FastCourse Series

# Chapter 8: Collaborating with Others Online

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# 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



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# Collaborating Online

- Passing a presentation from person to person for editing and input can be a nightmare!
- Learning how to use the collaboration tools will help take the headache out of this task.

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# The Review Cycle

- Set up a workflow or “review cycle” for a collaborative project.
- Plan ahead:
  - Decide how you want to receive feedback.
  - Decide how comments will be made.
  - Decide if you want changes made directly to presentation.
- Communicate your preferences and plan via email.

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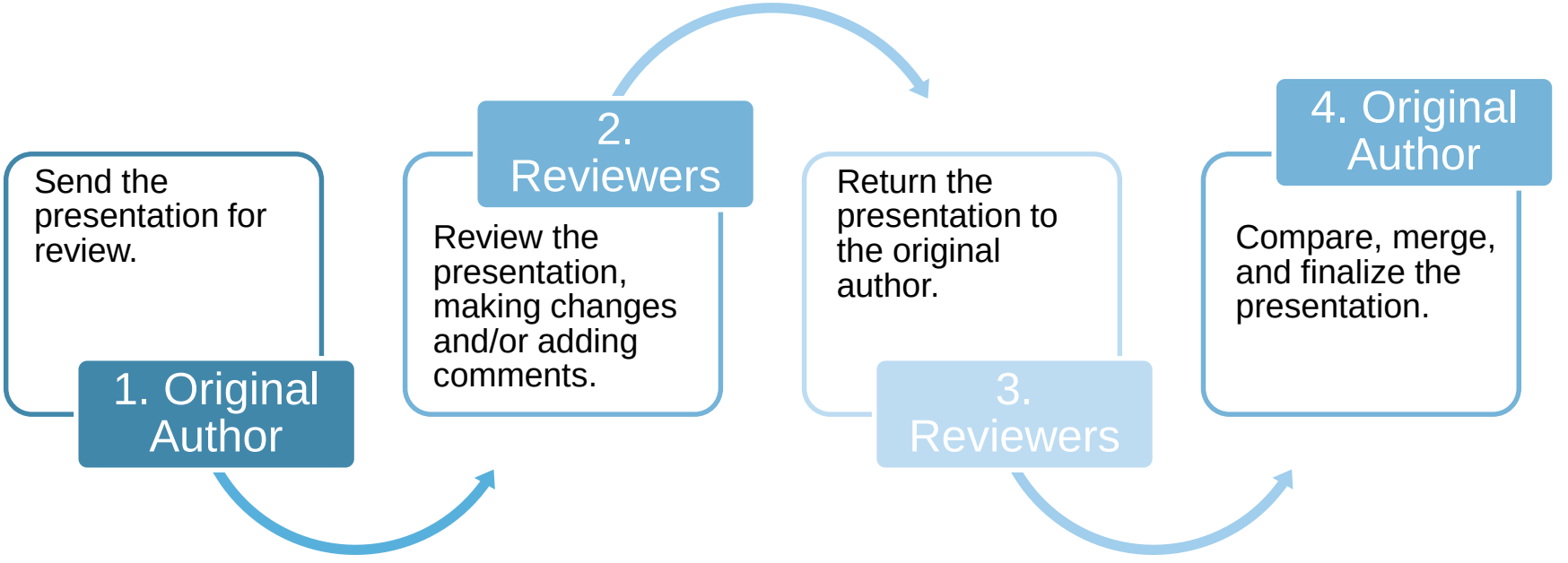
# The Review Cycle Process

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# Sharing Files

- Email
  - Send a copy of the presentation to each reviewer.
  - Compile the reviewers' copies.
- OneDrive and Office Online
  - Make modifications to a single file.
  - All reviewers must have a Microsoft login.

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# Sharing via Email

- Strengths
  - A Microsoft ID isn't needed.
  - Email is familiar to many users.
  - Attaching a file to an email message is easy.
  - Reviewers add comments directly to the presentation in PowerPoint.
- Weaknesses
  - It requires you to manage multiple versions of a presentation.
  - You and the reviewers may not be able to attach a large presentation to an email.
  - Reviewers must have PowerPoint installed on their computers.

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# Email Collaboration Logistics

- Choose how to share the file:
  - As a PowerPoint file
  - A link to a file stored in the cloud
  - In a view-only format: PDF or XPS
- Naming Review Copies
  - Use a unique file name for each reviewer.
- Opening an Attached Presentation
  - Each reviewer must save the file to their computer to ensure changes are not lost.

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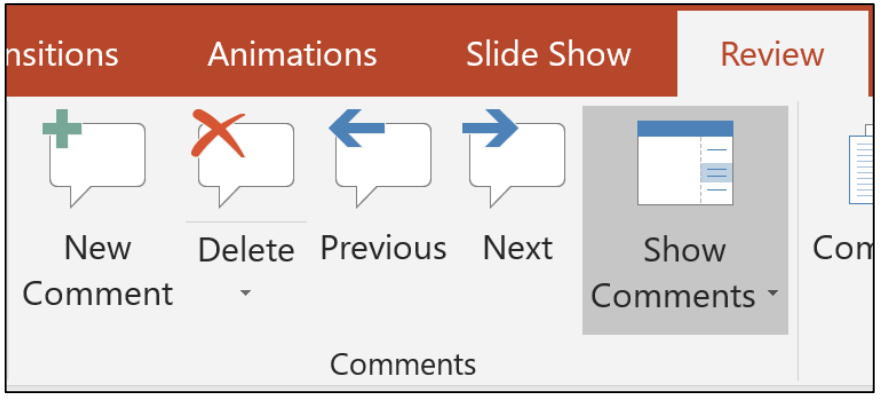
# Working with Comments

- Comments look like sticky notes.
- They allow you to communicate ideas without directly editing the presentation.
- Comments are visible in Normal view.

**Commands for working with comments can be found in the Comments group on the Review tab of the Ribbon.**

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# Attaching and Naming Comments

- Comments can be attached to:
  - Selected text
  - A selected object
  - A selected slide
- Setting the Comment Name
  - Set it in the PowerPoint Options dialog box.
- Comments can be edited or deleted, as necessary.



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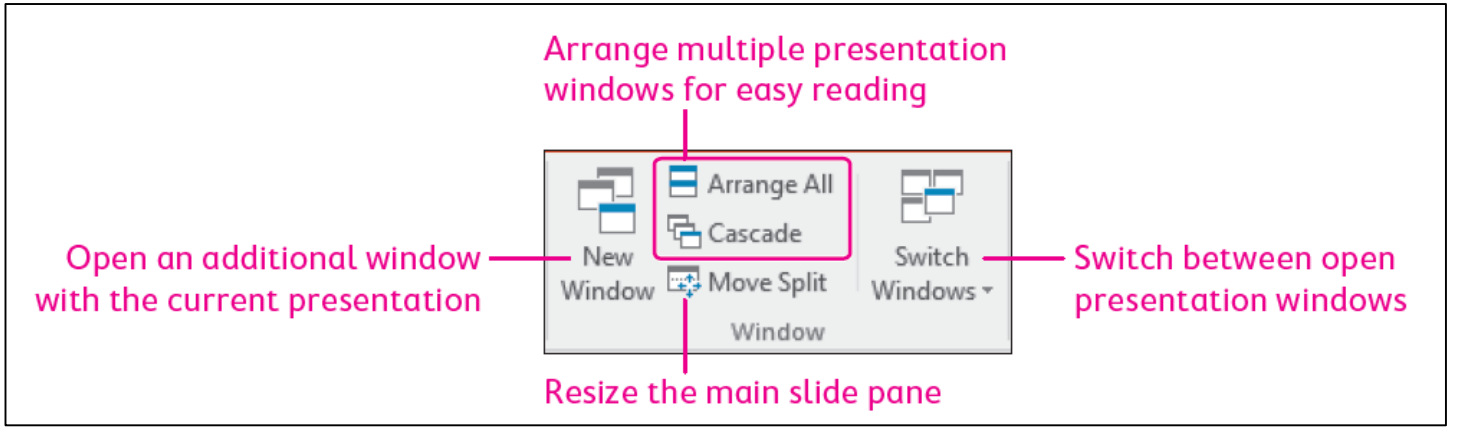
# Comparing and Merging Presentations

- This occurs after the reviewers are done.
- In order to compare and merge presentations, you may need to view multiple presentations on the screen:
  - Cascade (overlapped)
  - Arrange All (side by side)

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# Using OneDrive and Office Online

- Access your files from any computer with an Internet connection.
- Easily share files with coworkers.
- Colleagues who don’t have Microsoft Office can still collaborate using Office Online (free online versions of Microsoft Office but with limited functionality).



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# Using Reference Tools

- Thesaurus
  - Find just the right word to make your presentation read as good as it looks!
- Translation
  - This requires an Internet connection.



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