



FastCourse Series

Chapter 3: Collaborating with Others Online



LABYRINTH
LEARNING™

Learning Objectives

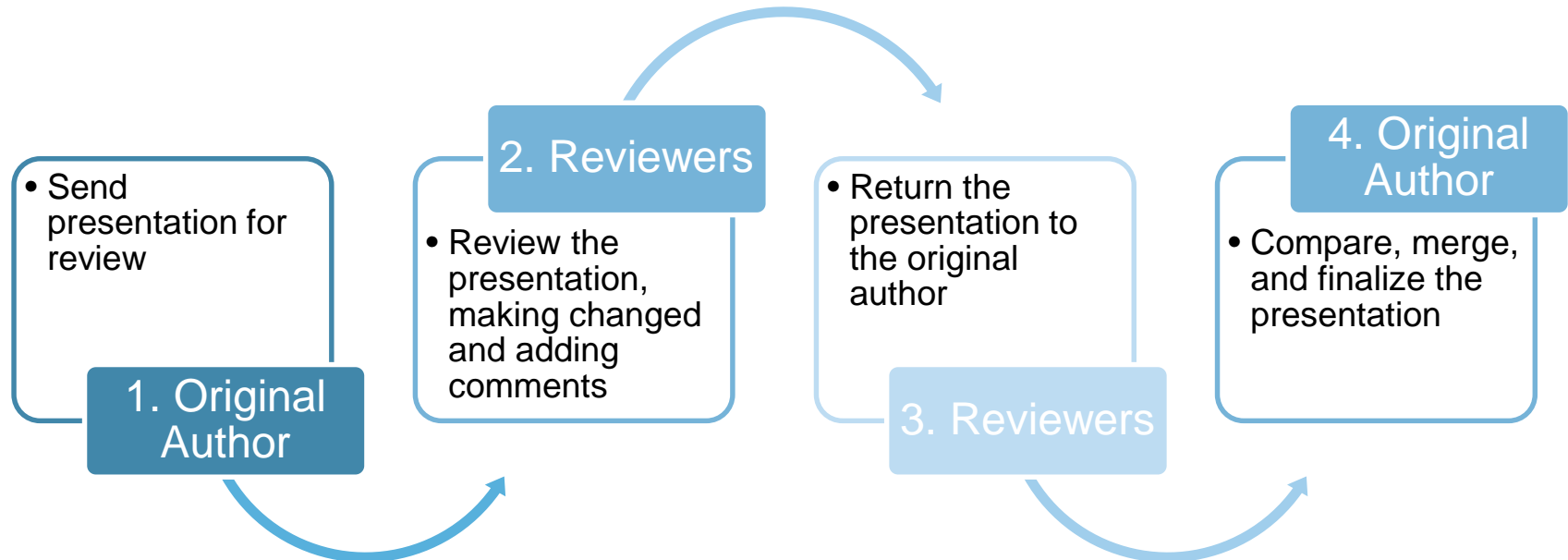
- After studying this chapter, you will be able to:
 - ▲ Send a presentation for review via email
 - ▲ Attach, edit, review, and delete comments
 - ▲ View multiple presentations at once
 - ▲ Combine presentations

The Review Cycle

■ Plan ahead:

- ▲ Decide how you want to receive feedback
- ▲ Decide how comments will be made
- ▲ Decide if you want changes made directly to presentation

The Review Cycle Process



Sharing via Email

■ Strengths

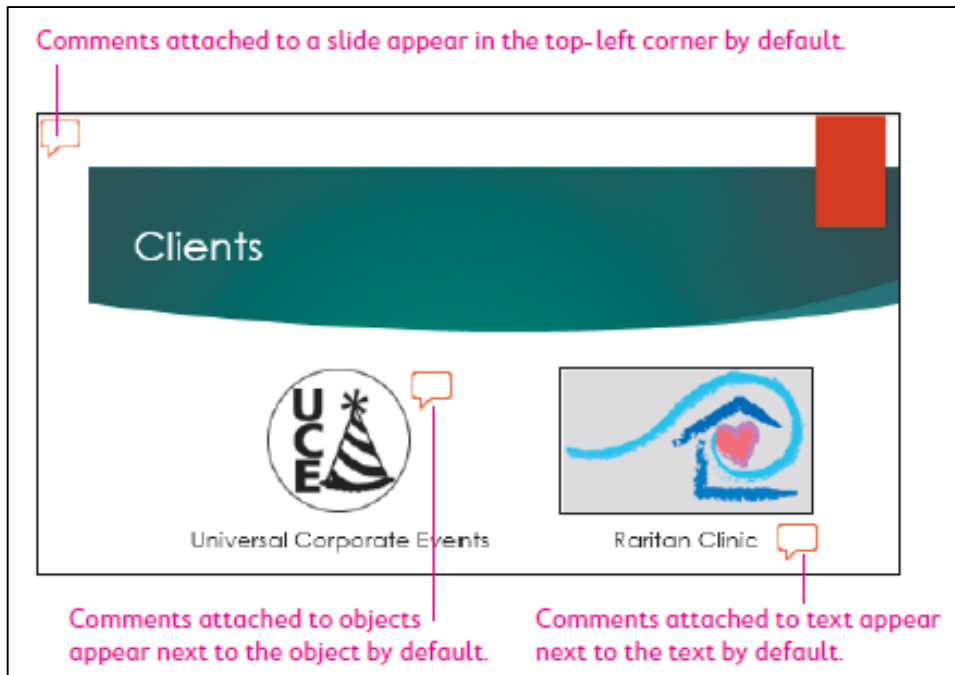
- ▲ No Microsoft ID needed
- ▲ Email is familiar to many users
- ▲ Attaching a file to an email message is easy
- ▲ Reviewers add comments directly to the presentation

■ Weaknesses

- ▲ Manage multiple files
- ▲ May not be able to attach a large presentation to an email
- ▲ Reviewers must have PowerPoint installed on their computers

Working with Comments

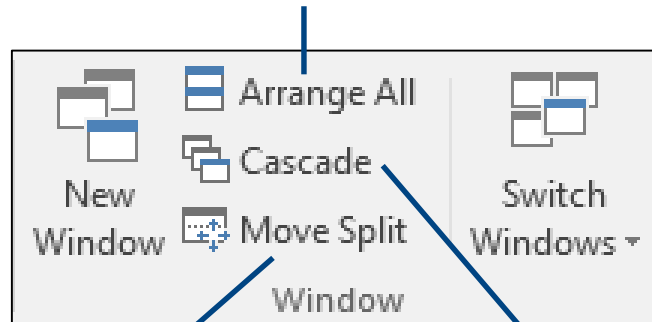
- Comments are presented as sticky notes
- Comments can be attached to:
 - ▲ Selected text
 - ▲ Selected object
 - ▲ Selected slide



Viewing Multiple Presentations

- At View → Window
- View multiple presentations on the screen

Places presentations side by side; good for comparison



Adjust the main slide pane

Overlaps presentations; good for rapid switching