

Aplicaciones Ofimáticas (Office Applications)

Unit 05. 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 05. ASSESSABLE ACTIVITIES 01

1. DEADLINE

Delivery deadline: Thursday, November 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 a timely manner, the grade for the activity will be 0.

2. OBSERVATIONS PRIOR TO CARRYING OUT EVALUABLE 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 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 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.

3. EXERCISE 01

Create a Microsoft Word 365 document that shows an example of using Microsoft Word 365 elements, followed by a paragraph or two explaining them. Both the recommended tutorials in the unit and the provided TikTok tricks can help you with this task.

The elements are:

- Bullets of the type points and numbered. These bullets should include sublevels.
- Italics.
- Bold/Underline/Strikethrough.
- Links.
- Bleeding.
- Shading.
- Images.
- Text Boxes.
- Aligned the title text in a “centered” way.
- Aligned the text of the contents in a “justified” way.
- Styles.
- Header.
- Footer.
- Page numbers.

 **To submit:** deliver the generated document and also show the document in person to the teacher so that they give a passing grade.

4. EXERCISE 02

For this activity, we are going to create a digital magazine using Microsoft Word 365. We leave the topic free as long as it is something legal, respectful with colleagues and with people in general.

We are not going to do the entire magazine, only the indicated parts.


To facilitate the creation, videos with tricks compiled from TikTok are attached to the virtual classroom that make it easier to create the magazine.

If you can't think of any ideas, we give you some:

- Magazines about a sport you like.
- Magazine about video games (or about a specific video game).
- Magazines about comics/manga that you like.
- Magazine about technological innovations or some technological tutorial.


The magazine will have the following elements:

- **Front page:** It should be pretty, attractive and descriptive. It must contain the name of the journal, the name of the author and not contain a page number. In addition, it must be saved as a cover template so that it can be reused.
 - I recommend you use TikTok tricks 01 and 02 to make the cover.
 - I recommend you to use TikTok trick 03 to save the cover as “cover template”.
- **Index, Header and Footer:** An automatic index of the journal should be created on the page following the cover. Starting from this page, all pages must have a header and footer. These two must be pretty. In the header must be the name of the student and the magazine. In the footer, simply the page number.
 - I recommend TikTok tricks 04 and 05 to make the index.
 - I recommend you use TikTok tricks 06, 07 and 08 to put header and footer.
- **Opinion articles:** the first page of the magazine itself must contain at least two opinion articles, each one (at least) in triple column. Before starting, the article must have an image of who is the author of the opinion article and a text that is the title of the article made in a way that it stands out (playing with sizes, typography, bold, etc.). The text must be in “Justified” alignment.
 - Don't you know what a multi-column opinion article is like? Try doing Google searches similar to “double column opinion article” to be able to see references of how it should look.
 - You can inventory the text of the article by taking it from one that you like or generating it with websites such as <https://www.blindtextgenerator.com/es>
 - I recommend TikTok tricks 09 and 10 to create the title.
 - I recommend TikTok tricks 11 and 12 to insert the image.
 - I recommend TikTok tricks 13 and 14 to create multi-column text.
- **News:** the second page can be a new. Use a different style than the one used in opinion articles. This page should have images, multi-column text, and bullet points.
 - I recommend TikTok tricks 15, 16 and 17 to create multi-column text.
- **Back cover:** It should be pretty, attractive and descriptive. It must not contain a header or footer. It must also have the price in barcode and QR.
 - I recommend you use TikTok tricks 18 and 19 for the barcode and QR.

 **To submit:** document with the magazine. Show it to the teacher first :)

5. EXERCISE 03 (ENGLISH)

Using Microsoft Word 365, create an attractive "Cheat Sheet", in landscape format, summarizing the elements described in the previous section and indicating what keyboard shortcuts exist for the elements indicated in the previous activity. **The "Cheat Sheet" must be done in English.**

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

6. EXERCISE 04


Make a document with Microsoft Word 365 prepared as a template to carry out work in the training cycle, with sample texts of basic contents.

The delivery must have:

- Nice cover with name and date. Must be saved as cover template
- Unit number to which the work done with a field (variable) belongs. This number will be shown on the cover next to the date.
- Index generated from applied styles for main points and sub points.
- Page numbers from the second page.
- Header and footer from the second page.
- Specific style to define the normal text.
- Specific style to define the main points.
- Specific style to define the sub-points.

Additionally, content examples must display:

- Previously named styles, applied to the examples.
- Bullets of the type points and numbered. These bullets should include sublevels.
- Bold font.
- Italics.
- Underlined.
- Strikethrough.
- Links.
- Images.
- Text Boxes.
- Aligned the title text in a "centered" way.
- Aligned the text of the contents in a "justified" way.

 **To submit:** deliver the generated document and show the generated document in person to the faculty so that they can give a passing grade.