

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

- 1 **Question** Do electric cars produce less carbon dioxide overall than petrol cars?
- 2 **Concepts** Lifecycle emissions; electric vehicle; comparison.
- 3 **Search** Try “lifecycle emissions electric vehicle comparison”; narrow results when needed.
- 4 **Evaluate** Check source authors and methods. Operators depend on the service; a domain restriction is not verification.

A search result needs evaluation before it becomes evidence

Source check	What to inspect
Authority	Named author and relevant expertise
Currency	Publication date and whether it fits the question
Evidence	Methods, data and the particular claim supported
Purpose / bias	What the source wants readers to think and what may be omitted

Use the evidence

High search ranking does not certify accuracy. A primary report and an article interpreting it play different roles.

Shared writing needs an agreed structure and review process

Practice revision exchange

Writer: "Our transport findings describe every student."

Reviewer: "Which evidence supports that scope? Please state the group studied and its limitations."

Writer: "I will narrow the claim to the studied group and keep the source record beside it."

Notice

Agree the outline first. A comment should explain a proposed change, not silently overwrite another member's work.

A live document still needs version control and contribution records

Current shared work

Check the working copy, comments and available version history.

Record important decisions and each member's actual contribution.

Diverging copies

Offline edits and later exports can still differ.

Compare changed sections; merge intended work and agree the current copy.

Project tasks need owners, milestones and dependencies

Planning field	Transport-project example
Scope	A permitted school-transport question and a defined group
Owner	Name a person for each task, not “everyone”
Milestone	Question review before collection; analysis before slides
Dependency	The deck needs checked findings; collection needs an approved question

The transport example works backwards from the final presentation

Week	Deliverable	Dependency / check
1	Questions and permissions	Whole-group review before collection
2–3	Approved information collection	Question and method agreed
4	Analysis	Checked information available
5	Slides	Findings and limits settled
6	Rehearsal and presentation	Finished deck and timed talk

A presentation makes its evidence readable to the audience

Show a pattern

Use a chart when the shape or trend is the point.

Give axes, units and the source. Choose a clear main message.

Show exact values

Use a table when precise entries matter.

Use real cells and meaningful headings.
Test readability from the audience's position.

Speaking explains the slide rather than reading it verbatim

Rehearsal task

Explain one transport finding without reading the slide word for word. State its evidence and one limitation.

Rehearse aloud, standing, with a timer. Use a signpost and pause where the audience needs time to read.

Prepare answers about the group studied, the source and what the result cannot establish.

A storyboard links shots, sound, time and media permission

Storyboard field	Plastic-recycling practice example
Shot and time	Eight planned shots of about 15 seconds for a two-minute video
Image / sound	One chart can appear for 12 seconds with one spoken explanation
Evidence / permission	Credit the chart source; check that media use is permitted
Export check	Test the finished file and sound on another device

Tool choice starts with actual users and tasks

User or task	Test before choosing the tool
Phone-only group member	Open, edit, comment and share on that phone
Offline member	Permitted offline work and a safe merge process
Large-text reader	Readable headings, zoom and exported files
Report / talk / video	Use a tool and format suited to each output

An emerging tool needs a small test and an exit route

- 1 **Small test** Use a non-sensitive sample task, not the whole project.
- 2 **Access and storage** Check operator, information storage, permissions and supported export.
- 3 **Exit route** Keep a usable independent copy and verify that it opens.
- 4 **Assistance** Check automatic claims against sources and follow the centre's acknowledgement rules.

A project folder should distinguish sources, drafts and submissions

- Example organisation: separate source evidence, editable drafts and submission copies.
- Agree a naming system; a submission copy does not replace the editable source.

```
transport_project/  
  sources/  
  drafts/  
    transport_report_2026-10-02.odt  
  submissions/  
    checked_report.pdf
```

Permissions should match the work each person needs to do

Access decision	Check
Group writer	Edit only the working files needed for the role
Reviewer / recipient	Appropriate read or comment access
Public link	Could reach people outside the intended group
Participant details	Store separately under the centre's rules; avoid unnecessary identifying data

Use the evidence

Share documents through permissions. Do not share account passwords.

Protection combines account, device and information decisions

Account protection

Unique password and multi-factor authentication where available.

Verify unexpected sign-in requests before opening their links.

Device and information

Update supported software and lock unattended devices.

Check who can access the actual files. An account control does not replace careful sharing.

Your turn: recover the missing paragraph

Your turn

Mei deletes a paragraph and every synchronised device receives the deletion. The group still has version history and a separate backup. Explain a recovery sequence and how to verify success.

Attempt the complete task before advancing. Show the method and interpret the result.

Synchronisation and backup solve different problems

- 1 **Problem** Mei deletes a paragraph; synchronisation spreads the deletion.
- 2 **Wrong response** Downloading the current file repeatedly preserves the missing paragraph.
- 3 **Recover** Check available version history and restore the intended paragraph; otherwise try a separate earlier backup.
- 4 **Verify** Inspect the restored text and test recovery with a harmless sample before relying on the process.

An academic document begins with a question and structure

- Practice report outline: use the centre's required structure for assessed work.
- Keep author, title, date, location and supported claim beside the source evidence.

Title

Research question

Method

Findings

Discussion and limitations

References

Your turn: diagnose the heading problem

Your turn

A report uses large bold text for all headings, but navigation and its contents list miss them. Explain the change needed, then how to revise every main heading consistently.

Attempt the complete task before advancing. Show the method and interpret the result.

Heading styles give structure as well as appearance

Looks like a heading

Large bold text may have no recognised document structure.

Changing each heading manually can leave inconsistencies.

Uses a named style

Heading 1 for main sections; Heading 2 below; normal style for paragraphs.

Change the style to update matching headings. Recognised structure can support navigation and a contents list.

Tables and figures should remain meaningful after editing

Editing choice	Result to demonstrate
Real table cells	Values stay associated with clear column headings and units
Relevant figure and caption	The nearby explanation states what the figure contributes
Avoid repeated spaces	Alignment survives later editing and export

Use the evidence

A chart is useful only if it explains the information better; it is not required decoration.

Page layout and revision need deliberate checks

Weak workaround	Deliberate document operation
Repeated Enter to push content	Use a page break when a new page is required
Typed page numbers	Use page-number fields
Old contents list	Update it after edits to named headings
Spelling check first	Review claims, evidence and limits before appearance

Open-source software and online access are separate properties

Open-source software

Check source availability and the licence allowing specified use, study and changes.

It does not automatically make every hosted service free or unrestricted.

Online editing

Browser access describes how you use the service.

It does not prove that the software is open source. Check permissions, costs and service limits separately.

Shared browser editing needs a configured service

Tool example	What must be configured or tested
LibreOffice Writer	Desktop document work and the installed program's actual features
Centre-provided Nextcloud	An enabled office-editing integration; installation alone does not prove shared editing works
Group access	Individual accounts, suitable permissions and a non-sensitive sample document

Use the evidence

Use the editor actually provided by the centre. Do not invent an interface or assume every installation has the same features.

Comments and decisions make group revision reviewable

Decision record	Practice entry to complete
Proposed change	Which claim, paragraph or table needs revision?
Reason	What evidence or clarity problem does the change address?
Review	Who responded and what was agreed?
Completion	What changed, who checked it and what remains unfinished?

Your turn: source fixed, PDF still wrong

Your turn

The group corrects its editable report after emailing a PDF. A recipient says the PDF still contains the old mistake. Explain why and give the next checking and correction steps.

Attempt the complete task before advancing. Show the method and interpret the result.

An editable source and an exported PDF have different jobs

Editable source

Keep the document for corrections and future revision.

Its later edits affect this source only.

Exported submission

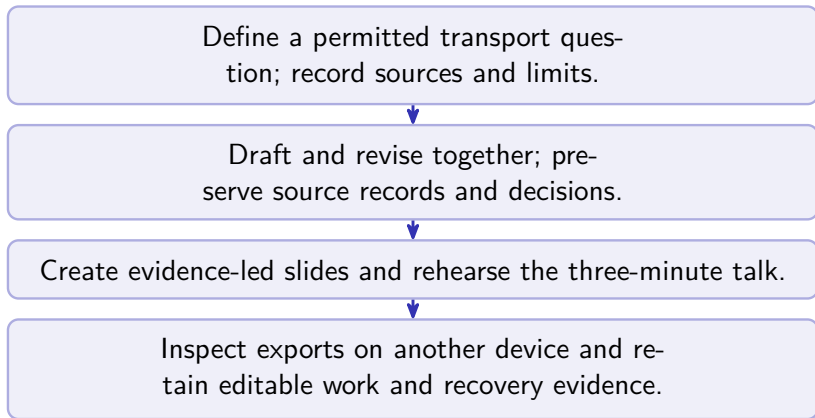
Use the required format and inspect the exported file.

A PDF already sent does not update when its source changes; export and check a corrected copy.

The exported file needs inspection on actual devices

Export inspection	Concrete check
Every page	No missing text, broken characters, clipped tables or unintended blank pages
Structure and access	Headings, useful image descriptions, readable size and contrast
Text and numbering	Search an expected sentence; check page-number fields
Recipient device	Open the actual export and verify permitted access

The complete workflow links evidence, drafting and presentation



A practical outcome is demonstrated by work you can show

Practical outcome	Evidence you can show
Research	Actual source record and supported claims
Shared writing	Editable report, comments and recorded revisions
Recovery and access	Tested restore and recipient-access checks
Communication	Checked exports and a rehearsed presentation

Use the evidence

Reading the lesson prepares you for the task; it does not demonstrate that you completed it.

Check your tool choice, recovery and document structure

Three decisions to explain

One member cannot edit the selected format on a phone. What test or change should the group make?

A deletion reaches every synchronised device. Why can a separate backup help?

The report's large bold headings do not appear in navigation. What document feature should be used?

Check yourself

- An editor works online. What evidence would establish whether its software is open source?
- Two offline drafts each contain a useful new paragraph. Explain the merge and verification process.
- Your group fixes the source after sending a PDF. What must happen before the corrected submission is ready?