

Aplicaciones Ofimáticas (Office Applications)

Unit 09. Assessable activities 02



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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 09. ASSESSABLE ACTIVITIES 02

1. DEADLINE

Deadline: Friday, March 3 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 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. Remember the landscape format and that it is in English.

1. EXERCISE 01

Create with Excel (Office 365), Google Spreadsheet or LibreOffice Calc, a spreadsheet that allows you to enter a name, an email and a phone in each row. Next to each entry, it must appear dynamically correct if the email address is valid and also the phone number starts with 6, 8 or 96, or incorrect if any of the conditions are not met.

Suggested strategy:

1. In row 1, create the column headers: "Name", "Email", "Phone" and "Status"
2. In the following rows, enter the data corresponding to each person
3. Create a formula to check if the email is valid.
4. Create a formula to check if the phone starts with 6, 8, or 96.
5. Copy the formula to the remaining cells in the "State" column (for example, by selecting the bottom right cell and dragging).
6. Verify that the formulas are working correctly and producing the expected results.

 **To submit:** deliver the requested document.


2. EXERCISE 02

Using Excel (Office 365), Google Spreadsheet or LibreOffice Calc, create a spreadsheet that allows you to enter the different elements of a bar bill (each dish), its units, its price and a dynamic

YES/NO field if it enters in common account. After that, that he be allowed to put how many diners there are and that he tell us how much each diner costs, only taking into account the dishes where he says YES.

Suggested strategy:

1. In row 1, create the column headings: "Plate", "Units", "Price", "Common Account Enter" and "Total Cost"
2. In the following rows, enter the data corresponding to each dish
3. Create an additional column for the number of guests and another for the cost per guest
4. Create a formula to calculate the total cost of each dish: "Units" x "Price"
5. Create a formula to calculate the cost per diner: "Total Cost" / "Diners"
6. Create a formula to calculate the total cost of only the dishes that go into the common account.
7. Create a formula to calculate the cost per diner: "Total Cost" / "Diners"
8. Verify that the formulas are working correctly and producing the expected results.

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3. EXERCISE 03

With Excel (Office 365), Google Spreadsheet or LibreOffice Calc, create a spreadsheet to calculate based on what each person contributes for a common expense, when doing the math, how much each one has to put.

This first spreadsheet allows entries (one per row) indicating a person's name and how much money they have contributed. After that, in that same document, generate another sheet where the names of the participants are located and on the right dynamically indicate how much each person should contribute (positively) or how much each person should receive (negatively) to adjust the accounts.

Suggested strategy:

1. On the first sheet, in row 1, create the column headings: "Name", "Contribution" and "Difference".
2. In the following rows, enter the data corresponding to each person, that is, their name and the money they have contributed.
3. Calculate the total amount of contributions.
4. Divide the total sum of contributions by the number of participants.
5. Calculate the difference for each participant.
6. Verify that the formulas are working correctly and producing the expected results.

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