Aplicaciones Ofimáticas (Office Applications)

Unit 04. Assessable activities 01

Authors : Sergi García Barea, Gloria Muñoz González

Updated October 2022

Licence

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

Unit 04. Assessable activities 01

1.　Deadline

Deadline: <u>Friday 21 October at 10:45.</u>

This activity will have a particular evaluation: the skills acquired must be shown to the teaching staff. The teaching staff will assess at the moment with several possible notes:

- 0 points: not delivered.
- 3 points: insufficient capacity.
- 5 points: acceptable capacity.
- 7.5 points: outstanding ability.
- 10 points: outstanding ability.

> **!　Attention:** Deadline is not extendable. If you do not deliver it in a timely manner, the grade for the activity will be 0.

2.　Exercise 01

In order to improve our typing ability using the keyboard, it is proposed to play the following typing games to practice our skills. These are:

- ZType: https://zty.pe/
- Tommy Q - Zombie defender: https://www.typing.com/es/student/game/tommyq
- Keyboard Jump: https://www.typing.com/es/student/game/keyboard-jump
- Keyboard Ninja: https://www.typing.com/es/student/game/keyboard-ninja
- Type Toss: https://www.typing.com/es/student/game/type-toss

After several practice sessions, students will individually teach teachers their ability to:

- The ZType game (skills must be demonstrated. Mandatory).
- A game of those previously proposed, chosen by the teachers.

> 🔲 **To submit:** simply notify the teacher and show the skills live.