

collaborate	Working with others to achieve a specific goal.
comment	Notes to express an opinion on something.
e-document	An electronic file with text, images, tables or charts.
edit	To change and amend something.
reply	To say or write a message in response to something said.
reviewing comments	Looking at comments written by others on a document to help the collaborative process.
share	To show or give a part of something to someone else.
spreadsheet	An electronic document that organises numbers and information into rows and columns.

You can work together online on presentations, documents and spreadsheets.



Working on an online document editor together

Online document editor:

Animals that live in the Arabian desert

- > Bactrian camels.
- > Emperor penguins.
- > Snakes
- > Addax antelope.
- > Scorpion.

Comments:

- Hiya, please can we change the font? I don't like this one...
- Yes I think the same! Which one?
- Penguins don't live in the desert!
- Ooo I like this!! I think the background could be brighter?
- I think you spell this 's-c-o-r-p-i-o-n'
- Okay I will check the dictionary :)

Chat Log:

- 17:30: Annie wrote 'Animals that live in the Arabian Desert'
- 17:30 Derek wrote '> Bactrian camels'
- 17:31 Derek left a comment
- 17:33 Annie left a comment
- 17:49 Jack replied to a comment
- 17:55 Jack left a comment
- 18:12 Sophie replied to a comment
- 18:38 Layla left a comment
- ...Layla is editing the background...
- ...Jack is editing 'Scorpion'

Participants: offline, away, online, online