bullets/hyphens if you think it's necessary.

📕 **To submit:** You must submit the PDF annotated with the title "last apellidos-nombre-UD03-Act03.pdf" and the text (in English).

6. EXERCISE 04

Perform the following operations using www.ilovepdf.com:

- Unite in a single PDF the statements of activities of Unit 01, Unit 02 and Unit 03.
- Split the PDF of this unit statement, including only even pages.
- Convert the PDF of the statements in this unit to Word (.docx).
- Add to the PDF with the statements of this unit a watermark with your name (without surnames).
- Protect the PDF with the statements in this unit.

📕 **To submit:** You must submit 5 PDFs with the proposed activities. The title of each PDF "apellidos-nombre-UD03-Act04-XXXXX.pdf", where "XXXXX" is the type of PDF generated.

7. EXERCISE 05

A PDF with "Study Techniques" is available in the tutoring room. Use the annotation tools to edit that PDF. In this case, at least these types of annotations must be made, including for each one at least two uses, with different colour and opacity:

- Underline/highlight.
- Add text.
- Online note (Post-it always visible).
- Pop-up note (Post-it not visible, they are shown when we click).
- Arrows and shapes.

📖 **Important:** When assessing this activity, 25% will be assessed for the use of the different types of annotations and 75% for the quality of the annotations themselves to facilitate study: they make sense, they favor a better understanding of the text, they resolve doubts, etc.

📕 **To submit:** you must deliver the annotated tutorial PDFs, each having the title "apellidos-nombre-UD03-Act05-XXXXX.pdf" where "XXXXX" indicates which PDF it is.

8. EXERCISE 06

Demonstrate to the faculty that you are using the "Okular" annotation tools to facilitate the study of PDFs from other modules, showing during the quarter 3 documents) of a certain entity) with a consistent, quality annotation that facilitates the study and/or making summaries/outlines.

📕 **To submit:** during the first term, show 3 PDFs of other modules that meet the request.

9. EXERCISE 07 (PROGRAMMING, NON-ASSESSABLE)

In this unit we have included a code example in Python 3 that, after writing the path of a PDF file, displays the text of the first page of a PDF on the screen. If you are curious, we invite you to read the code, run the program, modify it, etc.

Pregunta cualquier duda de funcionamiento, de ponerlo en marcha o de cualquier otra cosa relacionada para satisfacer tu curiosidad.