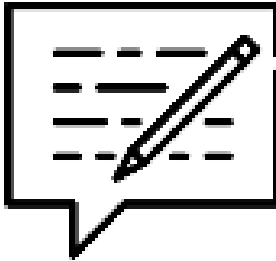




Manage collaboration

Introduction



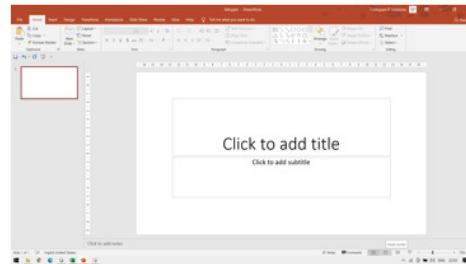
Comment' feature:

- Allows to make notes or suggestions without actually changing the slide
- Enables review and giving feedback or suggestions
- Useful when working in collaboration

Add Comments

To add review comment:

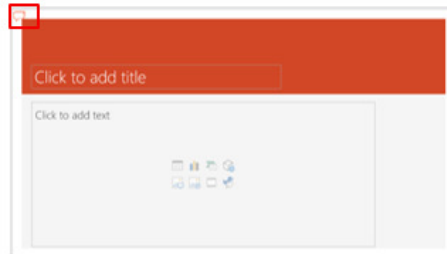
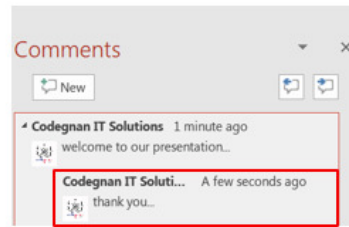
- Select the slide
- Go to **Review** tab>under **Comments** ribbon, Click **New Comments**



Add Comments

To add review comment:

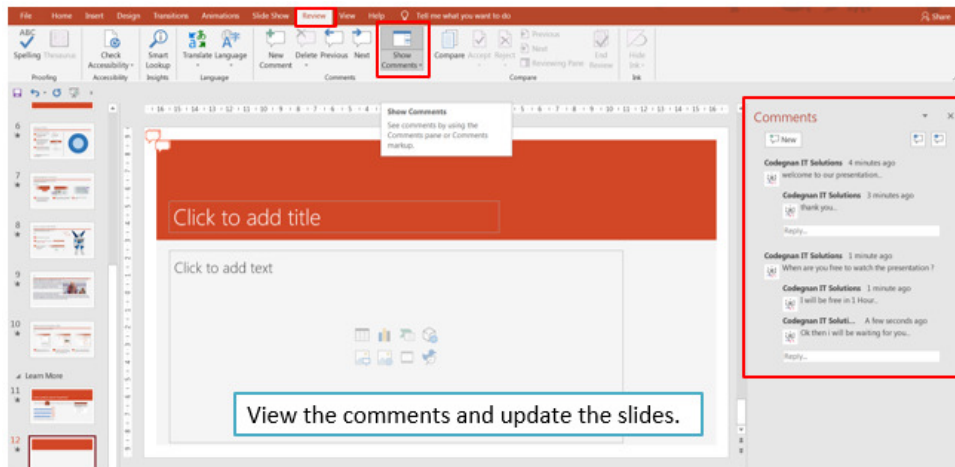
- Select the object
- Click **Review** tab, under **Comments** ribbon, Click **New Comments**
- Type-in the comments
- Save the file & share to the creator



View Comments

To view the comments:

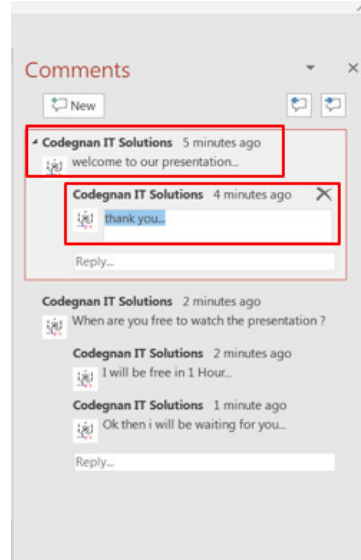
- Click **Review** tab, under **Comments** ribbon, Click **Show Comments**



Reply Comments

To reply the comments:

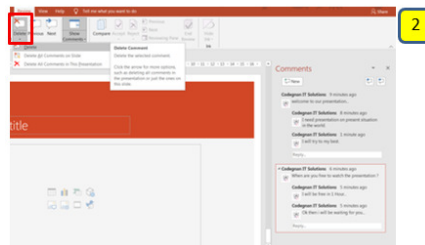
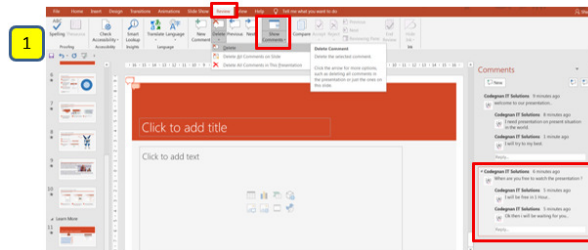
- Select the comment
- In the Reply box, start typing > Press **Enter**
- The reply will appear as a comment below to the original comment



Delete Comments

To delete a comment:

- In **Review** tab, under **Comments** ribbon, select **Show comments**
- In Comments panel, select the comment to delete
- In **Review** tab, under **Comments** ribbon, select **Delete**



Key Takeaway

In this module you learnt that:

MS Power Point has features which help to add and manage comments.

'Comment' feature:

- Allows to make notes or suggestions without actually changing the slide
- Enables review and giving feedback or suggestions
- Useful when working in collaboration

Thank you

