

IT Fundamentals Guided Notes (ANSWER KEY)

Lesson 3.3.2 - Collaboration Software

1. What is the purpose of collaboration software?

To help groups of people work together on the same task(s).

2. What is one of the most popular types of collaboration platforms that includes services such as Gmail, Outlook, Yahoo Mail, etc?

Email

3. What software allows for controlling and hosting webinars where many people can meet virtually?

Conferencing software

4. Name two types of popular software that allow for controlling and hosting webinars?

Answers can vary, example answers include:

- Zoom
- Microsoft Teams
- Citrix GoToMeeting

5. What does instant messaging software allow for?

Messaging software allows users to send and receive text messages and communicate instantaneously

6. What are some examples of instant messaging software?

Answers will vary, example answers include:

- Skype
- Microsoft Teams
- Yahoo Messenger

7. What is document sharing?

Sharing a private document with certain users on a network or cloud

8. What are some popular cloud-based document sharing platforms?

Answers will vary, example answers include:

- Microsoft OneDrive
- Google Docs