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**

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Unit 02. Assessable activities 01

1. Deadline

Deadline: <u>Thursday 22 September at 23:55.</u>

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 class work and errands):

- **Workspace:** we must create a "Workspace" called "My Agenda". Within that "Workspace" 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:
        - **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.
- <u>**For the initial evaluation,**</u> we must update the data of our "Workspace" with the current data of the different modules of the training cycle.
- <u>**For the following evaluations,**</u> 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.