

1.2 Collaboration and version control

Name: _____ Class: _____ Date: _____ **Total: 12 marks**

KEY WORDS cloud document 云端文档 • version history 版本历史 • comment 批注
• suggestion 建议模式

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 Worked examples

■ Make collaboration visible

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

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

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]

Solutions

2.1

- Who changed what and when.

2.2

- A suggestion.

2.3

- Different versions can contain conflicting changes.
- The group may lose work or waste time combining files.

3.1

- The group cannot review or improve the work during the project.
- There is little visible evidence of the person's process and contribution.
- It may create formatting or version conflicts at the deadline.
- Continuous shared work is more reliable and supports a consistent final report.

3.2

- Leave a comment explaining the evidence and use suggestion mode for the proposed wording.
- Everyone can see the reason for the change.
- The paragraph owner and group can discuss it without overwriting work.
- The final decision remains traceable in the document history.