



Chapter 7: Collaborating with Others Online



LABYRINTH
LEARNING™

Learning Objectives

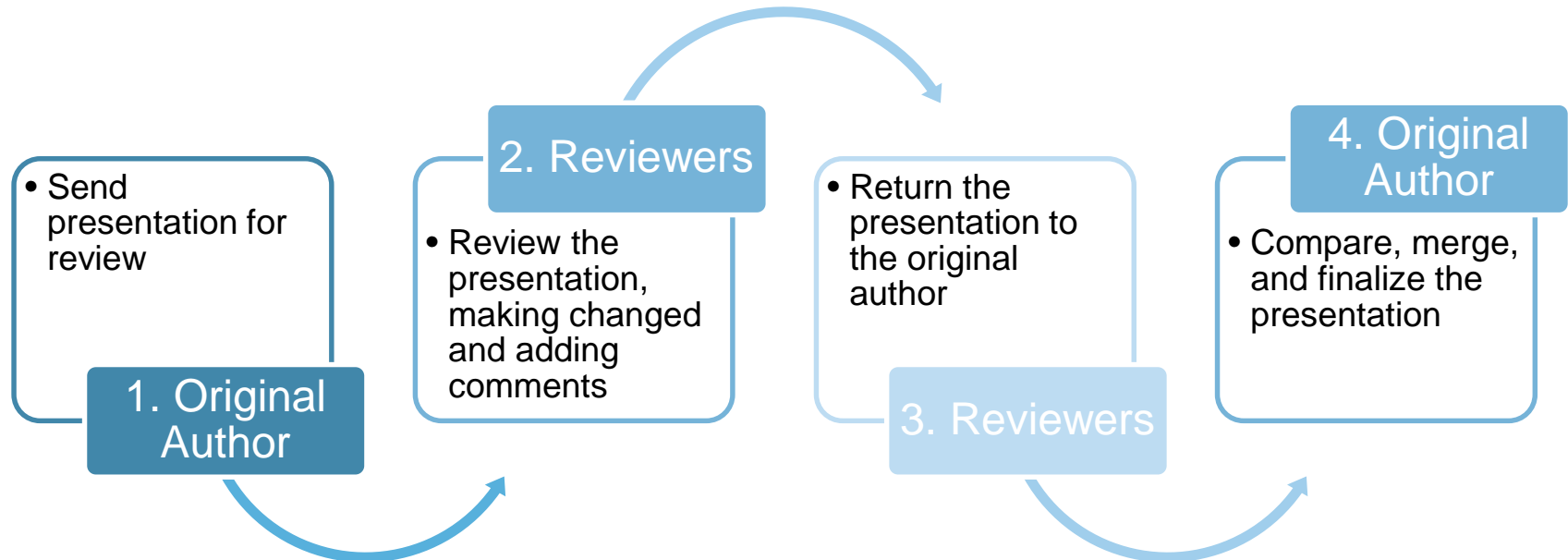
- After studying this chapter, you will be able to:
 - ▲ Send a presentation for review via email
 - ▲ Attach, edit, review, and delete comments
 - ▲ View multiple presentations at once
 - ▲ Combine presentations
 - ▲ Store, access, and edit files with Microsoft OneDrive and Office Online

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 Files via Email

■ Strengths

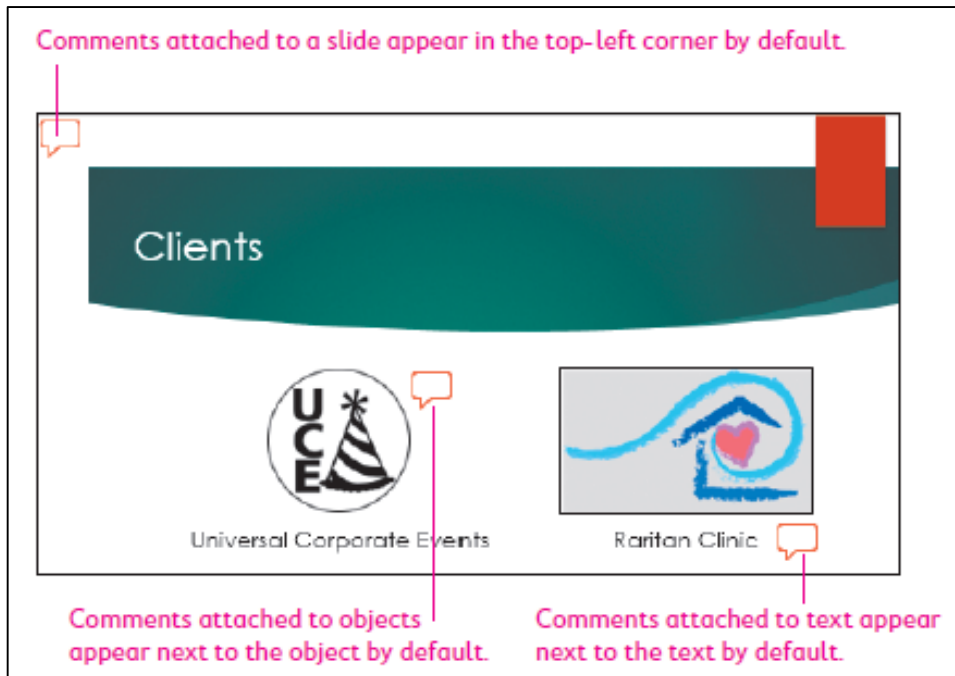
- ▲ No Microsoft ID needed
- ▲ Email is familiar to many users
- ▲ Attaching a file to an email message is easy
- ▲ Reviewers add comments directly to the presentation

■ Weaknesses

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

Comments

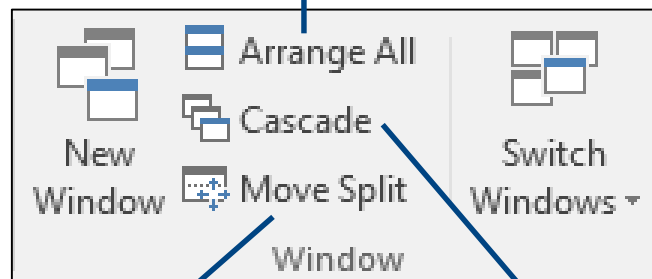
- Comments are presented as sticky notes
- Comments can be attached to:
 - ▲ Selected text
 - ▲ Selected object
 - ▲ Selected slide



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

Advantages of OneDrive

- Access your files from any computer with an Internet connection
- Easily share files with co-workers
- Easier to edit files with Office Online

Proofing Tools

■ Thesaurus tool

- ▲ Find just the right word to make your presentation read as good as it looks!
- ▲ Review → Proofing → Thesaurus

■ Translation tool

- ▲ Requires an Internet connection

