

Curriculum overview

We will be learning how to contribute to someone else's work effectively and how to create a digital survey. We will find out how to create and share a Microsoft Form as well as analyse data created.

Key vocabulary

Collaborate	Working with others to achieve a specific goal.
Reviewing comments	Looking at comments written by others on a document to help the collaborative process.
Share	To show or give a part of something to someone else.
Spreadsheet	An electronic document that organises numbers and information into rows and columns.
E-document	An electronic file with text, images, tables or charts.

Our topic
is...

**Microsoft
Office 365:
Computing
systems and
networks:
Collaborative
Learning.**

Sticky knowledge

- Software can be used collaboratively online to work as a team.
- Replying and editing collaboratively can produce a greater quality of document.
- Adding comments and suggestions on a collaborative document can be helpful.
- You can use images and text in presentation slides.
- You can use transitions and animation in presentation slides.



We can edit and comment on our talk team's work online. We can use our stem sentences to offer suggestions in a polite and constructive way.



Stem sentences

I noticed that ...
We could try ...
How about ...
Maybe we could ...