Aplicaciones Ofimáticas (Office Applications)  
Unit 07. Assessable activities 03

short line

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Updated January 2023

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Nomenclatura

A lo largo de este tema se utilizarán diferentes símbolos para distinguir elementos importantes dentro del contenido. Estos símbolos son:

📖 **Important**

❕ **Attention**

💬 **Interesting**

📕 **To submit**

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Unit 07. Assessable activities 03

# Deadline

**Submission deadline: Friday, February 10 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 time and form, the qualification of the activity will be 0.

# Observations prior to carrying out assessable tasks

For the delivery it is required to deliver several files, deliver them compressed in a single file with a “.zip” extension.

❕ **Attention:** Failure to comply with these considerations can reduce the grade up to 3 points.

# Activity 01

Generate an audio file, where you say your name and say a phrase greeting your classmates. From this audio file, background noise must be removed, and the volume must be modified. You can modify the audio using the tools <https://audiotoolset.com/> or <https://www.adobe.com/es/products/audition.html> in the cloud or Audacity <https://audacity.es/> in local.

📕 **To submit:** delivery two files: the original audio, as well as the improved audio using the proposed tools.

# Activity 02

Make a narration (video + audio) of some of the individual presentations made in the previous unit. You can narrate from <https://canva.com> itself or from Shotcut. Use the tools <https://audiotoolset.com/> or <https://www.adobe.com/es/products/audition.html> or Audacity <https://audacity.es/> to remove noise and adjust the volume as needed. If you don't want to narrate, you can generate audio with tools like <https://fakeyou.com/> or <https://www.text2speech.org/> or <https://voicemaker.in/>.

📕 **To submit:** delivery of the narrated video.Show it to teachers, so they can approve the delivery.

# Activity 03

Make a 3-minute AI generated video using <https://fliki.ai/>

Be careful doing test carefully, because the free version only lets you generate 10 minutes of video.

📕 **To submit:** delivery of the video generated with Fliki.ai. Show it to teachers, so they can approve the delivery.