



Team Collaboration: Using Microsoft Office for More Effective Teamwork (Business Skills)

By John Pierce

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Set the stage for more effective collaboration in your organization using Microsoft Office. Whether coordinating a cross-team project or leading your workgroup, you'll discover how to combine your skills with Office programs with best practices for enabling your team's best work.

- Apply expert insights for increasing the collaboration power of teams and groups
- Take advantage of the collaboration features in Microsoft Word, Excel, PowerPoint, Outlook, and OneNote to manage shared work and communications
- Learn ways to use Microsoft SharePoint to enable teamwork
- Get an overview of capabilities and business considerations for using Microsoft Office 365

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About the Author

John Pierce worked as an editor and writer at Microsoft for 12 years and is the author of several books about Office and other Microsoft technologies.

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