Aplicaciones Ofimáticas (Office Applications)  
Unit 02. Assessable activities 01

short line

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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

# Deadline

**Deadline: Thursday 22 September at 23:55.**

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.

# 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.

# Exercise 01

Initially, we must create a personal account on the “ClickUp” project management site, [www.clickup.com](http://www.clickup.com). Once the account is created, we will generate the following scheme to organize ourselves on a personal level (daily work in class and errands), using within our "Workspace" a "Space" and a "Control Panel". The elements of the "Space of work” are:

* **Space:** we must create a "Space" called "My Agenda". Within that “Space” 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:
    - **Organization:** a simple Kanban board to write down specific tasks to be carried out related to our studies (style “Read topic”, “Do exercise X”, “Perform Y of work Z”, etc.).
      * These tasks should have the possibility of being tagged as "Short term" (for those more urgent).
    - **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.
      * These tasks should have the possibility of being tagged as "Short term" (for those more urgent).
* **Control panel**: we will have to create a control panel that includes two widgets.
  + **"Short-term tasks" widget**: widget that filters tasks by having a "Short-term" tag, obtained from both the "Organization" and "Errands" lists.
  + **"Long-term tasks" widget**: widget that filters tasks by NOT having a "Short-term" tag, obtained from both the "Organization" and "Errands" lists.
* **Favourites**: we must pin (at the top of the screen) "**Favourites**" and add to "**Favourites**" at least the created "Control Panel" and other relevant lists if we believe it's necessary.
* **For the initial evaluation,** we must update the data of our "Workspace" with the current data of the different modules of the training cycle.
* **For the following evaluations,** 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.