

# Y4- Spring 1- Computing- Computing Systems and Networks- Collaborative Learning

Collaborate	Working with others to achieve a specific goal.
Comment	Verbal feedback or notes to express a opinion on something.
e-Document	An electronic file which can contain text, images, tables and charts.
Edit	To change and amend something.
Email	Electronic-mail which allows us to send messages and files from one account to another over a network.
Icon	A small image which represents something or someone.
Insert (file)	To attach or place a file into an email or document.
Link	A line of text that, when clicked, directs you to another website or document.
Presentation software	A program that allows you to insert information into slides ready to share with others.
Presentation	A slide show that is used to display information.
Reply	To say or write a message in response to something that has been said to you.
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	A file where you can input, sort and analyse data across a series of cells. Formula can be written to output mathematical solutions from the data.
Transition	Effects that can be applied to occur between slides, images or video clips.

## Did you know?

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
- > Scorpiane

Comments:

- Hiya, please can we change the font? I don't like this one.
- Yes I think the same! Which one?
- Are you joking? Emperor penguins??
- 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 :)

Activity Log:

- 17:30 Anree wrote 'Animals that live in the Arabian Desert'
- 17:30 Derek wrote '> Bactrian antels'
- 17:31 Derek left a comment
- 17:33 Anree 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 'Scorpiane'

Users: offline, away, online, online

## Presenting the finished poster together:

**Arabian desert animals**

- > Bactrian camel
- > Arabian red fox
- > Rattle snake
- > Addax antelope
- > Scorpion