

Computing I: Academic Documents and Collaboration

GAC005 public-outcome practice; follow the current centre brief.

A group needs usable tools and a clear evidence trail

- Research, documents, slides and video serve different tasks.
- Use the centre's current brief and required formats.
- Keep evidence of each member's actual contribution.

Search terms should express the question you need answered

- Identify the main concepts and useful alternative terms.
- Try narrower searches when results are too broad.
- An operator's behaviour depends on the search service.

A search result needs evaluation before it becomes evidence

- Check author, date, methods and relevant expertise.
- Identify the claim and the evidence supporting it.
- Ranking does not establish accuracy.

Shared writing needs an agreed structure and review process

- Agree the outline before dividing sections.
- Use comments to explain proposed changes.
- Review meaning and style together.

A live document still needs version control and contribution records

- Check the current shared copy and available history.
- Keep an important decision record.
- Offline copies and later exports can still diverge.

Project tasks need owners, milestones and dependencies

- Define scope and a realistic completion date.
- Give each task an owner and a checkpoint.
- Schedule dependent tasks after their required inputs.

The transport example works backwards from the final presentation

- Week 1: review questions and permissions.
- Weeks 2–4: collect and analyse the approved information.
- Weeks 5–6: build slides and rehearse.

A presentation makes its evidence readable to the audience

- Give each slide a clear main message.
- Use concise text, readable size and strong contrast.
- Choose a chart for patterns or a table for exact values.

Speaking explains the slide rather than reading it verbatim

- Rehearse aloud with a timer.
- Use signposts and pauses that support understanding.
- Prepare answers about evidence and limitations.

A storyboard links shots, sound, time and media permission

- Plan what is shown and said in each shot.
- Record clear sound and check permitted media use.
- Export and test the finished video elsewhere.

Tool choice starts with actual users and tasks

- Check devices, offline work and reading needs.
- Separate document, slide and video tasks.
- Test formats before committing the group to a tool.

An emerging tool needs a small test and an exit route

- Test with non-sensitive sample information.
- Check storage, access and export options.
- Verify automatic claims and follow assistance rules.

A project folder should distinguish sources, drafts and submissions

- Keep related files under a clear project name.
- Separate working files from submission copies.
- Use names that identify content and version.

Permissions should match the work each person needs to do

- Give editing rights only where they are needed.
- Check the sharing list and public-link behaviour.
- Share documents through permissions, not passwords.

Protection combines account, device and information decisions

- Use a unique password and multiple authentication factors.
- Verify unexpected sign-in messages.
- Update supported software and lock unattended devices.

Synchronisation and backup solve different problems

- Synchronisation can spread a mistaken deletion.
- A separate backup can provide an earlier recovery copy.
- Test recovery with a harmless sample file.

An academic document begins with a question and structure

- Follow the required report structure.
- Outline sections before writing full paragraphs.
- Keep source details beside the claims they support.

Heading styles give structure as well as appearance

- Use Heading 1 for main sections and Heading 2 below them.
- Keep ordinary paragraphs in the normal text style.
- Change a named style when all matching headings need revision.

Tables and figures should remain meaningful after editing

- Put values in real table cells with clear column headings.
- Include units and relevant figure explanations.
- Do not align data using repeated spaces.

Page layout and revision need deliberate checks

- Use page breaks and page-number fields appropriately.
- Update a required contents list after editing.
- Review evidence before spelling and appearance.

Open-source software and online access are separate properties

- Check source availability and the software licence.
- A hosted service may have costs and access limits.
- An online editor is not automatically open source.

Shared browser editing needs a configured service

- Writer provides an open-source desktop document example.
- Nextcloud requires an enabled office-editing integration.
- Use individual accounts and test permitted shared editing.

Comments and decisions make group revision reviewable

- Explain a proposal and let another member respond.
- Check available review features rather than assuming them.
- Record what changed, why and what remains unfinished.

An editable source and an exported PDF have different jobs

- Keep the editable source for corrections.
- Export the format required for submission.
- A later source edit does not update a sent PDF.

The exported file needs inspection on actual devices

- Check text, tables, page numbers and empty pages.
- Review headings, contrast and useful image descriptions.
- Test the export and recipient access before submission.

The complete workflow links evidence, drafting and presentation

- Plan and source a permitted transport-study question.
- Create and review the report in a suitable shared workflow.
- Keep editable work, recovery evidence and tested exports.

A practical outcome is demonstrated by work you can show

- Keep the actual report, source record and revisions.
- Demonstrate shared editing and the rehearsed talk.
- Reading the lesson is preparation for those tasks.

Check your tool choice, recovery and document structure

- Test the phone-only member's access before choosing a tool.
- Explain why sync and backup are different.
- Explain why named headings help a document.

Check yourself

- Verify open-source licensing rather than guessing from online access.
- Merge intended offline changes and re-export corrected PDFs.
- Show actual project files and tested results.