

# Working with Online Collaboration



## LESSON OUTLINE

- 10.1 Collaborating Online
- 10.2 Sharing Files
- 10.3 Working with Comments
- 10.4 Comparing and Merging Presentations
- 10.5 Introducing SkyDrive and Office Web Apps 2010
- 10.6 Using Reference Tools
- 10.7 Concepts Review

Reinforce Your Skills

Apply Your Skills

Critical Thinking & Work-Readiness Skills

## LEARNING OBJECTIVES

After studying this lesson, 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 SkyDrive and Office Web Apps 2010

**P**owerPoint 2010 allows you to collaborate on presentations by sharing your presentations with reviewers and having them add comments. You can then incorporate recommendations from multiple reviewers. PowerPoint also includes commands to automatically arrange several open presentations on the screen so you can easily compare different versions and copy and paste between them. In this lesson, you will learn how to use the collaboration tools that PowerPoint 2010 offers and the document sharing services available from Microsoft.

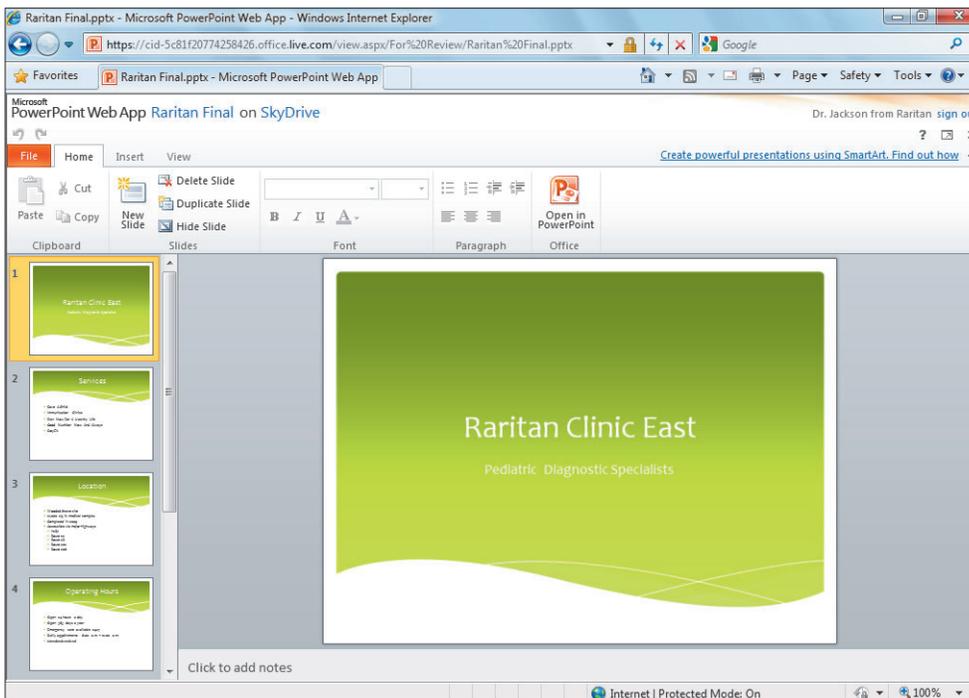
**Student Resources**

[labyrinthlab.com/pp10](http://labyrinthlab.com/pp10)

## CASE STUDY

# Working with Reviewers

Dr. Jackson's latest presentation is ready for review, and he has learned that Microsoft offers some very powerful collaboration tools. Before leaving town for a medical conference, he asks his department chiefs to review his presentation, add comments, and make changes directly to it. He can later review their changes and, when finished, compare and incorporate the desired changes into his original presentation. He knows that even though some of the department chiefs don't have PowerPoint, they can use Microsoft SkyDrive and the new Office Web Apps 2010 to review, edit, and comment on the presentation. Additionally, he's confident that while out of town and without his laptop, he can use Office Web Apps 2010 to make minor edits to his presentation from a computer at an Internet café in the conference hotel.



**A free limited version of PowerPoint is available as a web app.**

## 10.1 Collaborating Online

**Video Lesson** [labyrinthlab.com/videos](http://labyrinthlab.com/videos)

If you have ever worked on a team presentation project, you know the havoc created as a presentation is passed from person to person for review. PowerPoint 2010 incorporates a commenting feature that allows reviewers to attach comments that can be read by anyone working on the presentation. The presentation creator can then read through all the comments and incorporate any desired changes into the presentation. Alternatively, a presentation can be shared via Microsoft SkyDrive. And when SkyDrive is used with Office Web Apps 2010, reviewers can leave comments in a central location that can be read online rather than being attached to the actual presentation.

### Setting Up a Review Cycle

The first steps in setting up a review cycle are to decide how you want to receive feedback from the reviewers and what your goals are. For example, do you want reviewers to make actual changes to the presentation or to simply write comments? Should the comments be attached to the presentation or should there be a centralized list of comments online that reviewers can simply add to? You indicate your preference in the email message that accompanies the presentation (assuming you are emailing the presentation to your reviewers) or the link to the presentation (if you are using SkyDrive). If you want to request the reviewers to make changes directly in the presentation, you should send them a copy of the presentation with a slightly different name so you can later identify who made the changes. You can then copy and paste the desired changes into your original presentation.

### Following the Review Cycle Process

Regardless of the method you choose to collaborate with, there is a standard review cycle process, which is shown in the following table.

THE REVIEW CYCLE PROCESS	
Process Step	Performed By
Send the presentation for review.	Original author
Review the presentation, making changes or adding comments.	Reviewer(s)
Return the presentation to the original author.	Reviewer(s)
Compare, merge, and finalize the reviewed presentation.	Original author

# 10.2 Sharing Files

Before reviewers can do their job and edit or comment on a presentation, you must decide how to get the presentation to them. Copying a presentation to CD and mailing it is slow. Instead, you can use the speed of the Internet to share your presentation several ways, including:

- Email
- SkyDrive and Office Web Apps 2010

## Sharing Files via Email

**Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

Sharing files via email is a simple procedure, but as with any process, it has its own strengths and weaknesses.

STRENGTHS AND WEAKNESSES OF SHARING FILES VIA EMAIL	
Strengths	Weaknesses
<ul style="list-style-type: none"> <li>■ No Windows Live ID is required</li> <li>■ Using email is already familiar to most users</li> <li>■ It is a simple process to attach a presentation to an email</li> <li>■ As reviewers must have PowerPoint, comments can be added directly to the presentation</li> </ul>	<ul style="list-style-type: none"> <li>■ There are potentially several versions of the same presentation to keep track of</li> <li>■ Large presentations containing video, audio, or other linked files can be problematic to email</li> <li>■ Each reviewer must have PowerPoint installed to edit the presentation or insert comments</li> </ul>

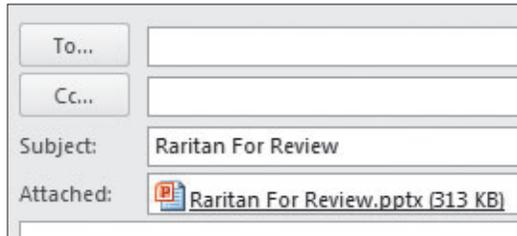
### Selecting an Email Program

When you use the Send Using E-mail command in PowerPoint, your email message is automatically created and the presentation automatically attached to the message. PowerPoint works with any email program or webmail service that you can select from the Programs tab of the Internet Options menu in Internet Explorer (Win XP) or in the Windows Control Panel (Win 7/Vista). If you want to change the email service, you should make this selection before starting PowerPoint. Some email services (for example, most webmail services) don't support attaching the presentation automatically, so you must do so manually.

QUICK REFERENCE	SETTING THE DEFAULT EMAIL PROGRAM
Operating System	Procedure
Set the default email program (Win 7/Vista)	<ul style="list-style-type: none"> <li>■ Choose Start→Control Panel</li> <li>■ Click Programs.</li> <li>■ Click Set Your Default Programs.</li> <li>■ Select your preferred email program from the list at the left.</li> <li>■ Click Set This Program as Default in the right column.</li> </ul>
Set the default email program (Win XP)	<ul style="list-style-type: none"> <li>■ Start Internet Explorer.</li> <li>■ Choose Tools→Internet Options from the Command Bar.</li> <li>■ Select the Programs tab.</li> <li>■ Select your preferred email program from the E-mail drop-down menu.</li> </ul>

## Using the Send Using E-mail Pane

The Save & Send tab of Backstage view contains a Send Using E-mail pane that includes commands to attach the current presentation as a regular PowerPoint file, a PDF, an XPS document, or as an Internet FAX. When you choose this command, PowerPoint immediately displays an email window with the file attached. You just need to address the email and type your message. You can also change the subject line, which defaults to the name of the file you are sending.



The Outlook 2010 message window (with presentation automatically attached) waiting to be addressed



Clicking the Send button in the Outlook window does not actually send the message. It simply saves it to your Outlook Outbox, where it will sit until you start Outlook.

SEND USING E-MAIL OPTIONS	
Option	Explanation
 <p>Send as Attachment</p>	<ul style="list-style-type: none"> <li>The file is attached in its current format. For example, if you have a PPTX open (the default file format for PowerPoint), a PPTX file is attached to the email.</li> </ul>
 <p>Send as PDF</p>	<ul style="list-style-type: none"> <li>The presentation is converted to the PDF file format and the PDF is attached to the email.</li> <li>The recipient must have the free Adobe Acrobat Reader or other PDF reader to open the attached PDF.</li> </ul>
 <p>Send as XPS</p>	<ul style="list-style-type: none"> <li>The presentation is converted to the XPS file format and the XPS is attached to the email.</li> <li>XPS files can be opened with Internet Explorer.</li> </ul>
 <p>Send as Internet Fax</p>	<ul style="list-style-type: none"> <li>You must sign up with a fax service provider before using this option.</li> </ul>

## Naming Reviewer Copies

Experience shows that it works best to name each copy of a presentation sent out for review with the reviewer's name. Then as the presentations are returned from review, it's easy to track which came from which reviewer.

QUICK REFERENCE	SENDING A PRESENTATION VIA EMAIL
<b>Task</b>	<b>Procedure</b>
Send a presentation for review with Outlook, Outlook Express, Windows Mail, or Windows Live Mail	<ul style="list-style-type: none"> <li>■ Open the presentation in PowerPoint.</li> <li>■ (Optional but recommended) Choose File→Save As, rename the presentation, indicating which reviewer is to review this copy, and then click Save. (A copy of the presentation is now saved with a new name and is currently open in PowerPoint.)</li> <li>■ Choose File→Save &amp; Send→Send Using E-mail→Send as Attachment. (The presentation is automatically attached to the email.)</li> <li>■ Enter the recipient's email address and, if desired, revise the Subject line.</li> <li>■ Click the Send button in the message window.</li> <li>■ Open your email program to actually send the message.</li> <li>■ Repeat the preceding steps for each reviewer.</li> </ul>
Send a presentation for review by using another email program	<ul style="list-style-type: none"> <li>■ Open your email program and address a message for the first reviewer.</li> <li>■ Use your email program's procedure to attach the saved copy of the presentation and click Send.</li> </ul>



Save all reviewer copies in a special folder to keep them together.

### DEVELOP YOUR SKILLS 10.2.1

## Attach a Presentation to an Email Message

*In this exercise, play the part of the original presentation author as you use PowerPoint to automatically attach the presentation to an email message you want to send to a reviewer.*

**Before You Begin:** Outlook must be configured for an email account or have been set up to function without an email account. Check with your instructor.

1. **Start** PowerPoint and **maximize** the program window.
2. **Open** the Raritan Comments presentation from the Lesson 10 folder.
3. Choose **File**→**Save As** to save a copy of the presentation.
4. Type **Raritan Comments for Review** as the filename and click **Save**.  
*The original presentation is closed and the renamed copy remains open, ready to be emailed.*
5. Choose **File**→**Save & Send**→**Send Using E-mail**→**Send as Attachment**.  
*The Outlook message window opens with the presentation already attached. At this stage, you could address the message, change the subject line if desired, and type the body of the message. Because these are familiar email tasks, we will skip them and simply close this new message.*
6. **Close** the message window. Choose **No** if prompted to save the message.
7. **Exit** PowerPoint and choose **No** if prompted to save changes to the presentation.  
*All programs should be closed and you should be returned to your Desktop.*

## Opening an Attached Presentation

**Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

With Outlook, Outlook Express, Windows Mail, or Windows Live Mail as the default email program, the recipient can open the attached presentation directly from the email message window. However, if any changes are made to a presentation opened directly from an email message, the presentation must be saved to the hard drive or the changes will be lost.

### DEVELOP YOUR SKILLS 10.2.2

## Open and Save the Attached Presentation

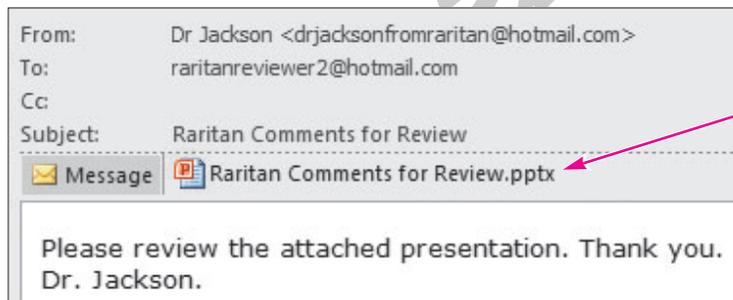
*In this exercise, you will play the part of a reviewer who has received a presentation to review. You will open and save a presentation attached to an email.*

### Retrieve the Email Message and Open the Attachment

- Starting from your Desktop, navigate to the Lesson 10 folder, and then **double-click** the Outlook message file named *Raritan Comments for review*. Be sure you open the **Outlook message file** and not the PowerPoint presentation of the same name.  
*The message opens just as if you had received it normally.*



- Double-click** the attached file to view it.  
*Your screen may differ from the figure.*



- Click **Enable Editing** to enable the Ribbon commands.  
*PowerPoint disables the Ribbon when an email attachment is opened for security purposes.*

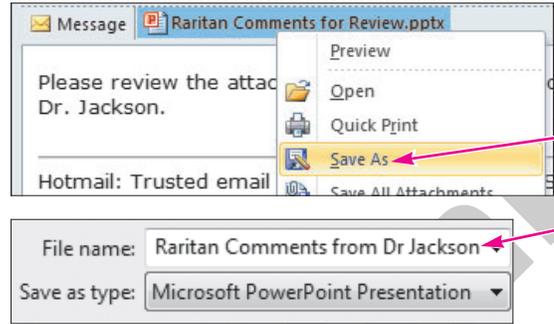


- Review the presentation, looking for comments and other changes.  
*You will not make any changes now but will save the presentation to your hard drive so you can make changes later.*
- Choose **File**→**Exit**.  
*The presentation attached to the email closes, and the Outlook window is visible.*

### Save the Attached Presentation

You will save the presentation so you can make and save changes to it later.

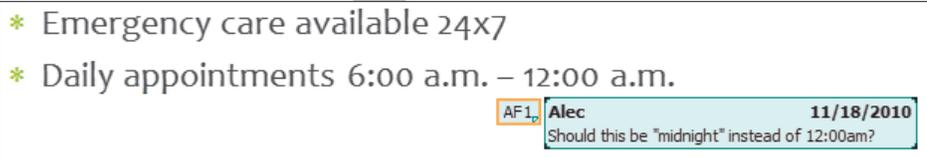
6. **Right-click** the attached file and choose **Save As** from the pop-up menu.
7. If necessary, navigate to the Lesson 10 folder from the Save Attachment dialog box.
8. Name the file **Raritan Comments from Dr Jackson** and click **Save**.
9. Choose **File**→**Close** to close the email message window.
10. If necessary, choose **File**→**Exit** to close Outlook.



## 10.3 Working with Comments

**Video Lesson** [labyrinthlab.com/videos](http://labyrinthlab.com/videos)

Attaching a comment in a PowerPoint presentation is the electronic equivalent of passing a printed copy of the presentation with a yellow sticky note on it to a team member and asking for a response. By using comments, you can send the presentation with your notes, questions, or concerns regarding individual slides to a reviewer and have that person add comments and return the presentation to you for review. With this method, reviewers do not make changes directly to the slides.

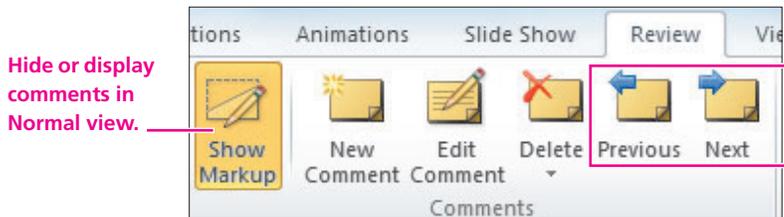


A comment on a slide

### Displaying Comments

Comments are visible only in Normal view. If a presentation contains comments, the comment boxes can be distracting as you work on the presentation. PowerPoint lets you show or hide all comments in a presentation with a single click. Hiding the comments does not delete them—it simply makes them invisible. You can always turn the comments back on when you start the review process again.

The option to hide/show comments, Show Markup, is available only if the presentation actually contains comments.



## Setting Comment Initials

Each comment is identified by initials. The initials should be those of the person who created or last edited the comment, but that's not always the case. Your initials may be AF, but how does PowerPoint know that? You may create a comment and have it initialed as JB, even though those are not your initials. Therefore, it's a good idea to check your PowerPoint options and ensure that PowerPoint is configured with your name and initials.

The User Name and Initials settings in the PowerPoint Options dialog box...

Personalize your copy of Microsoft Office

User name: Alec

Initials: AF

- 12:00 a.m.

AF Alec 11/18/2010

Should this be "midnight" instead of 12:00am?

...are used to label comments.

Any comments you attach are labeled with your initials as specified in the PowerPoint Options dialog box. Additionally, if you edit a comment made by another person, the initials will change to yours to indicate that you were the last person to edit that comment.

### DEVELOP YOUR SKILLS 10.3.1

## Personalize PowerPoint

*In this exercise, you will personalize PowerPoint with your name and initials.*

1. **Start** PowerPoint and **maximize** the program window.
2. Choose **File**→**Options**.
3. Locate the **Personalize Your Copy of Microsoft Office** section in the PowerPoint Options dialog box and write down the current settings for User Name and Initials here:
  - User Name: \_\_\_\_\_
  - Initials: \_\_\_\_\_

*You will refer to these settings later so you can reset the PowerPoint options for other students.*

4. **Type** your name in the User Name box.
5. **Type** your initials in the Initials box.
6. Click **OK**.

*Any comments you add or edit will be labeled with your initials.*

## Attaching Comments

**Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

Comments can be added in three ways:

- **Comment on selected text:** You can select text and then add a comment that appears beside the selection.
- **Comment on a selected object:** You can select an object such as a chart or picture and then add a comment that appears beside the object.
- **Comment on a slide:** When comments are attached to the slide as a whole, the comment appears in the top-left corner of the slide.



No matter where a comment appears, you can always drag it to a new location on the slide.

Comments attached to a slide appear in the top-left corner by default.

Comments attached to text appear next to the text by default.



Comments attached to clip art appear next to the clip art by default.

### Differentiating Comments from Multiple Reviewers

Each reviewer's comment displays in a different color, and the comment indicator (a small box) indicates the reviewer's initials and the comment number. PowerPoint numbers comments automatically in the sequential order they are placed in the presentation. For example, slide 8 may have comment number 1 on it, while slide 1 may have comment number 15 on it.



You can read a comment simply by pointing to it. You do not have to click on it.

### Navigating Comments

In large presentations with many slides, navigating from slide to slide searching for comments can be tedious. This can result in a huge waste of time. Imagine a 100-slide presentation with comments on slides 2 and 92. There would be no point in displaying slides 3–91 if all you were interested in were the comments. PowerPoint's Previous and Next commands allow you to skip to the next or previous comment in the presentation without having to view all the slides in-between.

#### QUICK REFERENCE

#### USING COMMENTS IN PRESENTATIONS

Task	Procedure
Personalize PowerPoint with your name and initials	<ul style="list-style-type: none"> <li>■ Choose File→Options.</li> <li>■ Type your name and initials in the appropriate boxes in the Personalize Your Copy of Microsoft Office section.</li> <li>■ Click OK.</li> </ul>
Hide or display comments	<ul style="list-style-type: none"> <li>■ Choose Review→Comments→Show Markup to hide or display comments throughout the presentation.</li> <li>■ The Show Markup command is available only if the presentation contains comments.</li> </ul>

QUICK REFERENCE	USING COMMENTS IN PRESENTATIONS (continued)
Task	Procedure
Attach a comment	<ul style="list-style-type: none"> <li>■ Display the slide to receive the comment.</li> <li>■ Select the text, picture, or other object to receive the comment, or click the slide on the Slide pane.</li> <li>■ Choose Review→Comments→New Comment from the Ribbon.</li> <li>■ Type the comment, and then click outside of the comment box.</li> <li>■ The comment appears next to the object or on the top-left corner of the screen (for a slide comment).</li> </ul>
Edit a comment	<ul style="list-style-type: none"> <li>■ Click the comment indicator to select it.</li> <li>■ Choose Review→Comments→Edit Comment from the Ribbon. (You can also right-click the comment indicator and choose Edit Comment from the pop-up menu.)</li> <li>■ Revise the comment and then click outside the comment box.</li> </ul>
Delete a comment	<ul style="list-style-type: none"> <li>■ Click the comment indicator to select it.</li> <li>■ Choose Review→Comments→Delete Comment from the Ribbon. (You can also right-click the comment and choose Delete Comment from the pop-up menu.)</li> </ul>
Navigate comments	<ul style="list-style-type: none"> <li>■ Display any slide.</li> <li>■ Choose Review→Comments→Previous or Review→Comments→Next to navigate to the previous or next slide with a comment.</li> </ul>

### DEVELOP YOUR SKILLS 10.3.2

## Attach Comments

*In this exercise, you will attach comments in the Raritan Comments presentation.*

### Attach a Comment to an Object

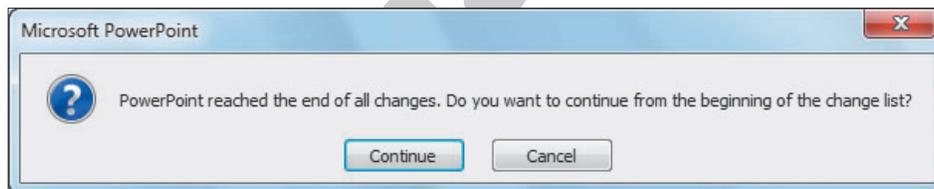
1. **Open** the Raritan Comments presentation from the Lesson 10 folder.
2. Display the fourth slide, **Operating Hours**.
3. **Select** the text 12:00 a.m.
4. Choose **Review**→**Comments**→**New Comment** from the Ribbon.  
*A small box with the reviewer's initials appears next to the selected text. A larger comment box also appears, ready to accept the comment.*
5. Type **Should this be "midnight" instead of 12am?** in the comment box.
6. Click outside the **comment box**.  
*The large comment box closes, but the comment indicator (the small box with the initials) remains.*

## Attach a Comment to a Slide

7. **Click** anywhere outside the slide to ensure that nothing on the slide is selected.
8. Choose **Review**→**Comments**→**New Comment** from the Ribbon.  
*A new box with initials appears, and the number has been incremented. The comment box is the same color as the previous comment to indicate that it was created by the same person.*
9. Type **Should we state we are open on holidays?** in the comment box, and then click outside the **comment box**.  
*Because the comment was attached to the slide as a whole, it appears in the top-left corner of the slide.*

## Navigate and Read Comments

10. Point to (don't click on) the comment at the top-left corner of the slide.  
*The comment appears so you can read it.*
11. Move your mouse away from the small box with the initials.  
*The comment box closes.*
12. Point to the other comment box next to the text to read it, and then move your mouse to close the comment.
13. Display the **title slide** from the Slides pane.
14. Choose **Review**→**Comments**→**Next** from the Ribbon.  
*The Operating Hours slide displays with the first comment automatically opened.*
15. Continue clicking **Review**→**Comments**→**Next** from the Ribbon, pausing to read each comment as it displays, until the *end of presentation* message appears.



16. When the *end of presentation* message appears, click **Cancel**.  
*You started with the comments on the title slide, so there is no need to search for comments from the beginning.*

## Editing and Deleting Comments

**Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

When presentations are undergoing a review process, it is typical for the presentation to be emailed back and forth between reviewers, each reading and commenting on previous comments. For example, the first reviewer may leave a comment such as *Should this list be sorted?* The original author may respond to that comment with *Alphabetically or by date?* The reviewer can respond with *By date*. By editing an existing comment, reviewers can enter into a dialogue.

After a comment has been read, the author can decide to honor the comment and make a change to the slide, or ignore the comment. Either way, the comment can be deleted when it is no longer needed.

## Writing Effective Comments

Nobody likes to be attacked, berated, or made to feel inadequate. When leaving comments for others to read, try to be supportive and offer constructive criticism where appropriate. A comment such as *That color is awful* may hurt the reader's feelings and cause hostility or a stressful work environment. A more productive comment might be *That color is hard on the eyes—how about a light blue instead?* Try to offer suggestions for things you think need to be changed. Additionally, don't underestimate the power of compliments. Sometimes a simple comment such as *Good Job!* inspires a coworker's creativity and productivity.

### DEVELOP YOUR SKILLS 10.3.3

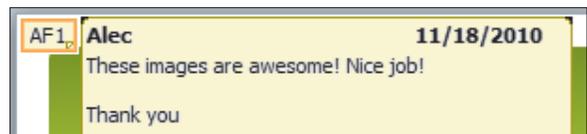
## Edit and Delete Comments

*In this exercise, you will edit and delete comments.*

### Edit Comments

1. **Click** the comment indicator in the top-left corner of the Departments slide to open the comment.
2. Choose **Review**→**Comments**→**Edit Comment** from the Ribbon.
3. At the end of the comment, **tap**  twice, type **Thank you**, and then **click** outside the comment box.

*Notice that the comment number does not change in the small box. Numbers are given only to new comments.*



### Delete Comments

4. Display slide 4, **Operating Hours**.
5. **Click** the comment indicator in the top-left corner of the slide to read the comment; keep the comment selected.
6. Choose **Review**→**Comments**→**Delete** from the Ribbon.  
*The comment is deleted.*
7. **Save** your presentation.

## 10.4 Comparing and Merging Presentations

**Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

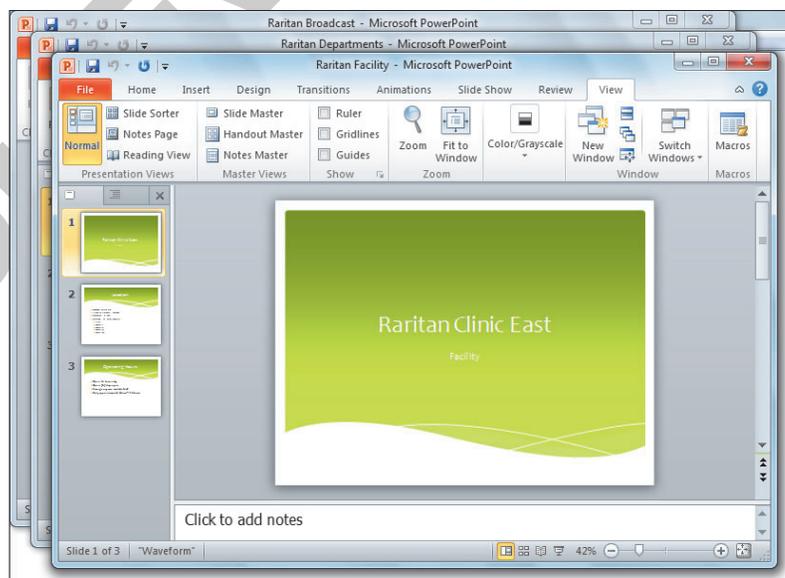
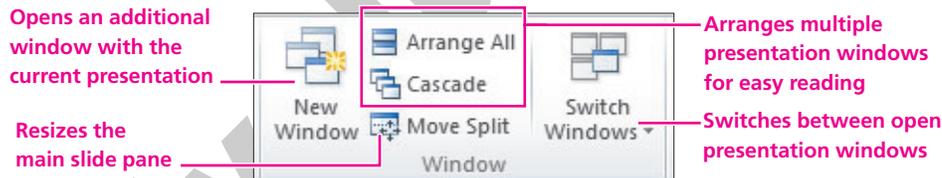
When you receive reviewed presentations back, you will compare them to the original and decide which changes you want to incorporate into the final presentation. If you use Outlook, Outlook Express, Windows Mail, or Windows Live Mail to check your email, you can open the presentation from the attached file in the email message by double-clicking it. If you use another email program, you may have to save the attached file to your hard drive before opening it in PowerPoint.

### Viewing Multiple Presentations

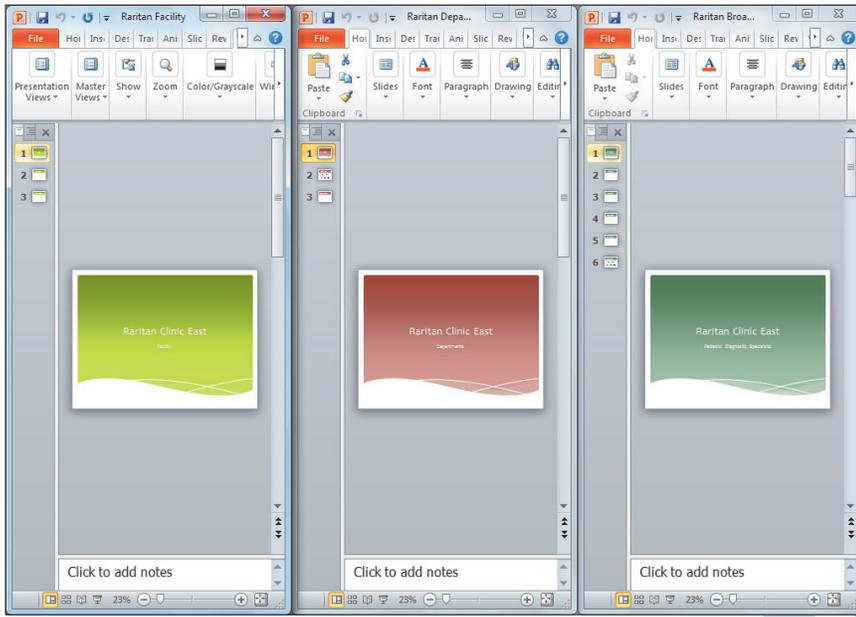
The View→Window command group offers several commands that automate the process of arranging multiple open presentations on the screen. There are two automatic layouts you can use to quickly view more than one presentation at a time:

- **Cascade** (overlapped): You can overlap presentations by using the Cascade command. When presentations are overlapped, you can see a large version of the presentation while easily switching from presentation to presentation. However, you can see only one presentation at a time.
- **Arrange All** (side by side): When you display presentations side by side, the slide views are smaller but you can see several presentations at once.

Whichever command you use, you can always manually resize and reposition the presentation windows to your liking. The preceding Ribbon commands simply get you started.



The Cascade command overlaps presentations, making it easy to switch between them.



The Arrange All command positions presentations side by side, making it easy to compare them.

QUICK REFERENCE USING COMMANDS IN THE WINDOW COMMAND GROUP	
Command	What It Does
New Window	<ul style="list-style-type: none"> <li>Creates an additional window for the current presentation</li> <li>Useful to work on two slides in the same presentation at once</li> </ul>
Arrange All	<ul style="list-style-type: none"> <li>Arranges all open presentations side by side</li> <li>Useful to compare open presentations</li> </ul>
Cascade	<ul style="list-style-type: none"> <li>Overlaps all open presentations</li> <li>Useful to quickly see which presentations are open</li> </ul>
Move Split	<ul style="list-style-type: none"> <li>Enables the use of the arrow keys on the keyboard to adjust the size of the Slide pane within a single PowerPoint window</li> </ul>
Switch Windows	<ul style="list-style-type: none"> <li>Used to switch between open presentations</li> <li>An alternative to using the Windows taskbar to switch between PowerPoint windows</li> </ul>

## DEVELOP YOUR SKILLS 10.4.1

### Compare Reviewed Presentations

In this exercise, you will compare a presentation that has been reviewed by two other people and incorporate some of their changes into the presentation.

*Before You Begin:* The Raritan Comments presentation should still be open.

#### Arrange the Presentations

1. If necessary, display the **title slide**.
2. **Open** the Raritan Comments Rene and Raritan Comments Toby presentations from the Lesson 10 folder.  
*You now have three versions of the presentation open: your original and the ones reviewed by Rene and Toby.*
3. Choose **View**→**Window**→**Arrange All** from the Ribbon.  
*The three presentations are arranged side by side and are easy to compare.*

#### Compare the Title Slides

4. **Click** on the title slide in Toby's presentation, **point** to the comment in the top-left corner, and **read** the comment.  
*If you can't tell which presentation is which, look at the comment initials. Toby's presentation has comments with the initials TM while Rene's presentation uses the comment initials RB.*
5. **Click** the title slide in Rene's presentation, **point** to her comment, and **read** the comment.  
*Both reviewers suggested a picture on the title slide. Toby's choice is more appropriate.*
6. **Click** anywhere in Toby's presentation to make it active, **click** the picture to select it, and then choose **Home**→**Clipboard**→**Copy** from the Ribbon.
7. **Click** the title slide in the original Raritan Comments presentation, and then choose **Home**→**Clipboard**→**Paste** from the Ribbon.  
*The image is pasted to the same location on the original presentation.*

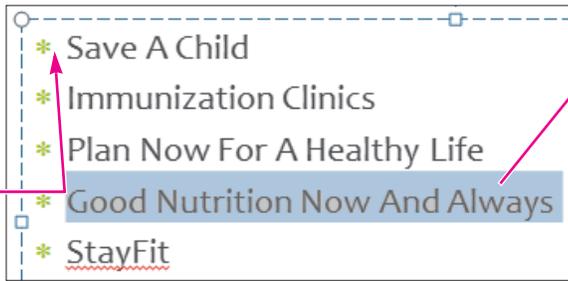
#### Compare the Services Slide

8. Use the **Slide** panel to select the second slide in each of the three presentations so you can compare them.  
*Only Toby has comments on slide 2.*
9. **Click** anywhere in Toby's presentation to make it active, and then **point** to the comment to read it.  
*Toby has suggested alphabetizing the list of services. You will do just that.*
10. **Click** anywhere in the original Raritan Comments presentation to make it active.  
*The slide is too small to work comfortably with the text.*
11. **Maximize** the PowerPoint window for the original Raritan Comments presentation.

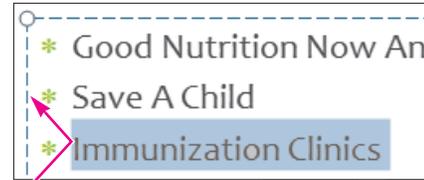


12. Follow these steps to alphabetize the list of services:

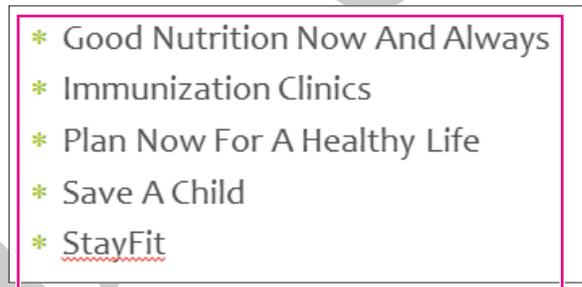
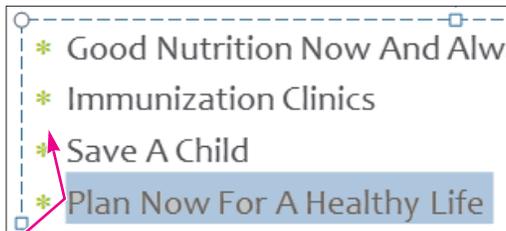
**A** Triple-click the word **Good** to select the entire paragraph.



**B** Drag the highlighted text to the left of the word **Save**.



**C** Triple-click the word **Immunization** and drag the highlighted words to the left of the second paragraph.



**D** Triple-click the word **Plan** and drag the highlighted paragraph so it becomes the third bullet point.

**E** The paragraphs should be ordered as shown here.

*The list of services is alphabetized.*

13. Choose **View**→**Windows**→**Arrange All** to view all three presentations again side by side.

*The order of presentation windows from left to right may have changed.*

### Compare the Remaining Slides

14. Use the **Slide** panel to display the third slide in each presentation.

15. Read the comment in Rene’s presentation.

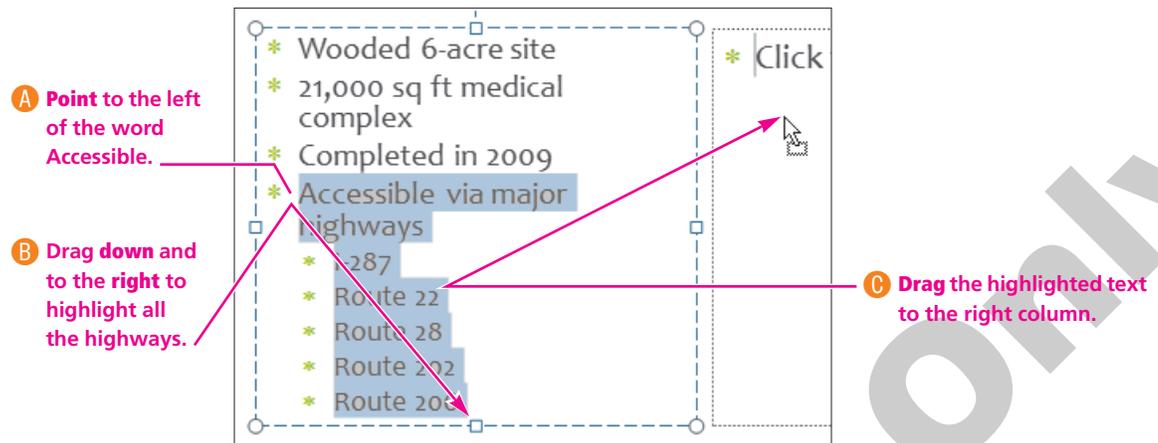
*You agree this slide works better as a two-column layout.*

16. **Maximize** the original Raritan Comments presentation.

17. Choose slide 3, **Location**, if necessary.

18. Choose **Home**→**Slides**→**Layout**→**Two Content** from the Ribbon.

19. Follow these steps to move the highway information to the new column:



The text is moved to the right column.

20. Choose **View**→**Windows**→**Arrange All** to view all three presentations again side by side.

The order of presentation windows from left to right may have changed.

21. Display the **fourth slide** in each presentation and check for comments.

The fourth slide of each presentation contains the same comment from the original author. You will make the suggested change.

22. Click the **Zoom In** button at the bottom of the original Raritan Comments presentation repeatedly until you can comfortably see the text 12:00 a.m.



23. **Drag** to select the text 12:00 a.m. and then type **midnight**. Your slide should resemble the following:



24. **Right-click** the comment on the original Raritan Comments presentation and choose **Delete Comment** from the pop-up menu.

### Close the Reviewers' Presentations

25. **Click** anywhere in the Raritan Comments Toby presentation to select it, and then choose **File**→**Close**. If asked to save changes, choose **Don't Save**.

26. Click anywhere in the Raritan Comments Rene presentation to select it, and then choose **File**→**Close**. If asked to save changes, choose **Don't Save**.

27. **Maximize** the remaining Raritan Comments presentation window.

28. Display the **final slide** and delete the comment in the top-left corner.

29. **Save** your presentation and **close** PowerPoint.

## Cleaning Up

**Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

As in previous lessons, it is nice to set any PowerPoint options you have changed back to the default settings so other students can use PowerPoint in its default state.

### DEVELOP YOUR SKILLS 10.4.2

## Reset PowerPoint Options

*In this exercise, you will reset the User Name and Initials settings you changed earlier.*

1. Choose **File**→**Options**.
2. Locate the **Personalize Your Copy of Microsoft Office** section in the PowerPoint Options dialog box.
3. Change the User Name and Initials settings back to the default settings you wrote down earlier in Develop Your Skills 10.1.
4. Click **OK**.

## 10.5 Introducing SkyDrive and Office Web Apps 2010

**Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

You may not always be at your computer or have access to your hard drive when you need to edit a file. For example, you may have a need to edit an important work document from home, but have no access to your work computer. With Microsoft SkyDrive™, you can store your files online so they are available from any computer with an Internet connection, and with Office Web Apps 2010, you can edit those files residing on SkyDrive even if you don't have the actual Microsoft Office programs installed on your computer.

### Storing Files on SkyDrive

SkyDrive is a free service provided by Microsoft that allows you to store your files online. There are several benefits to this:

- You can access your files from any computer with an Internet connection.
- You don't need to worry about your hard drive crashing or USB drive breaking because your files are stored on the SkyDrive servers.

**QUICK REFERENCE****SAVING A FILE TO SKYDRIVE**

<b>Task</b>	<b>Procedure</b>
Save a presentation to SkyDrive	<ul style="list-style-type: none"> <li>■ Open your presentation in PowerPoint.</li> <li>■ Choose File→Save &amp; Send→Save to Web</li> <li>■ Click Sign In and sign in with your Windows Live ID.</li> <li>■ Select the SkyDrive folder where you'd like to save the presentation.</li> <li>■ Click Save As.</li> <li>■ Name the file, click Save, and wait as the presentation is uploaded.</li> </ul>
Access a file stored on SkyDrive	<ul style="list-style-type: none"> <li>■ Start your web browser and navigate to <a href="http://www.SkyDrive.com">www.SkyDrive.com</a>.</li> <li>■ Sign in with your Windows Live ID.</li> <li>■ Click the folder containing the file you want to access.</li> <li>■ Click a file to view it. Alternatively, point to the file you want to access and click an action, such as Edit in Browser, Share, or More.</li> </ul>

**DEVELOP YOUR SKILLS 10.5.1****Save a Presentation to SkyDrive**

**WebSim** [labyrinthlab.com/pp10](http://labyrinthlab.com/pp10)

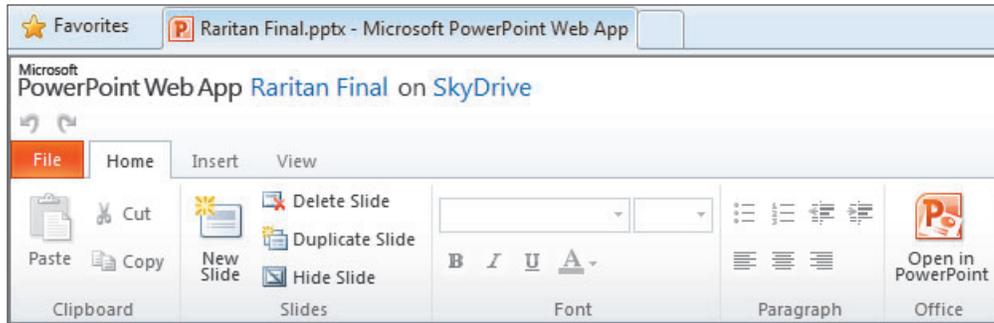
*In this exercise, you will save a presentation to SkyDrive.*

1. **Type** the URL for the student web page (listed above) into the address bar of your web browser and **tap** .
2. From the left navigation bar, click **Lessons 9–12** and then **Lesson 10**; then, click the **Develop Your Skills 10.5.1: Save a Presentation to SkyDrive** link. *The WebSim loads. The Raritan Final presentation is open in PowerPoint.*
3. Work your way through the **on-screen exercise instructions**.
4. **Click** the Back to Course link at the top-right corner of your screen.

**Editing Files with Office Web Apps 2010**

**Video Lesson** [labyrinthlab.com/videos](http://labyrinthlab.com/videos)

Files that have been saved to SkyDrive can be edited online using Office Web Apps 2010. Office Web Apps 2010 can be thought of as free online versions of Microsoft Office programs, but with limited functionality. Currently, Microsoft plans to support editing only PowerPoint, Word, Excel, and OneNote documents with Office Web Apps 2010. At the time of this writing, Office Web Apps 2010 is still in the beta stage. The final version may feature different capabilities than those found in the current beta version.



The PowerPoint Web App features a Ribbon similar to the full version of PowerPoint, but lacks much of the functionality.

## STRENGTHS AND WEAKNESSES OF OFFICE WEB APPS 2010

### Strengths

- Files can be edited from any computer with an Internet connection
- No need for Microsoft Office to be installed
- Presentations display full color, backgrounds, and fonts

### Weaknesses

- Requires a Windows Live ID
- Fewer features and capabilities than the full Microsoft Office

## DEVELOP YOUR SKILLS 10.5.2

### Edit a Presentation with Office Web Apps 2010

**WebSim** [labyrinthlab.com/pp10](http://labyrinthlab.com/pp10)

In this exercise, you will edit a presentation with Office Web Apps 2010.

1. If necessary, **type** the URL listed above into the address bar of your web browser and **tap** `[Enter]`.
2. From the left navigation bar, click **Lessons 9–12** and then **Lesson 10**; then, click the **Develop Your Skills 10.5.2: Edit a Presentation with Office Web Apps 2010** link. *The WebSim loads and the SkyDrive start page appears. The computer represented in the WebSim does not have PowerPoint installed. You will edit the presentation using Office Web Apps 2010.*
3. Work your way through the **on-screen exercise instructions**.
4. **Click** the Back to Course link at the top-right corner of your screen.

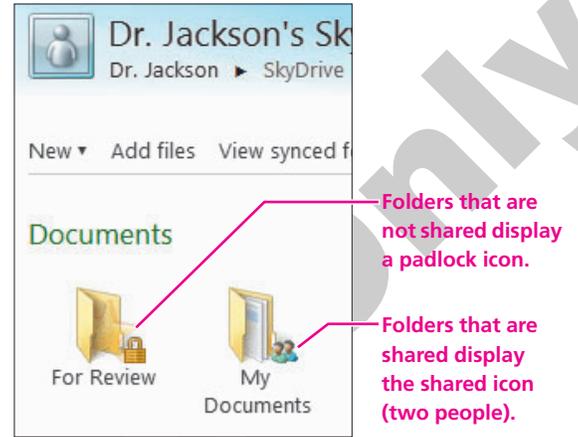
# Sharing Files with SkyDrive

**Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

In addition to editing files stored on SkyDrive yourself with Office Web Apps 2010, you can share files and allow others to edit or comment on them. Alternatively, you can share files and allow others to only view or comment on them.

## SkyDrive Folders

When you share a file on SkyDrive, you actually share the SkyDrive folder containing the file. Therefore, all files stored in the SkyDrive folder are shared. You can easily create additional SkyDrive folders to more easily manage permissions. For example, you can create one folder that stores files you allow others to edit and create another folder that stores files you allow the same people to only view.



QUICK REFERENCE		WORKING WITH SKYDRIVE FOLDERS	
Task		Procedure	
Create a folder		<ul style="list-style-type: none"> <li>Use your web browser to log in to SkyDrive.</li> <li>Choose New→Folder from the web page menu bar above the SkyDrive folder icons.</li> <li>Type a name for your new folder and click Next.</li> <li>Drag documents from your computer into the web page window to upload them to the new SkyDrive folder and click Continue.</li> <li>Edit the share permissions on the folder as necessary.</li> </ul>	
Share a folder		<ul style="list-style-type: none"> <li>Use your web browser to log in to SkyDrive.</li> <li>Click the folder you want to share.</li> <li>Click the link to the right of Shared With to edit the permissions.</li> <li>Click Edit Permissions at the top of the web page.</li> <li>Enter the email address of the person with whom you would like to share the folder and click Save.</li> <li>Type a message to include in the invitation email and click Send.</li> </ul>	
Access a shared file		<ul style="list-style-type: none"> <li>Click the link to the shared folder in the invitation email you received from the file's owner.</li> <li>Click the View Folder button in the email.</li> <li>Point to the file you wish to view or edit and choose an action.</li> </ul>	

**DEVELOP YOUR SKILLS 10.5.3****Create a SkyDrive Folder****WebSim** [labyrinthelab.com/pp10](http://labyrinthelab.com/pp10)

In this exercise, you will create a SkyDrive folder to store shared documents.

1. If necessary, **type** the URL listed above into the address bar of your web browser and **tap** **[Enter]**.
2. From the left navigation bar, click **Lessons 9–12** and then **Lesson 10**; then, click the **Develop Your Skills 10.5.3: Create a SkyDrive Folder** link.  
*The WebSim loads and the SkyDrive start page appears. You are already logged in as DrJacksonFromRaritan@hotmail.com.*
3. Work your way through the **on-screen exercise instructions**.
4. **Click** the Back to Course link at the top-right corner of your screen.

**Moving Files****Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

Since permissions are set on folders and not individual files, you may find it necessary to move files from one SkyDrive folder to another.

**DEVELOP YOUR SKILLS 10.5.4****Move Files****WebSim** [labyrinthelab.com/pp10](http://labyrinthelab.com/pp10)

In this exercise, you will move a file from one SkyDrive folder to another.

1. If necessary, **type** the URL listed above into the address bar of your web browser and **tap** **[Enter]**.
2. From the left navigation bar, click **Lessons 9–12** and then **Lesson 10**; then, click the **Develop Your Skills 10.5.4: Move Files** link.  
*The WebSim loads and the SkyDrive start page appears. You are already logged in as DrJacksonFromRaritan@hotmail.com.*
3. Work your way through the **on-screen exercise instructions**.
4. **Click** the Back to Course link at the top-right corner of your screen.

**Setting Folder Permissions****Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

Once a folder is created you can set its permissions, allowing others to view or edit the files inside. SkyDrive lets you set global permissions and share a folder with the general public, or you can specify individuals by their e-mail address. Any files stored in the folder will inherit the folder's permissions.

## DEVELOP YOUR SKILLS 10.5.5

### Share a Folder

**WebSim** [labyrinthelab.com/pp10](http://labyrinthelab.com/pp10)

In this exercise, you will share a SkyDrive folder and all the files within.

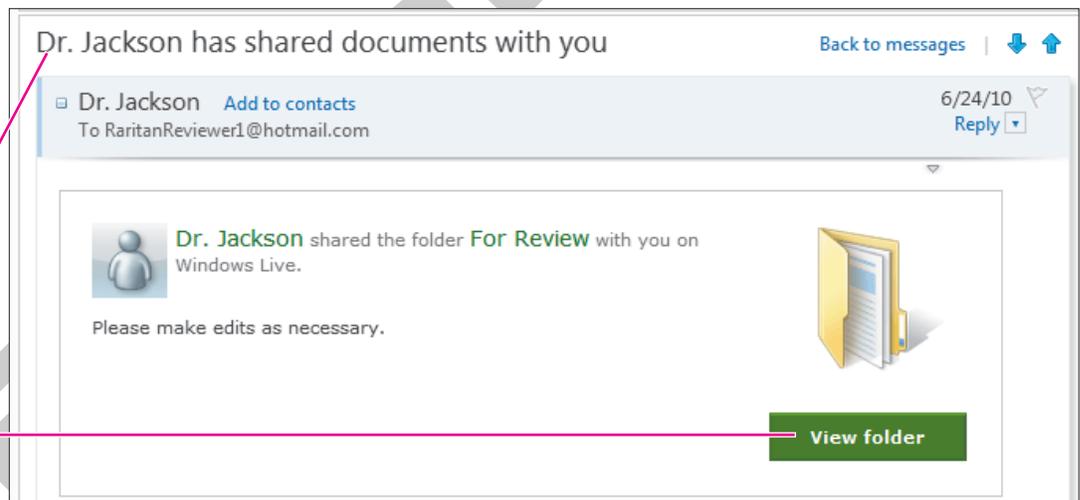
1. If necessary, **type** the URL listed above into the address bar of your web browser and **tap** **[Enter]**.
2. From the left navigation bar, click **Lessons 9–12** and then **Lesson 10**; then, click the **Develop Your Skills 10.5.5: Share a Folder** link.  
*The WebSim loads and the SkyDrive page appears, displaying the contents of the For Review folder. You are already logged in as DrJacksonFromRaritan@hotmail.com.*
3. Work your way through the **on-screen exercise instructions**.
4. **Click** the Back to Course link at the top-right corner of your screen.

### Accessing Shared Files

Once a file has been shared with you, accessing it is simple. You click the View folder button in the invitation email, log in with your Windows Live ID if prompted, and edit the file just as if it were one of your own files on SkyDrive. Make sure you save the invitation email, as the View folder button is the easiest way to access the files.

**A** The invitation email identifies who shared their files with you.

**B** Click this button to open the shared SkyDrive folder in your default web browser. You may be asked to log in with your Windows Live ID.



## 10.6 Using Reference Tools

**Video Lesson** [labyrinthelab.com/videos](http://labyrinthelab.com/videos)

PowerPoint offers several reference tools, including a dictionary, thesaurus, encyclopedia, and translation capabilities. When using these reference tools, PowerPoint often provides links to websites with more information. However, many of these websites require membership fees before you can access the full content.

### Using the Research Pane

The reference tools are accessed through the Research pane, where you can specify any or all of the reference tools to use in your search. The translation tool can translate between English, French, German, Italian, Japanese, Greek, Russian, and several other languages. The thesaurus is even offered in several languages. Remember that you can drag the border of the Research pane to make it wider and easier to read the content.



The Research pane shows a translation of the word *Medicine* from English to French.

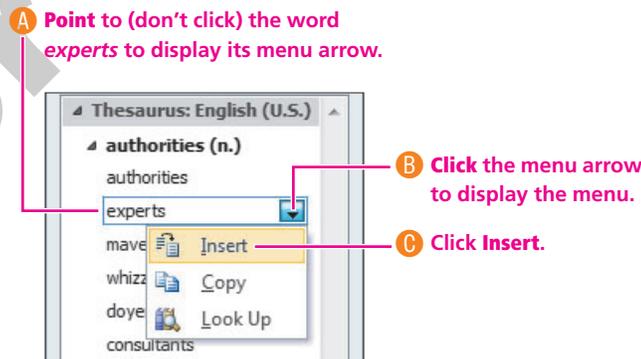
### DEVELOP YOUR SKILLS 10.6.1

### Use the Research Pane

In this exercise, you will use the various tools provided in the Research pane.

#### Use the Thesaurus Feature

1. Start PowerPoint and **open** the Raritan Comments presentation from your Lesson 10 folder.
2. Display the fifth slide, **Raritan Staff**, and **double-click** the word *specialists* at the bottom of the slide to select it.  
*Selecting a word or phrase first saves you from having to type it in the Research pane.*
3. Choose **Review**→**Proofing**→**Thesaurus** from the Ribbon.
4. Follow these steps to replace the word *specialists* with one from the thesaurus:



The word *experts* replaces the word *specialists* on the slide.

## Use the Translation Feature

5. Follow these steps to perform a translation of the *word experts*:

**A** Click the menu and select **Translation**.

**B** Ensure that **From** is set to **English**.

**C** From the **To** menu, select **French**.

**D** Scroll through the **Research** pane, if necessary, and examine the results.

## Use the Encyclopedia Feature

6. Follow these steps to use the encyclopedia:

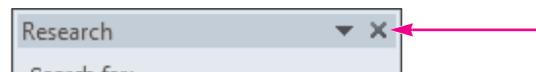
**A** Select the word **specialists** and type **antibiotic** to replace the existing text.

**B** Select **Factiva iWorks (TM)** from the menu. The results are automatically displayed.

**C** Scroll through the **Research** pane to examine the results, and then click the first **View Article** hyperlink in the **Research** pane results.

The Factiva iWorks web page opens but requires membership to read the full article.

7. **Close** the web browser window.
8. **Close** the Research pane.
9. **Save** your changes and **exit** PowerPoint.

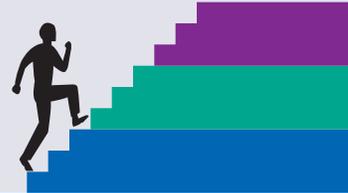


# 10.7 Concepts Review

**Concepts Review** [labyrinthlab.com/pp10](http://labyrinthlab.com/pp10)

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by going to the URL listed above. If your classroom is using Labyrinth eLab, you may complete the Concepts Review quiz from within your eLab course.

# Reinforce Your Skills



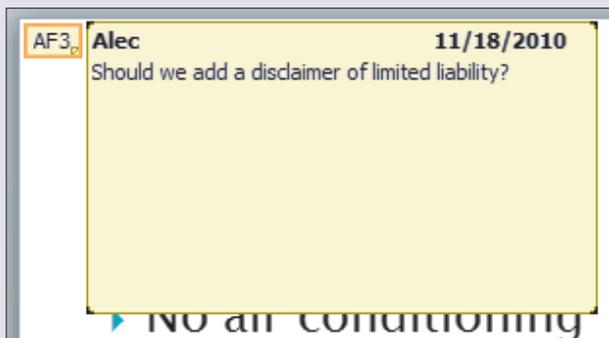
## REINFORCE YOUR SKILLS 10.1

### Attach Comments

In this exercise, you will add comments to the *rs-Tropical Getaways Comments* presentation.

#### Attach a Comment to a Slide

1. **Start** PowerPoint and **maximize** the program window.
2. **Open** the *rs-Tropical Getaways Comments* presentation from the Lesson 10 folder.
3. Display the third slide, **Adventure**.
4. Choose **Review**→**Comments**→**New Comment** from the Ribbon and type the following comment: **Should we add a disclaimer of limited liability?**



Your initials and name may differ from the figure.

5. **Click** outside of the comment to close it.

#### Attach a Comment to an Object

6. **Select** the text *hardcore*.
7. Choose **Review**→**Comments**→**New Comment** from the Ribbon and **type** the following comment: **Change "hardcore" to "serious"?**



Your initials and name may differ from the figure.

8. **Click** outside of the comment to close it.
9. **Save** your presentation.

## REINFORCE YOUR SKILLS 10.2

### Edit and Delete Comments

*In this exercise, you will edit and delete comments in the rs-Tropical Getaways Comments presentation.*

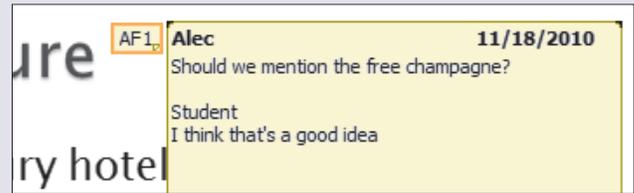
*Before You Begin:* You must complete Reinforce Your Skills 10.1 before beginning this exercise. The rs-Tropical Getaways Comments presentation should be open.

#### Edit a Comment

1. Display the fourth slide, **Leisure**.
2. **Click** the existing comment indicator to read and open the comment.
3. Choose **Review**→**Comments**→**Edit Comment** from the Ribbon.
4. **Tap** the  key twice to move down a few lines in the comment, and then **type** the following (substitute your actual name for *Name*):

**Name**

**I think that's a good idea**



Your initials and name may differ from the figure.

#### Delete a Comment

5. Display the **title slide**, and then **click** the comment indicator to read and open the comment.
6. Choose **Review**→**Comments**→**Delete** from the Ribbon to delete the currently open comment.
7. **Save** and **close** the presentation.

## REINFORCE YOUR SKILLS 10.3

### Compare and Merge Reviewed Presentations

*In this exercise, you will compare presentations and make changes based on reviewer comments.*

#### Open and Arrange the Presentations

*First, you will open the two presentations and arrange them for easy comparison.*

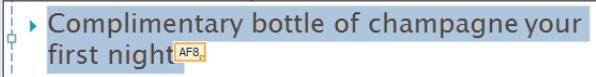
1. **Open** the rs-TG in Progress presentation from the Lesson 10 folder.
2. **Open** the rs-TG Reviewed presentation from the Lesson 10 folder.
3. Choose **View**→**Window**→**Arrange All** from the Ribbon.  
*The original rs-TG in Progress presentation appears on the right, while the rs-TG Reviewed appears on the left.*
4. **Click** the large slide on the left to select the rs-TG Reviewed presentation.  
*This is the presentation that contains the reviewer comments.*

## Navigate the Comments

Now that you've arranged the presentations, you will navigate from one to the next.

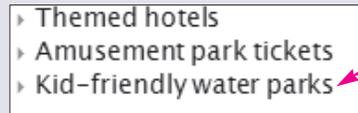
5. Choose **Review**→**Comments**→**Next** from the Ribbon to jump to the next comment. *The window on the left displays the first slide with a comment, Travel Categories. Using the Next button automatically opens the comment for reading.*
6. Read the comment and look at the sample clip art inserted by the reviewer. *No clip art is desired on this slide. You will ignore the comment and will not copy the clip art to the rs-TG in Progress presentation.*
7. Choose **Review**→**Comments**→**Next** from the Ribbon to jump to and read the next comment. *No disclaimer is necessary because it will be clearly stated on the travel contract itself. You will ignore this comment.*
8. Choose **Review**→**Comments**→**Next** from the Ribbon to jump to the next comment. *You will accept the reviewer's recommendation.*

## Make Edits Based on a Comment

9. **Drag** to select the entire last paragraph about the complimentary bottle of champagne, and then choose **Home**→**Clipboard**→**Copy** from the Ribbon.  *Notice that this comment appears on the fourth slide, Leisure.*
10. Display the **fourth slide** in the presentation on the right side of the screen (the rs-TG in Progress presentation).
11. **Click** once after the text *Jacuzzis in every room* and then **tap** .
12. Choose **Home**→**Clipboard**→**Paste** from the Ribbon to paste the text onto the slide.
13. Click on the **Leisure** slide in the rs-TG Reviewed presentation on the left to make it the active presentation.

## Continue Reviewing Comments

14. Choose **Review**→**Comments**→**Next** from the Ribbon to jump to the next comment.  
*You will accept the recommendation to add this to the presentation.*
15. **Copy** the last bulleted paragraph about water parks from the rs-TG Reviewed presentation on the left.
16. Select the fifth slide, **Family**, from the rs-TG in Progress presentation on the right.
17. **Paste** the text after the *Amusement park tickets* paragraph.
18. Click on the **Family** slide in the rs-TG Reviewed presentation on the left to make it the active presentation.
19. Choose **Review**→**Comments**→**Next** from the Ribbon to jump to the next comment.  
*PowerPoint informs you that the end of the presentation has been reached.*
20. Choose **Cancel** from the dialog box because you have reviewed all the comments.
21. Choose **File**→**Close** to close the rs-TG Reviewed presentation.
22. **Maximize** the rs-TG in Progress presentation.
23. **Save** the presentation as **rs-TG Complete** and then **close** PowerPoint.



# Apply Your Skills



## APPLY YOUR SKILLS 10.1

### Create Windows Live IDs

In this exercise, you will create two Windows Live IDs to use in later exercises as the presentation author and reviewer.

**Before You Begin:** It is recommended that you use the Internet Explorer web browser for all of the assessment exercises. Microsoft states the Firefox and Safari web browsers will work with Office Web Apps 2010, so use one of those alternate web browsers if Internet Explorer is not available to you.

1. **Start** your web browser and navigate to **www.hotmail.com**.  
You are redirected to a generic-looking Windows Live sign in page.
2. Click the **Sign Up** button at the bottom-left of the web page.
3. Complete the form to create the first Windows Live ID. You will use this account for the presentation author. Do **not** click the I Accept button at the bottom of the page yet.
4. Write down your Windows Live ID and password for future reference:
  - Windows Live ID (author): \_\_\_\_\_
  - Password (author): \_\_\_\_\_

*It is recommended that you use this account only for the exercises in this book. Writing down your user-name and password above is not secure, as anyone can look over your shoulder and learn your account password.*

5. Click **I Accept** at the bottom of the page to complete the registration and sign in to Hotmail with the author account.
6. Click **Sign Out** in the top-right section of the web page.  
You are signed out of Hotmail and redirected to another Microsoft web page.



7. **Click** in the address bar and navigate back to **www.hotmail.com**.
8. Click the **Sign Up** button at the bottom-left of the web page.
9. Complete the form to create the second Windows Live ID. You will use this account for the presentation reviewer. Do not click the I Accept button at the bottom of the page yet.
10. Write down your Windows Live ID and password for future reference:
  - Windows Live ID (reviewer): \_\_\_\_\_
  - Password (reviewer): \_\_\_\_\_

*It is recommended that you use this account only for the exercises in this book. Writing down your user-name and password above is not secure, as anyone can look over your shoulder and learn your account password.*

11. Click **I Accept** at the bottom of the page to complete the registration and sign in to Hotmail with the reviewer account.
12. Click **Sign Out** in the top-right section of the web page.
13. Leave your web browser **open** and continue with the next exercise.

**APPLY YOUR SKILLS 10.2****Create and Share a Folder on SkyDrive**

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*In this exercise, you will act as the presentation author as you share a presentation on SkyDrive.*

1. Navigate to **www.skydrive.com**.
2. **Sign in** using the author Windows Live ID you created in the first Apply Your skills exercise.
3. Click **New**→**Folder**.
4. Name the folder **My Shared Files** and click **Next**.
5. Click **Add Files** at the top of the web page.
6. Click **Select Documents** from your computer.
7. Navigate to your **Lesson 10** folder, **select** the as-CC Original presentation, and click **Open**.  
*The presentation uploads to SkyDrive.*
8. Click **Continue**.
9. Click the **Shared With: Just Me** link.
10. Click **Edit Permissions** at the top of the web page.
11. **Click** in the Add Specific People box, **type** the email address for the reviewer account you created in the first assessment exercise, and **tap** .
12. Ensure the permission setting is set to **Can Add, Edit Details, and Delete Files**.
13. Click **Save**.
14. **Type** a message to the reviewer and click **Send** to send the sharing invitation.
15. Click **Sign Out** in the top-right area of the web page.
16. Leave your browser window **open** and continue with the next exercise.

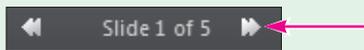
## APPLY YOUR SKILLS 10.3

### View a Shared File

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*In this exercise, you will act as a reviewer as you view a shared document.*

1. Browse to **www.hotmail.com**.
2. **Sign in** with the reviewer Windows Live ID you created in the previous exercise.
3. Click the **Inbox** hyperlink on the left side of the web page to go to the Hotmail email inbox.
4. **Click** the email message from your author account inviting you to share a file.
5. Click the **View Folder** button in the email message to open the shared folder in your browser.  
*A new web browser window opens and loads SkyDrive.*
6. **Maximize** the web browser window displaying SkyDrive, if necessary.
7. **Click** the large folder icon to open the shared folder.
8. **Click** the presentation to open it in the Office Web App.
9. Use the **Next Page** arrow above the presentation to view each slide of the presentation.



10. Click **Sign Out** at the top-right of the web page.
11. **Close** the browser window.  
*The web browser window displaying SkyDrive closes and you are returned to the Hotmail window.*
12. Click **Sign Out** at the top-right of the Hotmail webpage.
13. **Close** the browser window and return to your Desktop.

**APPLY YOUR SKILLS 10.4****Edit a Presentation with Office Web Apps 2010**

*In this exercise, you will save a presentation to SkyDrive. You will then edit the presentation with the PowerPoint Web App.*

**Save a Presentation to SkyDrive**

1. **Start** PowerPoint and **open** the as-CC To Edit presentation from your Lesson 10 folder.
2. Choose **File**→**Share**→**Save & Send**→**Save to Web**.
3. Click **Sign In**.
4. **Sign in** with your author Windows Live ID.
5. Select the **My Documents** folder and click **Save As**. Wait while the presentation is processed and the Office Web Apps 2010 service is contacted.
6. Accept the default file name and location in the Save As dialog box and click **Save**. Wait as the presentation is uploaded.
7. **Exit** PowerPoint.

**Edit a Presentation with Office Web Apps 2010**

8. **Start** your web browser and browse to **www.skydrive.com**.
9. **Sign in** with your author Windows Live ID.
10. Click the **My Documents** folder on the SkyDrive web page.
11. **Click** the as-CC To Edit file.
12. Click **Edit** above the large PowerPoint presentation icon.
13. Read the service agreement and then click the **Accept** button under it.
14. Click **OK** when you are informed that the comments in the presentation will not be displayed in Office Web Apps 2010.
15. Take a moment to click through the different Ribbon tabs and familiarize yourself with the available commands, and then return to the **Home** tab.
16. Display each slide by clicking its **thumbnail** in the left pane. Finally, display the **first slide**.
17. Try to click the picture on the title slide to select it.  
*You cannot select a picture using Office Web Apps 2010. The editing capabilities are very limited.*
18. **Click** in the slide's title and change the title to **Classic Cars Convention**.
19. Click **File**→**Close** to close the presentation.
20. Click **Sign Out** at the top-right of the browser window.
21. **Close** your web browser.

# Critical Thinking & Work-Readiness Skills



*In the course of working through the following Microsoft Office-based Critical Thinking exercises, you will also be utilizing various work-readiness skills, some of which are listed next to each exercise. Go to [labyrinthelab.com/workreadiness](http://labyrinthelab.com/workreadiness) to learn more about the work-readiness skills.*

## 10.1 Add, Edit, and Delete Comments

### WORK-READINESS SKILLS APPLIED

- Serving customers/clients
- Participating as a member of a team
- Teaching others

As part of Raritan Clinic East's community service, you are asked to create a presentation showing school children how to effectively wash their hands. Use the Internet to research best practices for washing hands. Create a presentation that is appropriate for elementary school students. Save your presentation to your Lesson 10 folder as **ct-Hands First Last** (substitute your actual first and last name). Trade presentations with a partner. As you view your partner's presentation, add comments both suggesting specific improvements and offering compliments. Save changes and exchange presentations again so you can review the comments left for you. Edit your presentation based on your partner's comments, delete the comments, and save your changes.

## 10.2 Compare Presentations

### WORK-READINESS SKILLS APPLIED

- Participating as a member of a team
- Teaching others
- Interpreting and communicating information

Open both your and your partner's presentations from the previous exercise and view them side by side. Copy some of your partner's content onto one or more of your slides to improve your presentation and make it more complete. Discuss with your partner why you made the changes you did, based on the comparison. Save your changes with the new file-name **ct-Hands Updated** to your Lesson 10 folder.

## 10.3 Edit with Office Web Apps 2010

### WORK-READINESS SKILLS APPLIED

- Understanding systems
- Applying technology to a task
- Using computers to process information

Create a Windows Live ID if you don't have one. Save the ct-Hands Updated presentation to SkyDrive with the new name **ct-Hands Sky**. Exit PowerPoint, start your web browser, and navigate to the SkyDrive website. Locate your uploaded presentation in SkyDrive and use the PowerPoint Web App to make some edits, and save your changes. Return to the SkyDrive folder containing your document(s). Download the edited presentation to your Lesson 10 folder. Open the presentation in PowerPoint and verify the changes you made in the Web App are present.

**For Evaluation Only**