

Collaboration and Sharing in Microsoft Office

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1. Introduction

- Office collaboration tools let multiple people work on the same documents.
- They support teamwork across locations and devices.

2. Cloud Storage

- **OneDrive and SharePoint:** store files online for access anywhere.
- Cloud files can be opened, edited, and synced across devices.

3. Co-Authoring

- Several users can edit a document at the same time.
- Changes appear in real time, with each editor's presence shown.

4. Reviewing Tools

- **Track Changes:** records edits so they can be accepted or rejected.
- **Comments:** add notes and questions without altering the text.

5. Sharing and Permissions

- Share files by link or invitation with chosen people.
- **Permissions:** control whether others can view or edit content.

6. Summary

- Office collaboration combines cloud storage, real-time co-authoring, reviewing tools, and permission controls to enable effective teamwork.