Aplicaciones Ofimáticas (Office Applications)

Unit 01. Assessable activities 01

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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**

🟥 **To deliver**

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UD01. Assessable activities 01

1. Delivery deadline

Delivery deadline: <u>Monday 19 September at 23:55.</u>
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, the grade for the activity will be 0.

2. Observations prior to deliver assessable tasks

- Except for exceptions indicated in each exercise, you must generate a single document for all the exercises and in that document include the response to each one.
  - If for the delivery it is required to deliver several files, deliver them compressed in a single file with the extension ".zip".
- When documents are delivered, they must have a good presentation. Although the document to be delivered would be small, it must have a cover, index, header, footer (with page number), in addition to being consistent in style.
  - 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 solved in the language indicated in each activity. You have to try to do grammar and spelling well.

> **!** **Attention:** failure to comply with these considerations can reduce the grade up to 3 points.

3. Exercise 01

Explain in a document what is an office suite. When making the explanation, you have to explain the differences between a local office suite (installed on your computer) and an office suite in the cloud used through a browser.

> 🔲 **To deliver:** text with the requested explanation. Show it to your teacher before submitting it.

4. Exercise 02

Name the types of office applications that you know (we hope between 5 and 10). For each type, indicate an example of a local office application and an example of a cloud application.

> 🔲 **To deliver:** text with requested types and examples.

5. Exercise 03

Name at least 3 office suites that you know (at least 1 in the cloud and at least 1 local). For each one, indicate what types of office applications they have.

> 🔲 **To deliver:** text with name of suites and types of applications they have.

6. Exercise 04

What are the dangers of using office applications in the cloud? Are they safe? With what kind of documents should we **NEVER** use them?

> 📕 **To deliver:** text answering the requested questions. Show it to your teacher before submitting it.

7. Exercise 05

View the following video about ergonomics applied to desktop and laptop computers. https://www.youtube.com/watch?v=e-3_rKmsjmQ

Summarize the ergonomic tips that this video gives us.

> 📕 **To deliver:** text summarizing the tips in the video.

8. Exercise 06

Search the Internet for ergonomic tips applied specifically to the use of smartphones/tablets. Summarize the tips you find.

> 📕 **To deliver:** text summarizing the tips found. Show it to your teacher before submitting it.

9. Exercise 07

Search the Internet for tips to avoid visual and mental fatigue in the use of data visualization screens (for desktop computers, laptop and smartphone/tablet"). Summarize what you found.

> 📕 **To deliver:** text summarizing the advices found. Show it to your teacher before submitting it.

10. Exercise 08 (English)

What is a cheat sheet? What would be the Spanish translation of this term? Explain the meaning of the translation. Provide us with the link of "Cheat sheets" that you find related to office automation, providing at least 2 in Spanish and 2 in English.

> 📕 **To deliver:** definition, translation and requested links. **Deliver it in English.**

11. Exercise 09

We are going to use the information deposited in these 3 "Cheat Sheets" for content search in Google

- 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

Using these "Cheat sheets", answer the following questions:

- How could we search for PDF files about high school magazines?
    - Tip: when searching, you can use the acronym "IES".
- How could we do a search only in "IES Serra Perenxisa" website?
  https://mestreacasa.gva.es/web/iesserraperenxisa
- How could we search for a complete literal text (not single words) that is on a website updated between 2019 and 2021?
- What websites talk about the www.meneame.net website, other than www.meneame.net itself?

🟥 **To deliver:** search strings used in www.google.com for the requested questions.