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<p>Collaborate in real-time in Word Online</p>	<hr/> <h3 data-bbox="537 1241 980 1276">Collaborate in real-time in Docs</h3> <hr/> <p data-bbox="576 1325 1273 1423">When you share a document, depending on their access, collaborators can edit documents, add comments, and assign tasks.</p> <p data-bbox="607 1451 1333 1520">To track changes, at the top right, click the Down arrow  . From the menu, set the mode to <b>Suggesting</b>.</p> <p data-bbox="607 1549 987 1581">To add and assign a comment:</p> <ol data-bbox="646 1608 1295 1860" style="list-style-type: none"><li>1. Select the text you want to comment on.</li><li>2. Click Add comment .</li><li>3. To assign a comment to someone, enter + and the person's email.</li><li>4. Enter your comment, then click <b>Comment</b>.</li></ol>

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Access version history in SharePoint or OneDrive	<hr/> <p data-bbox="537 205 971 241"><a href="#">Access version history in Docs</a></p> <hr/> <ol data-bbox="646 289 1338 709" style="list-style-type: none"><li data-bbox="646 289 1289 321">1. Select <b>File &gt; Version history &gt; See version history</b>.</li><li data-bbox="646 352 1300 415">2. Click a time stamp to see a previous version of the file.</li><li data-bbox="646 447 1338 709">3. (Optional) Do any of the following:<ul data-bbox="768 489 1338 709" style="list-style-type: none"><li data-bbox="768 489 1338 552">To make a previous version the active version, at the top, click <b>Restore this version</b>.</li><li data-bbox="768 562 1312 636">To name a previous version, click More <b>:</b> <b>&gt; Name this version</b>.</li><li data-bbox="768 646 1300 709">To make a copy of a previous version, click More <b>:</b> <b>&gt; Make a copy</b>.</li></ul></li></ol> <p data-bbox="574 741 1284 804">For more details, read <a href="#">See changes to your Drive files and folders</a>.</p>
Track recent activity in a document	<hr/> <p data-bbox="537 1003 938 1039"><a href="#">Track activity in a document</a></p> <hr/> <p data-bbox="574 1087 1192 1150">From a document you own or have edit access to, click <b>Tools&gt; Activity dashboard</b>.</p> <p data-bbox="574 1182 1273 1245">For more details, see <a href="#">See changes to your Drive files and folders</a>.</p>
Open a Word document	<hr/> <p data-bbox="537 1381 873 1417"><a href="#">Open a Word document</a></p> <hr/> <ol data-bbox="646 1465 1170 1602" style="list-style-type: none"><li data-bbox="646 1465 1073 1539">1. In <a href="#">Drive</a>, double-click a Word file. A preview of your file opens.</li><li data-bbox="646 1570 1170 1602">2. At the top, click <b>Open with Google Docs</b>.</li></ol> <p data-bbox="574 1633 1295 1696">Any changes you make are saved to the original Microsoft Office file.</p> <p data-bbox="574 1728 1235 1749">For more details, see <a href="#">Work with Microsoft Office files</a>.</p>

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Access a document offline in OneDrive	<hr/> <p data-bbox="537 205 1029 239"><a href="#">Access a document offline in Drive</a></p> <hr/> <ol data-bbox="646 289 1289 604" style="list-style-type: none"><li data-bbox="646 289 1183 323">1. Install the <a href="#">Google Docs Offline extension</a>.</li><li data-bbox="646 348 1127 382">2. In <a href="#">Drive</a>, click Settings  &gt; <b>Settings</b>.</li><li data-bbox="646 415 1289 478">3. In the Offline section, check the <b>Create, open, and edit your recent Google files while offline</b> box.</li><li data-bbox="646 512 818 546">4. Click <b>Done</b>.</li><li data-bbox="646 571 1232 604">5. Right-click a file and turn on <b>Available offline</b>.</li></ol> <p data-bbox="574 630 1289 693">To learn how to access files offline from your desktop or mobile, see <a href="#">Access stored Drive files without the internet</a>.</p>
Save a document automatically in SharePoint or OneDrive or turn on AutoRecover	<hr/> <p data-bbox="537 835 1097 869"><a href="#">Save a document automatically in Drive</a></p> <hr/> <p data-bbox="574 911 1317 974">Your document saves automatically in Drive as you work, so you don't need to click <b>Save</b>.</p>
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Add an Excel chart to your document	<hr/> <p data-bbox="537 1472 1065 1505"><a href="#">Add a Sheets chart to your document</a></p> <hr/> <ol data-bbox="646 1556 1219 1778" style="list-style-type: none"><li data-bbox="646 1556 1219 1589">1. In <a href="#">Sheets</a>, select the chart you want to copy.</li><li data-bbox="646 1619 1211 1652">2. At the top right, click More  &gt; <b>Copy chart</b>.</li><li data-bbox="646 1682 1008 1715">3. In <a href="#">Docs</a>, right-click &gt; <b>Paste</b>.</li><li data-bbox="646 1745 823 1778">4. Click Paste.</li></ol> <p data-bbox="574 1808 1114 1841">For more details, see <a href="#">Insert and edit charts</a>.</p>