



---

### Collaboration between Word, Excel and PowerPoint 2010 / 2007

---

#### Course Duration:

7 Hours / 1 Day

#### 1 Working with Documents

- Circulate documents for review
- Merge comments and changes from several documents into 1 document
- Insert, View, and Edit Comments
- Turn track changes on or off
- Review, accept, reject and hide tracked changes
- Remove tracked changes and comments from a document
- Send a document in email

#### 2 Working with Excel

- Password protect worksheet or workbook elements
- Lock cells in a worksheet
- Protect your document, workbook, or presentation with passwords, permission, and other restrictions
- Use a shared workbook to collaborate
- Merge copies of a shared workbook
- Track changes in a shared workbook

#### 3 Working with PowerPoint

- Review: Show markup and add comments

- Turn your presentation into a video

#### 4 Integrating between MS Office Applications

- Export or import a customized ribbon
- Export or import a customized ribbon
- Import or export text (.txt or .csv) files
- Import content from other applications into PowerPoint
- Use mail merge to create and print letters and other documents
- Insert an Excel worksheet in PowerPoint
- Insert a linked Excel chart in PowerPoint 2010
- Add a table to a slide in PowerPoint 2010
- Reuse slides from another presentation file
- Insert outline text from another program into your PowerPoint presentation
- Share contact data between Excel and Outlook