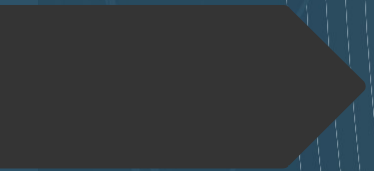


HOW DO YOU
COLLABORATE ONLINE?



According to Marmel 2016:

- ❏ Being able to work online or via desktop
- ❏ Automatically saves
- ❏ Add-ins, apps, and storage
- ❏ Can work on documents simultaneously with other users.



MOST BENEFICIAL USES OF MICROSOFT OFFICE ONLINE COLLABORATION

Workplace Uses



INTERDISCIPLINAR
Y
COMMUNICATION



SHARE AND EDIT
DOCUMENTS



STORE
DOCUMENTS
ONLINE



PATIENTS VIEWING
OF DOCUMENTS



IMPORTANCE OF ONLINE COLLABORATION

According to Warren (2019):

- “Easy to keep track of projects
- Team members can be anywhere
- Actions are done quickly
- Documents stored in the same place”.

Uses in Healthcare

- ▣ Saves time
- ▣ Can work from anywhere
- ▣ interdisciplinary care and coordination
- ▣ Use for research





Tools I Use at my Workplace

Word

- Internal memos and letters to patients

Excel

- Create databases for data analysis

PowerPoint

- Teaching and education for patients

Dropbox

- Sharing documents with other units

Zoom for video conferencing with on call health care providers

References

Marmel, E. (2016). *Office 2016 simplified* (Simplified ser). Indianapolis, IN: Wiley

Warren, G. (2019, July). The benefits of online collaboration. In *Lifewire*. Retrieved from <https://www.lifewire.com/benefits-of-online-collaboration-tools-2377228>