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| 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

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 :)

Activity 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