
Cambridge Nationals R001

Revision help (LO3)

Collaborative Communication

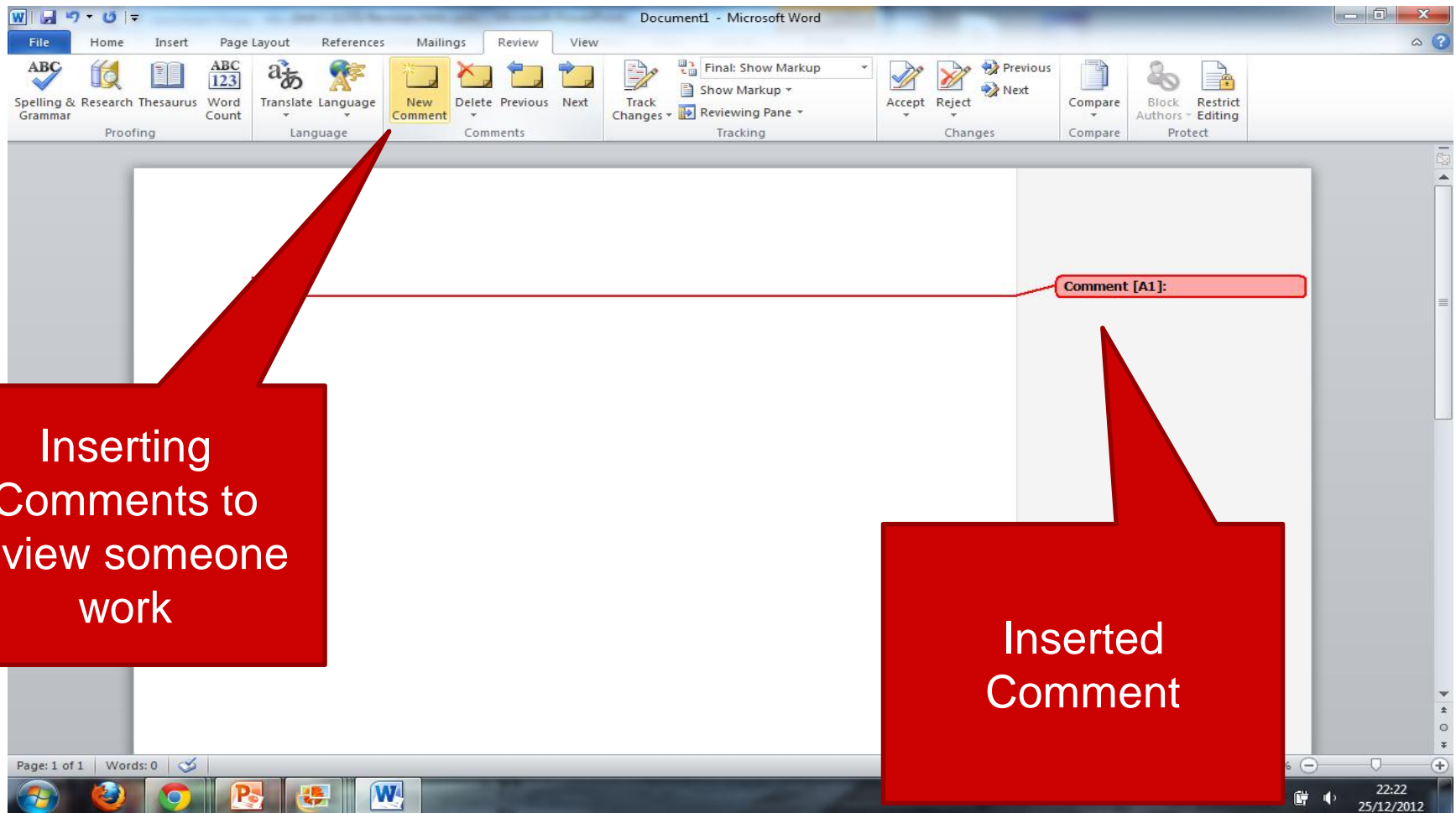
Collaborative Communication is
Tools that could be used for
working together with Other people
On the same piece of work.



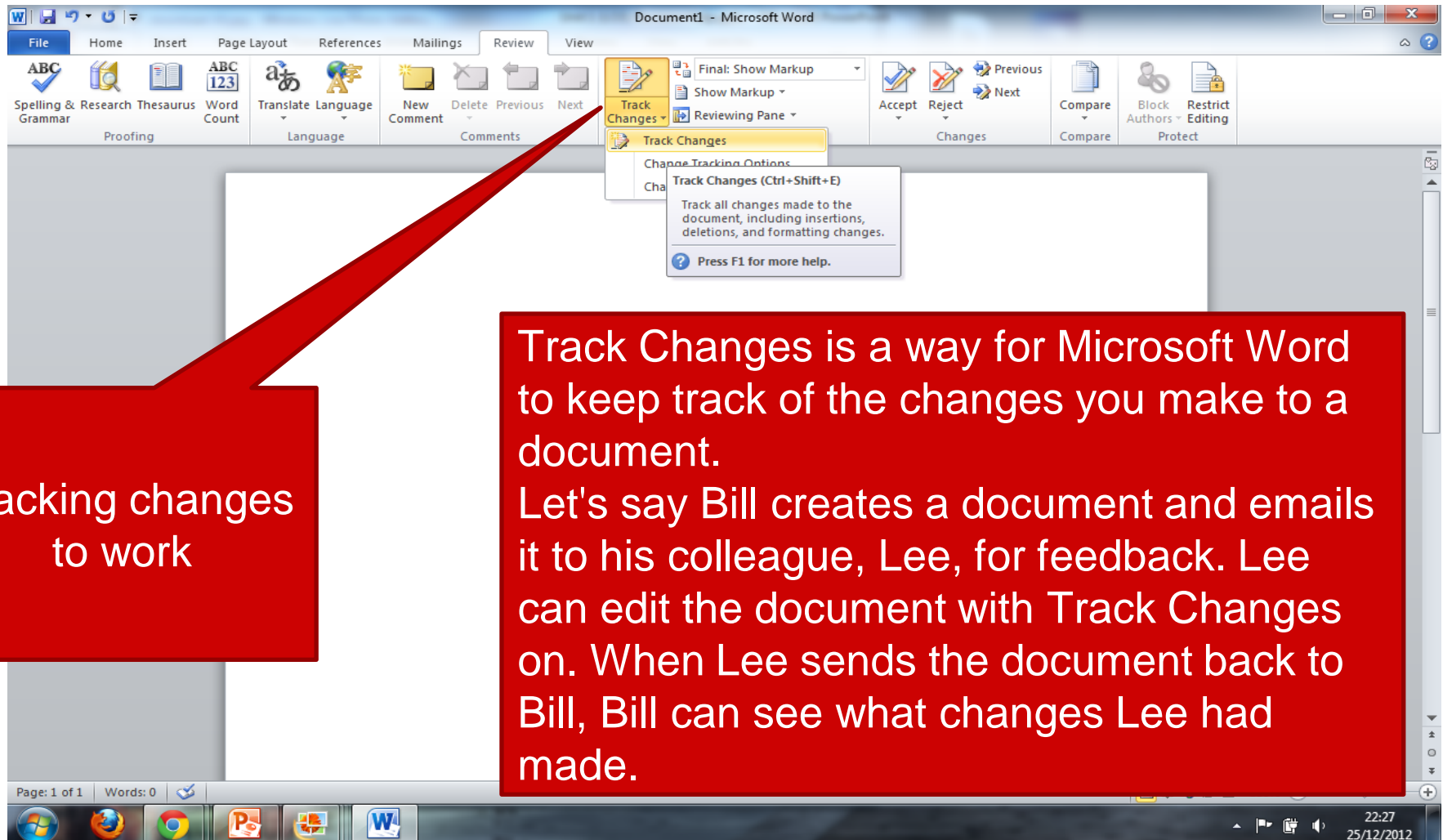
Collaborative working tools in Office

- Comments
 - Track Changes
 - Compare/Combine documents
-

Inserting Comments



Track Changes

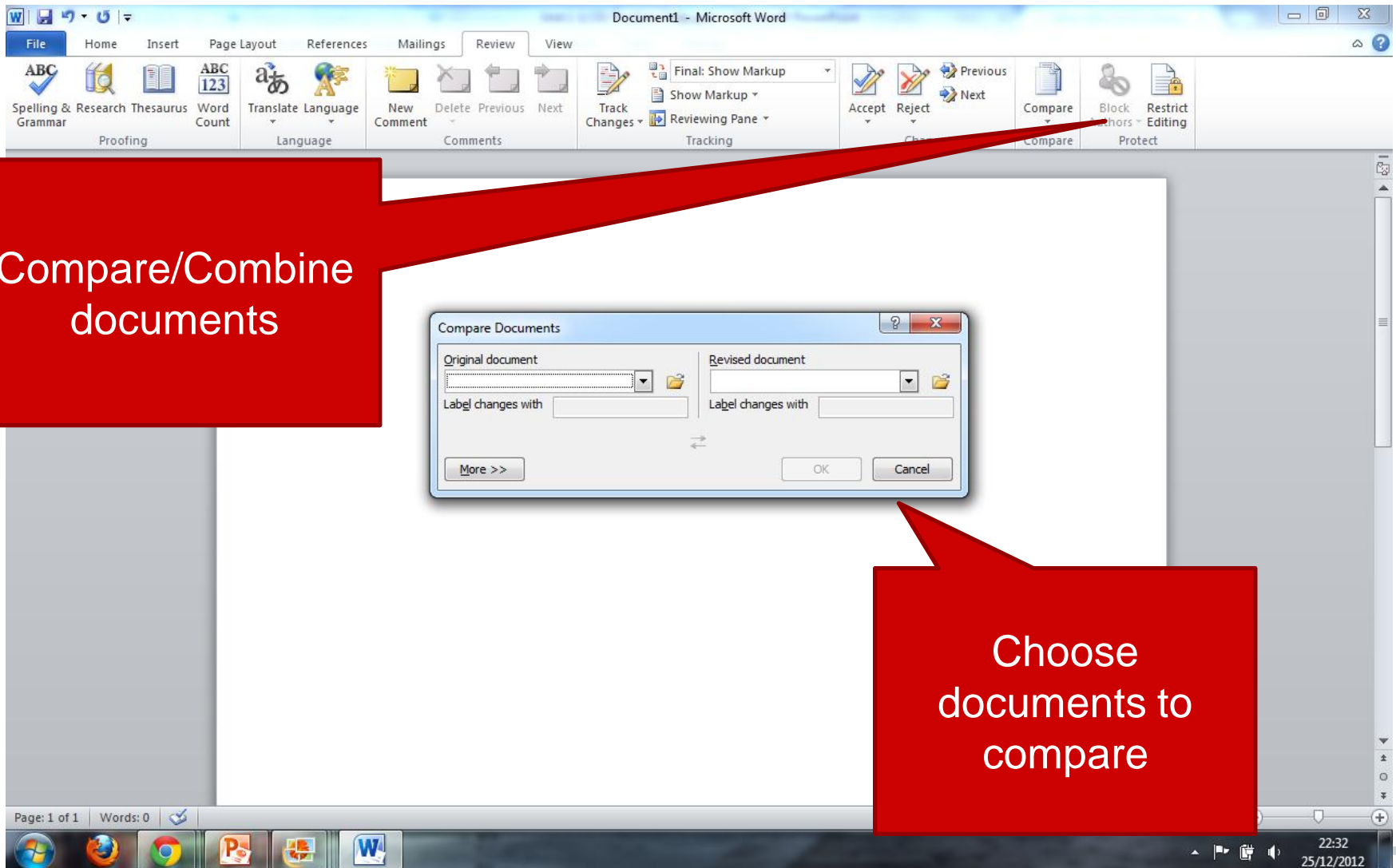


Tracking changes to work

Track Changes is a way for Microsoft Word to keep track of the changes you make to a document.

Let's say Bill creates a document and emails it to his colleague, Lee, for feedback. Lee can edit the document with Track Changes on. When Lee sends the document back to Bill, Bill can see what changes Lee had made.

Compare/Combine Document



Compare/Combine documents

Choose documents to compare

Collaborative working tools

- Instant Messenger (MSN)
- Video Chat (Skype)
- Forums
- Chat Rooms
- Online White Board
- Intranet
- Email
- Blogs

