

SharePoint® win

Work together on presentations using Microsoft® PowerPoint® 2010

Simultaneously edit a PowerPoint 2010 presentation with colleagues and talk about changes while editing, without leaving the program.

To co-author presentation in PowerPoint 2010:

1. Post your PowerPoint 2010 content to a SharePoint 2010 site.
2. Co-authoring is automatically enabled when multiple individuals open the document for editing at the same time.
3. You can also find the list of current editors on the Status bar at the bottom of your screen or, on the Info tab in Backstage view.
4. Hover your mouse over an editor's name to begin an instant messaging or phone conversation.

Note: When using co-authoring in PowerPoint 2010, you see the changes that others have made after you save the file.

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Life win

FAKE IT 'TIL YOU MAKE IT

Feeling nervous about an upcoming presentation? Give yourself a little pep talk, reminding yourself how much you know about this subject or how long you've worked on this presentation. Then get out there and pretend to be the most confident person in the room. If you convince everyone else how comfortable you are, you may just convince yourself as well.