# Activity sheet 3.9: Review of collaborative working activity

*Learning outcome A: Modern technologies*

*A1: Modern technologies*

Imagine you have recently worked with others to create a presentation. You used collaborative working technology to help create the presentation.

This task will enable you to reflect on what you have learned about collaborative working.

Think about your experiences using collaborative technology to create the presentation.   
Then answer the following questions.

1. Who did you collaborate with?

1. Briefly describe the presentation that you created together and the software that you used.

1. Describe one occasion where you needed the help of a team member to complete a task for the presentation.

1. Describe how you and another team member used collaborative working technology to complete the task.

1. Describe one occasion where you helped a team member to complete a task for the presentation.

1. Did you find it easy or difficult to use collaborative working tools when creating the document? Give reasons to support your answer.

1. Describe any other collaborative working tools you could have used (but didn’t) to help create the presentation.

**Take it further**

Produce a short review of the presentation software’s collaborative working tools. Your review should include:

* the collaborative working tools and a short description of how they work
* an assessment of how well the presentation software supports collaborative working
* whether you recommend that the program is used by people wishing to produce presentations collaboratively.