## Challenge Exercise

Working Collaboratively

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| **Tasks:** | | **Completed:** |
|  | Before starting this exercise you MUST have completed all of the topics in the chapter Working Collaboratively… |  |
|  | Answer the following questions in the space provided on the next page | ⬜ |
|  | What is co-authoring in PowerPoint? | ⬜ |
|  | Where do you have to save a presentation before you can share it with others? | ⬜ |
|  | Name three tabs on the ribbon that can be found in ***PowerPoint Online*** | ⬜ |
|  | How do you edit a presentation in ***PowerPoint Online***? | ⬜ |
|  | Briefly outline the steps involved in sharing a presentation with others using the Backstage | ⬜ |

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| --- | --- |
| **Files required for exercise:** | None |
| **Files/work created by student:** | Photocopy of your answers from the next page |
| **Exercise Completed:** | ⬜ |

## Challenge Exercise Workspace

Working Collaboratively

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| --- |
| What is co-authoring in PowerPoint? |
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| Where do you have to save a presentation before you can share it with others? |
|  |
| Name three tabs that can be found in ***PowerPoint Online***: |
|  |
|  |
| How do you edit a presentation in ***PowerPoint Online***? |
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|  |
| Briefly outline the steps involved in sharing a presentation with others using the Backstage |
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