

Managing Modern Teams

Task 1

(a) Cloud-based word processing software is very helpful in allowing employees in a business to work collaboratively when producing a report or some other kind of document.

Identify two tools commonly found in cloud-based word processing software that support collaboratively working.

1. _____

2. _____

(b) Other than cloud-based software, identify and explain three different technologies that support collaborative working.

Technology	Explanation

Task 2

(a) Modern technology supports communication within a business. Identify and define three modern communication technologies.

1. _____

2. _____

3. _____

(b) How does improved communication benefit a business? Identify two benefits of using modern technology to communicate.

1. _____

2. _____

