Aplicaciones Ofimáticas (Office Applications)

Unit 09. Assessable activities 02

Authors: Sergi García Barea, Gloria Muñoz González

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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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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

We want to check a list of customers, if their emails and phone numbers are potentially correct or, on the contrary, to know if any of them are wrong or not.

To do this, we will use Excel (Office 365), Google Spreadsheet or LibreOffice Calc to create a spreadsheet that allows us to enter a name, an email address and a telephone number in each row. Next to each entry, it should dynamically appear "correct" if the email address is valid and also the telephone number begins with 6, 8 or 96, or "incorrect" if either of the two conditions is not met.

For this exercise, an email address is considered valid if it has an @ in the middle (i.e. preceded by text and followed by text).

- For example, "a@a.com" would be valid, but "@hello", "@" or "hello@" would not be valid.

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 that meet two conditions at the same time:
    - To check if the email is valid.
    - To check if the phone starts with 6, 8, or 96.
4. Copy the formula to the remaining cells in the "State" column (for example, by selecting the bottom right cell and dragging.

5. Verify that the formulas are working correctly and producing the expected results.

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

2. EXERCISE 02

We want to make a spreadsheet to pay a restaurant bill between colleagues. In this bill, there will be dishes that we will pay for together and dishes paid for individually. We want to know how much money each of us will pay for the common dishes, ignoring the dishes that are not common.

To do this, we will use Excel (Office 365), Google Spreadsheet or LibreOffice Calc to create a spreadsheet that allows us to enter the different elements of a restaurant ticket detailing the dishes consumed and their price:

- Our spreadsheet will have each dish, its units, its unit price and a YES/NO field indicating whether this dish goes into the common bill or not.
- After that, there will be a cell where we can indicate how many persons there are.
- With this, it should dynamically tell us in a cell how much each diner costs, only taking into account the dishes that are included in the common account (dishes where it says YES).

Suggested strategy:

1. In row 1, create the column headings: "Dish", "Units", "Price", "Enter in common account" and "Total cost per diner".
2. In the following rows, enter the data for each dish.
3. Create an additional column for the number of diners and an additional column for the cost per diner.
4. Create a formula to calculate the total cost of each dish: "Units" x "Price".
5. Create a formula to calculate the cost per person of each dish: "Total cost per dish" / "Persons".
6. Create a formula to calculate the total sum of the costs per person for the dishes where it says "YES".
7. Verify that the formulas are working correctly and producing the expected results.

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3. EXERCISE 03

We have organized a party and each person has contributed different amounts to organize it. At this party we want everyone to contribute the same amount, so we want to make a spreadsheet to balance the accounts so that those who have contributed less, contribute what they are missing, and those who have contributed more, return the surplus.

To do this, we will use Excel (Office 365), Google Spreadsheet or LibreOffice Calc to create a spreadsheet. To do this, we will create a document with two :

- This first spreadsheet allows entries (one per row) where we indicate the name of a person and how much money they have contributed.
- After that, in the same document, generate another sheet where the names of the participants are placed and on the right side dynamically indicate how much each person should contribute (in positive) or receive (in negative) in order 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.

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