

Aplicaciones Ofimáticas (Office Applications)

Unit 01. Introduction to office applications



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Nomenclature

Throughout this unit, different symbols will be used to distinguish important elements within the content. These symbols are:

 **Important**

 **Attention**

 **Interesting**

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UNIT 01. INTRODUCTION TO OFFICE APPLICATIONS

1. INTRODUCTION

This document is a simple summary/guide of the contents that should be covered in this unit, as well as indications of what we hope you will learn.

! **Attention:** This information is a guide/summary, **and it is your duty to work on the knowledge** during the class and complement it with your annotations.

2. WHAT IS AN OFFICE SUITE?

An office suite, or also called office package, is a package of computer programs that usually includes different programs related to the office. An office suite typically includes a word processor, spreadsheet, and presentation program. You can find more information here <https://es.wikipedia.org/wiki/OfficeSuite>.

3. LOCAL OFFICE SUITES VS CLOUD OFFICE SUITES

Currently, there are local office suites (they run and process data on our computer) and cloud office suites (they run in the cloud, which is basically someone else's computer).

! **Attention:** cloud is really "someone else's computer". You have to be careful what you upload in the cloud, because even if a cloud application promises that it will not store anything, we have no guarantee that it is true and if they will use it for some malicious purpose.

It must be very clear that everything that is worked in the cloud has a series of dangers, in addition to those mentioned above. Here is a link with more information about it.

<https://blog.netdatanetworks.com/5-riesgos-en-la-nube-y-como-gestionarlos>

Among the local office suites, LibreOffice, OpenOffice (free) and Microsoft Office (commercial) stand out. Among the cloud office suites, Google Docs, Microsoft Office 365 and OnlyOffice stand out.

In principle, except for programs that are completely trustworthy (**very trustworthy**) and taking into account that they respect the law, no file or information with private data in the cloud should be used. Even for highly trusted applications, it is recommended to avoid the cloud if you work with private data. We must also make sure, even for a highly trusted context, **if it is legal for us to store** according to what data, on according to which servers, according to which applications.

For example, Spanish law prohibits storing personal data of third parties on servers outside the European Union, so storing it on something like Google Drive, unless you are paying for Google to use a European server, could be a crime.

! **Attention:** avoid the cloud when dealing with personal data. Remember, in addition to data theft problems, there may be legal problems.

4. ERGONOMICS, POSTURES, VISUAL FATIGUE AND BREAKS

In this section we want to remind you that working with different types of screens (desktop computer, laptop, tablet, mobile, etc.) is not without risks in short and long term.

Things like the right light, resting your eyes (getting up and taking a walk for a couple of minutes every hour), position, etc. are very important.

If at any time you want to know more about this topic, in the occupational risk guides, the risks associated with the screens are technically called risks in "Data display screens".

Some sites (not the only ones) where you can get more information and find advice are:

- <https://www.saludlaboralymedioambiente.ccooaragon.com/documentacion/pantallas-gs19.pdf>
- <https://prevencionar.com/2020/05/17/consejos-para-trabajar-con-pantallas-de-visualizacion-de-datos/>
- <https://riesgoslaborales.saludlaboral.org/portal-preventivo/riesgos-laborales/riesgos-relacionados-con-la-hergonomia/pantallas-visualizacion-de-datos-pvd/>

5. CHEAT SHEETS

"Cheat sheet" is a term used in computing to store information (which usually fits on 1 or 2 sides of a sheet of paper) about the use of some application, tool, programming language, etc. It is very interesting to have "Cheat sheets" of elements that we use on a daily basis, since they will make our task easier and allow us to save time.

6. GOOGLE SEARCH

Google has a powerful search engine, which allows you to refine your searches to help you find what you need (search for literal phrases in quotes "", search by file type or by date, search only one website, exclude a website from the search, etc.). Here, we link to some "Cheat sheets" that contain the main Google search engine commands.

- https://www.googleguide.com/print/adv_op_ref.pdf
- <https://sites.google.com/site/gwebsearcheducation/goodies>
- http://static.googleusercontent.com/media/www.google.com/en//educators/downloads/Tips_Tricks_85x11.pdf

7. WHAT GOES IN FOR EXAM?

We call this section like that because for students it is always more attractive than "What should I learn in this subject?" :D Next, we indicate topics that you should prepare for the exam:

- Know what an office suite is, both local and in the cloud (as well as some examples).
- Identify which data could be used in local office suites and which in cloud office suites.
 - This information should apply to any cloud application.
- Know the basic measures of ergonomics and rest to work with desktop computers, laptops, tablets, mobiles.
- Know what a "Cheat sheet" is and the importance of these to save work.
- Know how to use Google search with its main commands (text in quotes, search for file extensions, include/exclude sites to search for, set date ranges, etc.) in order to refine your searches.