Aplicaciones Ofimáticas (Office Applications)  
Unit 04. 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 04. Assessable activities 01

# Deadline

**Deadline: Friday 21 October at 10:45.**

This activity will have a particular evaluation: the skills acquired must be shown to the teaching staff. The teaching staff will assess at the moment with several possible notes:

* 0 points: not delivered.
* 3 points: insufficient capacity.
* 5 points: acceptable capacity.
* 7.5 points: outstanding ability.
* 10 points: outstanding ability.

❕ **Attention:** Deadline is not extendable. If you do not deliver it in a timely manner, the grade for the activity will be 0.

# Exercise 01

In order to improve our typing ability using the keyboard, it is proposed to play the following typing games to practice our skills. These are:

* ZType: <https://zty.pe/>
* Tommy Q - Zombie defender: <https://www.typing.com/es/student/game/tommyq>
* Keyboard Jump: <https://www.typing.com/es/student/game/keyboard-jump>
* Keyboard Ninja: <https://www.typing.com/es/student/game/keyboard-ninja>
* Type Toss: <https://www.typing.com/es/student/game/type-toss>

After several practice sessions, students will individually teach teachers their ability to:

* The ZType game (skills must be demonstrated. Mandatory).
* A game of those previously proposed, chosen by the teachers.

📕 **To submit:** simply notify the teacher and show the skills live.