

Collaboration and Co-Authoring in Microsoft® Office (Webinar)

Training Course Content: Learn how to share multiples files and work together in Microsoft Office applications. Everyone can work at the same time in files using applications such as Excel, Word, PowerPoint, and OneNote by using different sharing and co-authoring tools.

Course Objective: In this webinar, you will be able to collaborate and share files across Microsoft Office applications. Learn what is required and the options available to share and collaborate. Explore hot to track different versions of files, view historical data, and grant different permissions.

Prerequisites: To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts.

Contact us to discuss if this class is right for you.

Delivery Method: Remote live Instructor-led, group-paced, hands-on online training with activities.

Lesson 1: Overview of Collaboration and Co-Authoring

- Collaboration and Co-Authoring Types
- Requirements
- Saving Options

Lesson 2: Sharing your Files to Collaborate and Co-Author

- Sharing Files or Folder in Office 365
- Sharing Files or Folder in One Drive
- Sharing Files or Folder in SharePoint

Lesson 3: Collaborate, Share, & Real-Time Co-Authoring in Different Applications

- Word Documents
- Excel Spreadsheets
- PowerPoint Presentations
- OneNote Notebooks

Lesson 4: Collaboration and Versioning Tools

- Viewing Historical Versions or History Page
- Filtering Options in SharePoint
- Details Page
- Communication Tools

Lesson 5: Other Collaboration and Co-Authoring Tools

- Co-Authoring Offline
- Troubleshooting steps
- Granting Different Permissions & Access