

Aplicaciones Ofimáticas (Office Applications)

Unit 02. 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**

INDEX

Deadline	3
Observations prior to carrying out assessable tasks	3
Exercise 01	3

UNIT 02. ASSESSABLE ACTIVITIES 01

1. DEADLINE

Deadline: Thursday 22 September at 23:55.

This activity will have a particular evaluation:

- 25% of the grade: initial evaluation when the delivery deadline has passed
- 75% of the grade: **THREE SUBSEQUENT EVALUATIONS ON SURPRISE DATES WITHIN THE FIRST QUARTER** to check the proper use of the tool on a day-to-day basis.

! 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

- 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

Initially, we must create a personal account on the "ClickUp" project management site, www.clickup.com. Once the account is created, we will generate the following scheme to organize ourselves on a personal level (daily work in class and errands), using within our "Workspace" a "Space" and a "Control Panel". The elements of the "Space of work" are:

- **Space:** we must create a "Space" called "My Agenda". Within that "Space" we will have the following folders:
 - **SMR folder:** folder that will include elements related to our training cycle (Microcomputer Systems and Networks). It is suggested that you have the following lists:
 - **Organization:** a simple Kanban board to write down specific tasks to be carried out related to our studies (style "Read topic", "Do exercise X", "Perform Y of work Z", etc.).
 - These tasks should have the possibility of being tagged as "Short term" (for those more urgent).
 - **Deadline:** list with delivery dates of tasks.
 - Each deadline registered on the list must indicate the actual date and a "deadline" date so that it does not notify.
 - They should be marked as done once submissions have been made.
 - **Exams:** list indicating exam dates.
 - **Resources:** list compiling useful resources found on the Internet.
 - **Personal Folder:** folder for our personal organization. The following lists are proposed:
 - **Errands:** list with personal errands to be carried out.
 - These tasks should have the possibility of being tagged as "Short term" (for those more urgent).

- **Control panel:** we will have to create a control panel that includes two widgets.
 - **"Short-term tasks" widget:** widget that filters tasks by having a "Short-term" tag, obtained from both the "Organization" and "Errands" lists.
 - **"Long-term tasks" widget:** widget that filters tasks by NOT having a "Short-term" tag, obtained from both the "Organization" and "Errands" lists.
- **Favourites:** we must pin (at the top of the screen) **"Favourites"** and add to **"Favourites"** at least the created "Control Panel" and other relevant lists if we believe it's necessary.
- **For the initial evaluation,** we must update the data of our "Workspace" with the current data of the different modules of the training cycle.
- **For the following evaluations,** must be updated to the data of the different modules of the training cycle at the time of the consultation (surprise).

 **To submit:** Demonstration in real time to your teachers of the status of the "Workspace" in each of the requested periods.