Name:

“Sharing and Collaborating on Files” Questions

Directions: Use the module “[Sharing and Collaborating on Files](http://www.gcflearnfree.org/googledriveanddocs/6)” to find the answers to the following questions. All answers should be in COMPLETE SENTENCES.

Question: If your friend doesn’t have a Google account, can you still share a file with them? What are the steps?

Answer:

Question: If someone shares a file with you and you need to save it, what steps do you have to take to add it to your own Google Drive?

Answer:

Question: How might the revision history be helpful when a teacher is grading a group project?

Answer:

Question: Can everyone see comments in a Google doc? How do you know?

Answer:

\*Please save your work as “Sharing and Collaborating on Files” in your documents