Collaboration is when people work together to complete a task. The Internet offers lots of opportunities for people to share and work on tasks together.

How do these types of websites allow people to work collaboratively on the Internet?
**Forums:** This is a discussion area on a website where people can exchange ideas and views on a topic.

**Wikis:** This is a website or database created and edited by a group of people.

Another way that people can work collaboratively on the Internet is through **real-time collaborative editing.** This is where a document is saved on the web that can be edited simultaneously by a group of people and their changes shown instantly on all of their computers.

**Can you think of any advantages and disadvantages of working in this way?**