

Aplicaciones Ofimáticas (Office Applications)

Unit 11. 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 11. ASSESSABLE ACTIVITIES 01

1. DATE OF DELIVERY

Submission deadline: Wednesday, April 5 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 EVALUABLE TASKS

- This deliverable must be shown to the teacher within the requested period.

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

3. EXERCISE 01

Use the email client "ThunderBird" <https://www.thunderbird.net/es-ES/> so that it downloads your email (any Hotmail, Outlook or Gmail account works) without deleting it from the server (that is, the emails stay on the server forever). This link may help you (with some caution) to avoid deleting them when you download them:

<https://grn.cat/soporte/faq-correo/configuracion-del-thunderbird-para-dejar-copia-al-servidor/?lang=es>

! Attention: just in case, do the tests with an email account that you do not use and there is no information that you can lose. Be careful!

■ To submit: show to teacher ThunderBird picking up your mail and dropping it from your mailbox without deleting it.

4. EXERCISE 02

After carrying out the previous activity, configure several folders of your choice to organize your mail (Institute, Games, Publicity, Friends, etc.) and file some mail in them. Set filters so folders behave intelligently.

<https://support.mozilla.org/es/kb/organizar-tus-mensajes-utilizando-filtros>

■ To submit: show to teacher ThunderBird with folders and filters working.