**XCMP-1560-Computing Foundations & Fundamentals of Data Analysis and Business Intelligence**

## Assignment 2

### Background

In this activity you will be using Google workspace to add Comments, view revision history and share a document using different modes.

The activity relates to the following general outcomes:

1. Demonstrate on sharing and collaborating using Google Docs, Sheets and Slides- Using Comment, Edit, and Suggesting Modes and view Revision History.
2. Explain Google Drive to manage (sharing Files and Folders and adjusting permissions) and organize files, Access Items offline and See Activity Updates.

**Instructions:**

There are a few steps you need to follow before working on this assignment.

* Download the provided Word file to your computer.
* Upload the file from your computer to your Google Drive and then open it as a Google Docs file.

#### Questions:

1. Once you have opened it as a Google Docs file, use the 'Comment' feature to add comments for each spelling mistake in Section 1.
2. In Section 2, check the revision history of the document and answer the questions within the same Google Docs file.
3. Share the Google Docs file with the instructor at [nsakeefuoa@gmail.com](mailto:nsakeefuoa@gmail.com) granting his access as an Editor.