

1.2 Collaboration and version control

Name: _____ Class: _____ Date: _____ **Total: 15 marks**

KEY WORDS cloud document • version history • comment • suggestion

Objective

Collaborate in a shared document while leaving clear evidence of each contributor’s work.

You must be able to:

- explain the value of a cloud document and version history
- choose between a comment, suggestion, and direct edit
- use respectful, traceable collaboration habits

1 Key knowledge and worked examples

■ **Make collaboration visible**

A group writes one report in a **cloud document**, rather than sending separate files. **Version history** records who changed what and when.

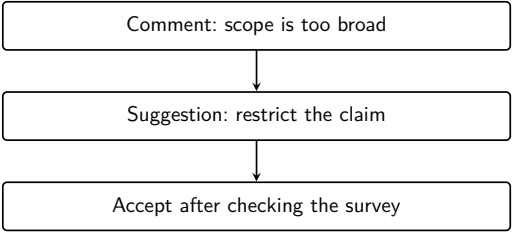
If Mei thinks a paragraph needs a different example, she leaves a **comment** or a **suggestion**. She does not silently replace a teammate’s work. The owner can discuss, accept, or reject the change.

■ **Key knowledge: Resolve a collaborative disagreement**

A comment raises a question; a suggestion proposes a visible change. Version history supports recovery, but it is not a substitute for agreeing on a decision.

■ **Worked example: Resolve a collaborative disagreement**

A report says “all students prefer online lessons”. Ana highlights the sentence and comments that the survey sampled one class. Ben suggests “most respondents in our class preferred online lessons”. The group checks the survey count, accepts the limited statement, and records why the change was made. If a paragraph is accidentally deleted, the group retrieves that paragraph from version history rather than replacing the entire current file.



2 Practice

2.1 State what version history records. [1]

2.2 Identify the best tool for proposing a change that the owner can accept or reject. [1]

2.3 Explain one problem caused by each group member using a separate private copy of a report. [2]

3 Exam-style questions

3.1 A group member pastes their section into the shared report on the night before the deadline. Explain why this is a poor collaboration method. [4]

3.2 Recommend a process for a group that disagrees about a paragraph in the report. Justify your answer. [4]

3.3 A teammate deletes a section while another adds new data. Explain a safe recovery action and why replacing the whole file with yesterday's version is weak. [3]
