Dropbox paper

Dropbox Paper is a collaborative document-editing service developed by Dropbox. With Paper, teams can create, review, revise, manage, and organize all in shared documents. Reception of Dropbox Paper has been mixed.

 We can use this because

1. File sharing is very transparent and straightforward.
2. Very intuitive and easy to use.
3. Supports rich media and code snippets to create dynamic documents.
4. Comes with a built-in task management tool.

Microsoft Word

MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work.

 We can use this because

1. Extreme Availability.
2. Integrate with other MS Office programmes.
3. Instant help with language.
4. Easy reading and easy writing.
5. Easy to collaborate.