

Aplicaciones Ofimáticas (Office Applications)

Unit 09. 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 09. ASSESSABLE ACTIVITIES 01

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.


1. EXERCISE 01

Create a document using Excel (Office 365), Google Spreadsheet or LibreOffice Calc, showing an example of using elements followed by one or two paragraphs explaining them.

The elements are:

- Cell format modifications (color, font, etc.).
- Simple formula.
- Formula using relative cell references.
- Formula using absolute cell reference.
- Formula combining relative and absolute references.
- Formula with cell range.
- Formula with references to other sheets.
- Most important functions
 - Si, O, Y, No
 - Concatenar
 - Igual, Mayor, Menor
 - Buscar, Buscar.Si, BuscarV, BuscarH
 - Sumar, Sumar.Si
 - Contar, Contar.Si
- Use of wildcard characters on cells with text format ("*" character and "?" character).


Note: For this exercise, you can use tools such as ChatGPT to prepare examples, but you must verify that they work correctly. The explanation that you make of each example must be your own harvest.

 **To submit:** deliver the generated document and also show the document in person to the teachers so that they can give a pass grade

2. EXERCISE 02 (ENGLISH)

Create a document with Excel (Office 365), Google Spreadsheet or LibreOffice Calc, containing an attractive "Cheat Sheet", in landscape format, summarizing the elements described in the previous section. It must be indicated for which application is the "Cheat Sheet" (Excel, Google or Calc).

The "Cheat Sheet" must be done in English.

 **To submit:** deliver the generated document and also show the document in person to the teachers so that they can give a pass grade. Remember the landscape format and that it is in English.