



Formation MS Office Word - Collaborative work in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

**ID :** 429

**Goal :** Learn modern techniques of collaborative work in order to stop using paper for correction and revision of documents to save time.

**Audience :** Any group of people often working as a team for drafting small or large document.

**Prerequisites :** Daily use of MS Windows, MS Word and MS Outlook.

**Goals :**

- Introduction
- Brief presentation of collaborative work utility
- Limitations and available technologies (MS Groove, MS SharePoint)
- Versioning tool
- Comparing documents
- Validation or cancelation of changes between two compared documents
- Activation of document tracking
- Configuration of tracking settings
- Validation or cancelation of tracking changes
- Parallel or serial routing of a document for revision with or without tracking status
- Applications in groups
- Training Conclusion

**Pedagogical method :** This training is based on 100% practice with an example chosen by the trainer.

**Suggested duration for presentiel training (days) :** 0.5

**Suggested duration for on-line training (days) :** 0.6

**Daily price in face-to-face :** 375 CHF

**Daily price in remote :** 180 CHF

**Daily price in remote for students :** [contact us](#) (only if student card!)

**Daily price in remote (with recording) :** 1875 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

**Tags :** ms word training, MS word training, collaborative work, revision, tracking, notes, comments, versioning, routing.

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