# Collaborating with electronic documents

Excercise no 1. Offline collaboration

### Scenario

**You are the legal adviser of American President Donald Trump. Flying on Air Force 1 over Atlantic Ocean and in order to fight illegal immigrants, Mr. Trump decides to dig a trench to Mexican border and with same purpose to improve legislation by adding Competitive Intelligence Resources for the Legal Community. You have to send a draft of such document from the White House and get acceptance from POTUS before he lands on Red Square in Moscow.**

**Your task:**

Open document “Features.docx”. Follow next steps:

* Apply Track Changes function. (Review -> Track Changes).
* Save it in Your folder and change the name of the document so, that there will Your last name and student ID (example: Legal\_document\_draft\_Tamm\_143215).
* Ask from the left neighbor for hes/her Google e-mail address. If she/he or You did not have it, please register a new one ([www.gmail.com](http://www.gmail.com) ->Create account ->…). This is necessary for next task.
* Create a letter with request to edit Your document and send it with the subject “Legal document drafting task” to:
  + Your left neighbor (playing the role of Mr. Trump);
  + teacher with following address: [ermotaks@gmail.com](mailto:ermotaks@gmail.com). Your addresses are needed for next groupwork task.
* Ask Your neighbor to change some parts of the text:
  + For example,
    - change and/or delete parts of text;
    - add some empty lines and extra spaces here and there;
    - change the font and size of the text in some place,
    - insert some comments about text using Review tab and New Comment function;
    - use Your creativity to add some more changes to text or it’s appearance;
* Save the file with changed file name (for example “Legal\_document\_draft\_Tamm\_143215**\_revised**”) and send it back to author.
* Receive and open Your document.
* Try to locate the tiniest changes introduced to Your text, understand the meaning of it and use accept or reject tools (Review -> Changes ->Accept/Reject …) to change or reject offered changes.

Exceercise 2. Online collaboration

### Scenario

**A world is conquered by zombies. You and Your friends are scattered over the world, but you decided to save the world. Luckily the internet still functions, so You can regroup and plan for next move. For that purpose You have to come to common agreement, using only online tools. Remember! Time is of essence!**

**Your task:**

Open Google e-mail application: [www.gmail.com](http://www.gmail.com). Follow teachers instructions to get access to the shared document.

* Add Your first name to the new line of the document write “Hello, world!” to recognize other survivors
* Witness the reaction of others and events happening in shared online envoronvment
* Start the groupwork:
  + Open the document “prac1\_HAJB21”
  + During 5 minutes classify individually the offered timetable into 3 category and add relevant lessons under suitable categories.
  + Make it public under Your name and witness the classification result of others.
  + Find a suitable way to negotiate online to find the most suitable classification
    - NB! As less as oral communication as possible! Task is simulation of the situation, when all the collaborators are in different geographical location, yet obliged to cooperate over internet;
    - You can use Notes and Comments feature for discussion preferences.
    - In groupwork the best is not the best, but the one which is shared among group members
      * Is easily understandable;
      * Helps You to locate the training materials easily
      * Is suitable for anyone within the group
  + During next 15 minutes try to find common understanding how this information can be stored so, that each of member of resistance can find the necessary materials easy and quickly. Think, what kind of additional information do You need to find the neccesaryinformation?
* Report the final outcome to teacher

Exercise no 3. Using spreadsheet

Open Google Drive: <https://drive.google.com>

* Click on button “Create”;
* Choose Spreadsheet;
* Enter the formula into cell A1: =mod(StudentID;6), where StudentID is your personal ID code;
* Evaluate the results

Excercise no 4. Creating a Google Sites application for Your group information sharing

Open Google sites: sites.google.com. Follow teachers instructions to get access to the shared website.

* Initiate a teamwork to create a website, where everyone can save hes/her world saving related materials so, that he and the rest of the team can locate them quickly and efficiently.
* Decide together what kind of information should be available additionally to create an effective information sharing environment (calendar, blogs, news etc). Estimate the main responsible person for administering the website (no more than 1 persons).