

Hands-on Lab : Getting Started with PowerPoint for the Web

Estimated time needed: 20 minutes

Microsoft PowerPoint is the most widely used presentation software even three decades after its initial release. For all these years it has been available as a standard application that needed to be installed on your desktop; but it is not just a desktop app anymore. Now, you can even use PowerPoint when you are online by using 'PowerPoint for the web' - and run it right in your web browser without installing anything on your desktop!

'PowerPoint for the Web' (sometimes referred to as PowerPoint Online) can be used at no charge as part of a free Microsoft account. Although it does not have all of the capabilities of the desktop and paid online versions, the free web version provides many of the key features.

Software Used in this Lab

For the story telling/project report of this module, you will be using the free 'PowerPoint for the web' version as this is available to everyone.

Although you can use the PowerPoint Desktop software if you have access to this version, it is recommended that you use PowerPoint for the web for your project report as it is available for free, and there are some small differences in the interface and available features.

Objectives

After completing this lab, you will be able to:

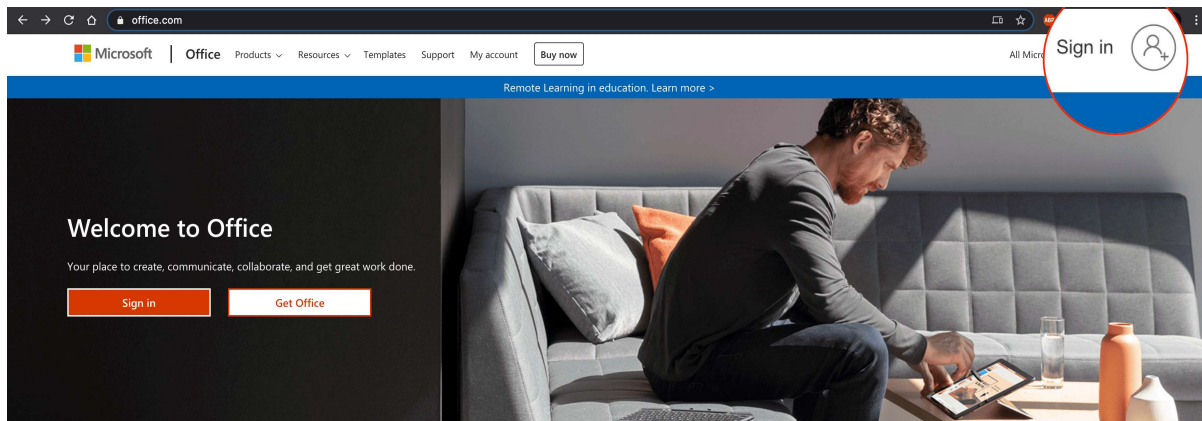
- Sign up for a Microsoft Account to use PowerPoint for the web
- Sign in and open a new blank presentation in PowerPoint for the web

Exercise 1: Sign-up for a Microsoft Account to use PowerPoint for the Web

In this exercise, you will sign up for a Microsoft Account to use PowerPoint for the web.

If you already have a Microsoft account, you can skip Exercise 1 and proceed to Exercise 2 directly.

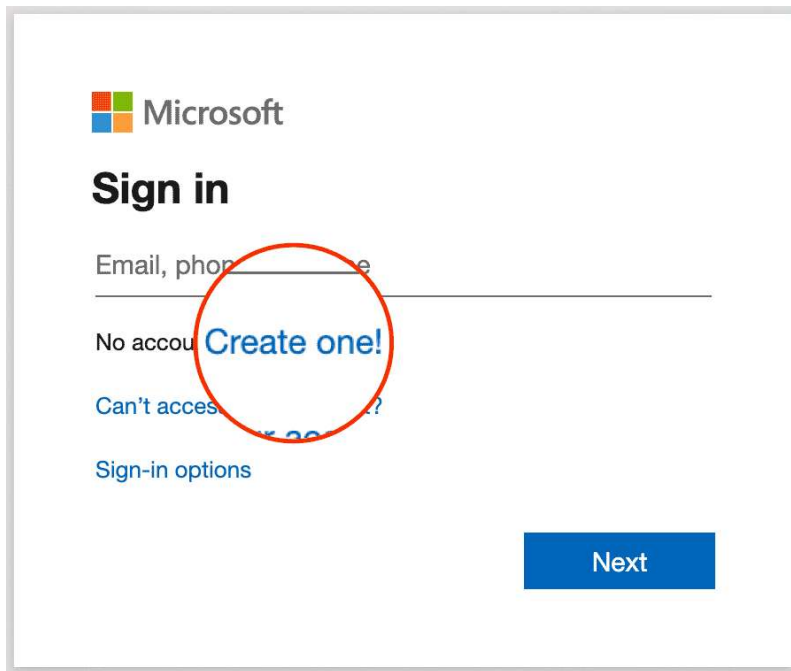
1. Go to www.office.com. Click **Sign in**



Sign in to use your favorite productivity apps from any device

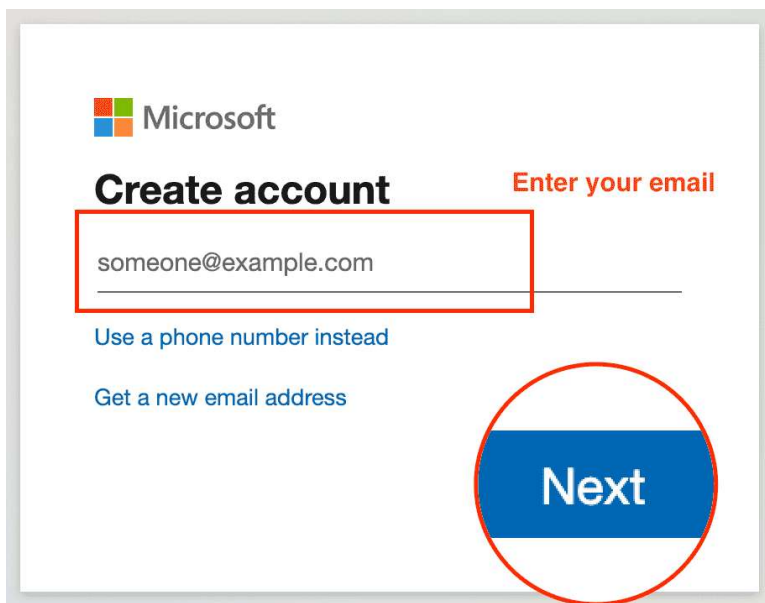


2. Click **Create one!**



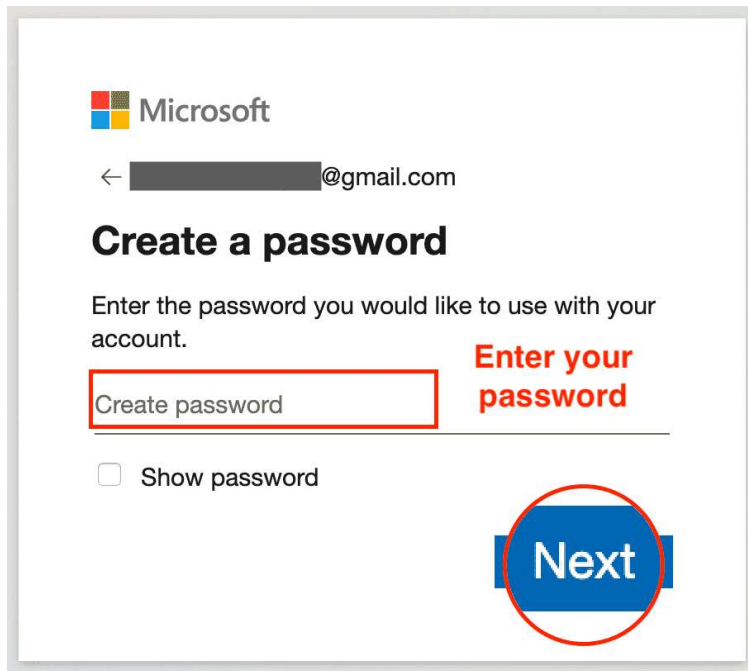
The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field for "Email, phone, or app password". Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next". A red circle highlights the "Create one!" link.

3. Enter your existing email id with which you want to create a Microsoft account. Click **Next**.



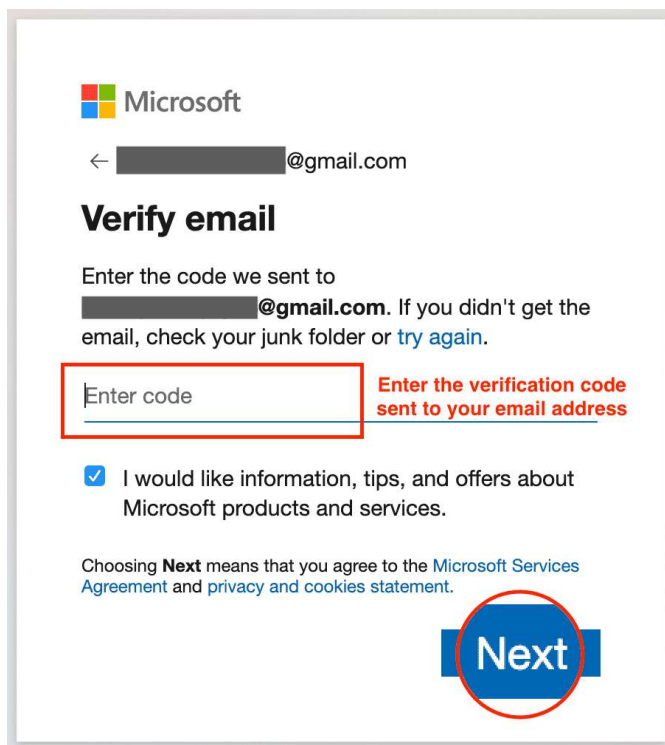
The image shows the Microsoft "Create account" page. At the top left is the Microsoft logo. Below it is the heading "Create account". To the right of the heading is the text "Enter your email". There is a text input field containing "someone@example.com". Below the input field are two links: "Use a phone number instead" and "Get a new email address". At the bottom right is a blue button labeled "Next". A red circle highlights the "Next" button.

4. Enter your password and click **Next**.



The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it is a back arrow and a partially redacted email address ending in '@gmail.com'. The main heading is 'Create a password'. Below this, it says 'Enter the password you would like to use with your account.' There is a text input field with the placeholder 'Create password', which is highlighted with a red rectangle. To the right of the input field is the text 'Enter your password' in red. Below the input field is a checkbox labeled 'Show password'. At the bottom right is a blue button with the word 'Next' in white, which is circled in red.

5. Enter the code you received by email. Click **Next**.



The screenshot shows the Microsoft account creation interface for the 'Verify email' step. At the top is the Microsoft logo. Below it is a back arrow and a partially redacted email address ending in '@gmail.com'. The main heading is 'Verify email'. Below this, it says 'Enter the code we sent to [redacted]@gmail.com. If you didn't get the email, check your junk folder or [try again](#).' There is a text input field with the placeholder 'Enter code', which is highlighted with a red rectangle. To the right of the input field is the text 'Enter the verification code sent to your email address' in red. Below the input field is a checked checkbox labeled 'I would like information, tips, and offers about Microsoft products and services.' At the bottom, it says 'Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).' At the bottom right is a blue button with the word 'Next' in white, which is circled in red.

6. Enter your phone number and click **Send Code**.

The screenshot shows the Microsoft account security setup interface. At the top is the Microsoft logo. Below it is a back arrow and a partially redacted email address ending in @gmail.com. The main heading is "Add security info". Below this, there are two paragraphs of text explaining the purpose of the security info. The first paragraph states that the info is used to prove identity or make account changes. The second paragraph states that a code will be sent to the phone number for verification. Below the text is a "Country code" dropdown menu currently set to "Canada (+1)". Below that is a "Phone number" input field, which is highlighted with a red rectangle. To the right of the input field is a red text prompt "Enter your phone number". Below the input field is a grey button labeled "Send" (partially obscured by a red circle). At the bottom right is a blue button labeled "Next".

Microsoft

← [redacted]@gmail.com

Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code

Canada (+1) ▾

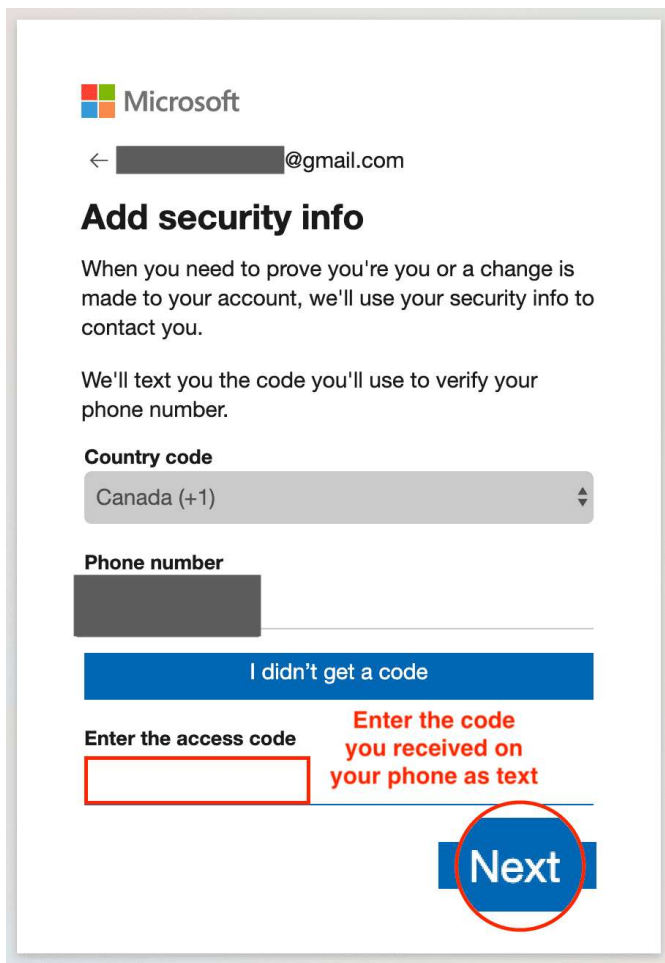
Phone number

Enter your phone number

Send

Next

7. Enter the access code you received as a text on your phone, then click **Next**.



Microsoft

← [redacted]@gmail.com

Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code

Canada (+1)

Phone number

[redacted]

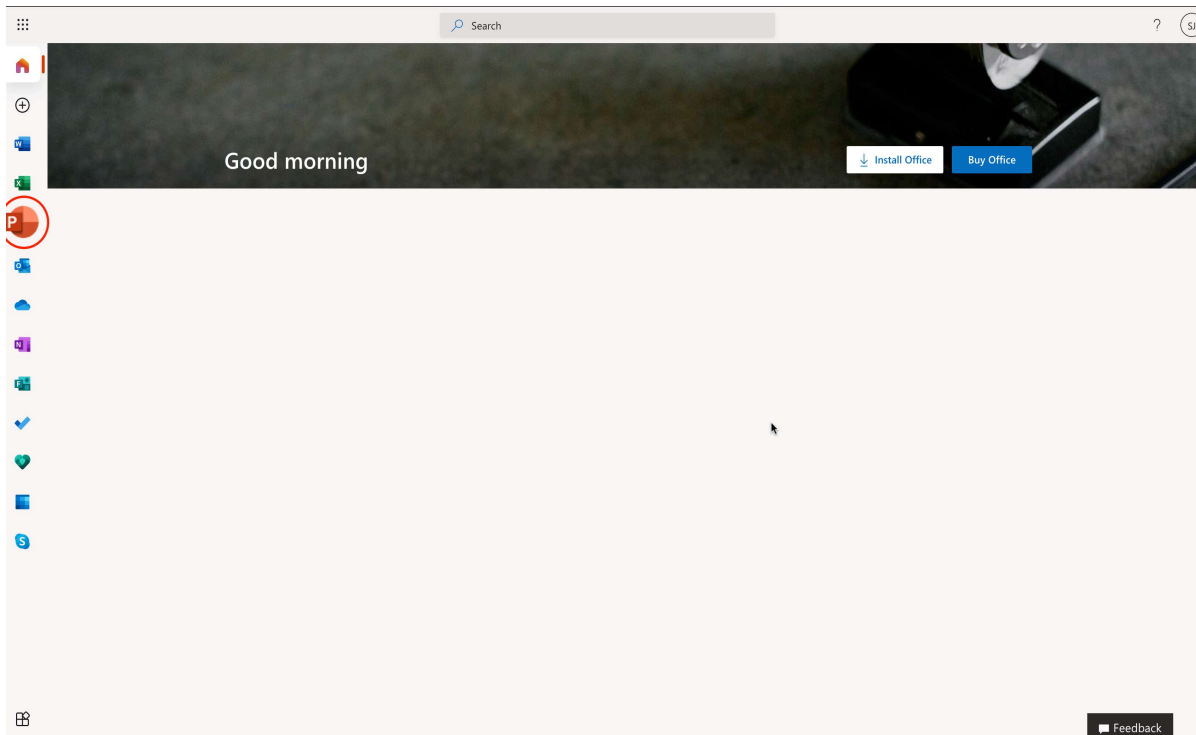
I didn't get a code

Enter the access code

Enter the code you received on your phone as text

Next

8. You are now done with the sign up procedure. Now since you are signed in after sign up at this stage, you can proceed directly to **Task B** of **Exercise 2**.

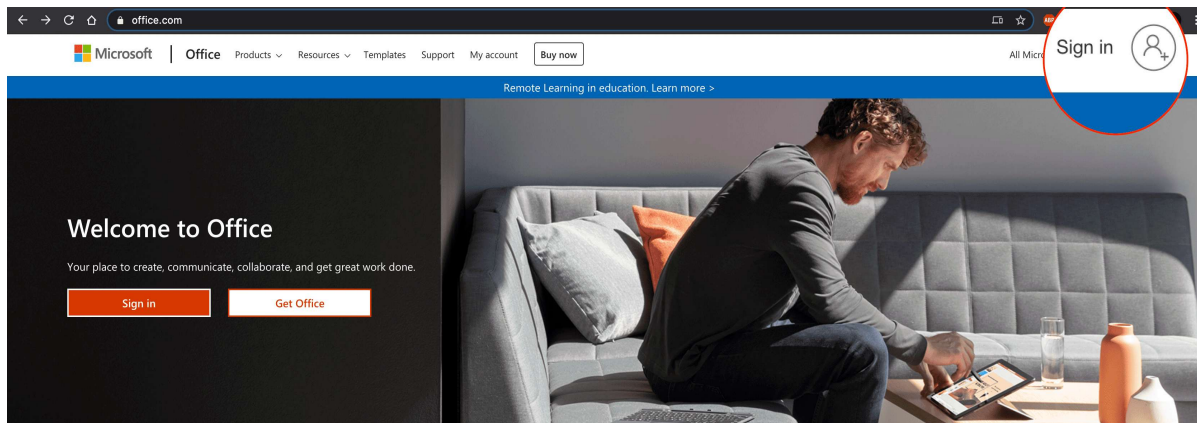


Exercise 2: Sign-in, Upload and Open presentation in PowerPoint for the Web

In this exercise, you will sign in to PowerPoint for the web. Then open a new blank presentation. Lastly upload, open and edit a presentation.

Task A: Sign in to PowerPoint for the Web

1. Go to www.office.com. Click **Sign in**.



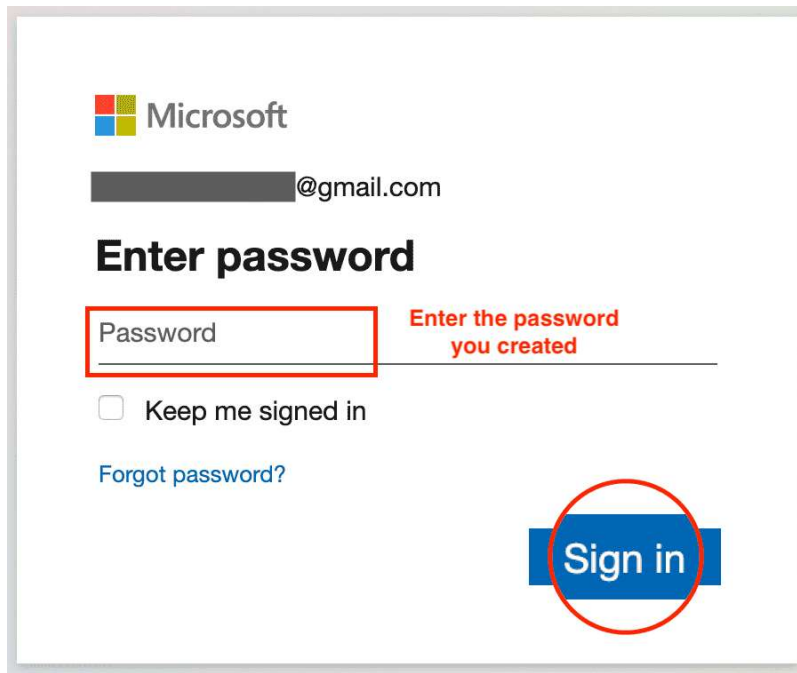
Sign in to use your favorite productivity apps from any device



2. Enter your sign in email.

A screenshot of the Microsoft Sign in page. The Microsoft logo is at the top left. Below it, the text 'Sign in' is displayed. To the right, a red instruction says 'Enter the email ID you used to sign-up'. Below this is a text input field containing a redacted email address followed by '@gmail.com'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right, a blue 'Next' button is circled in red.

3. Enter your password.



Microsoft

██████████@gmail.com

Enter password

Enter the password you created

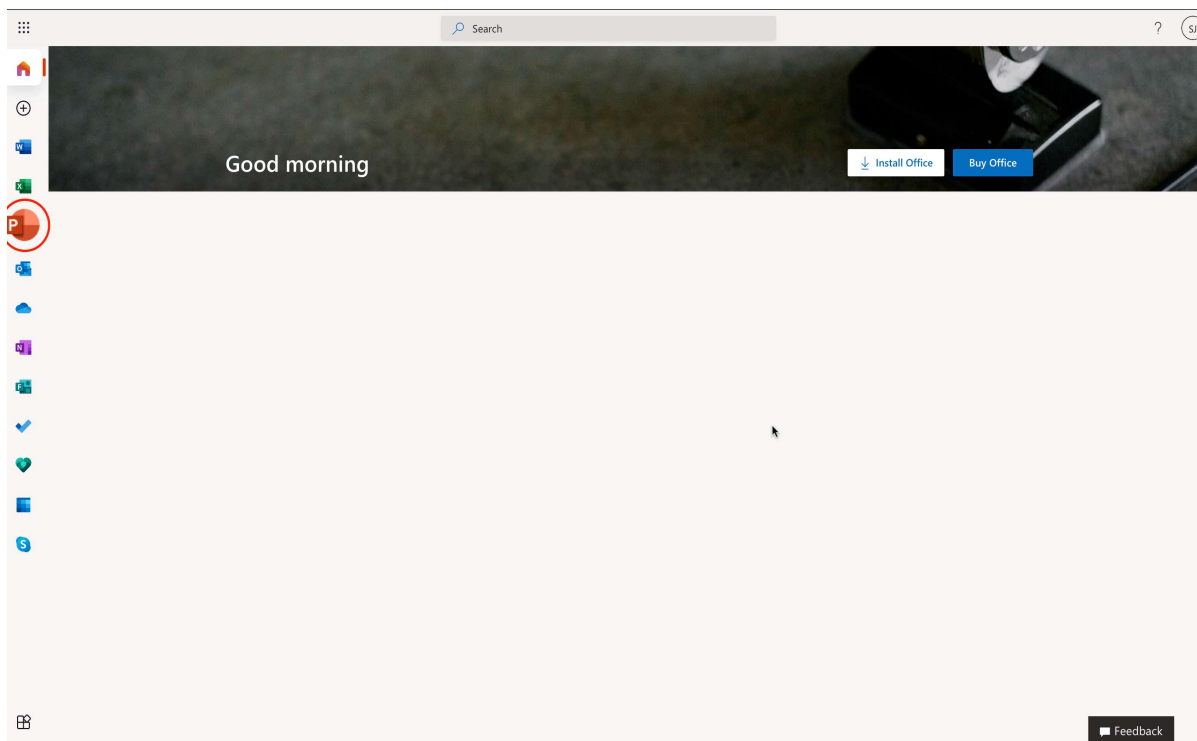
Password

☐ Keep me signed in

[Forgot password?](#)

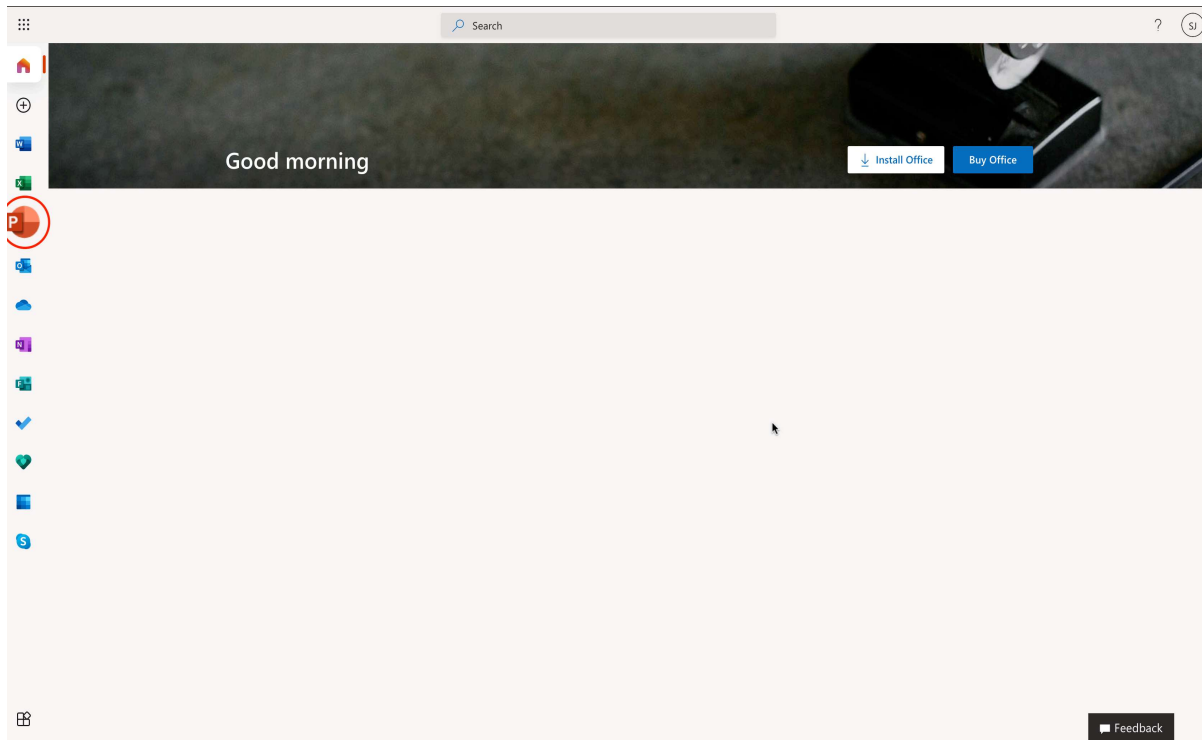
Sign in

4. You are now signed in.

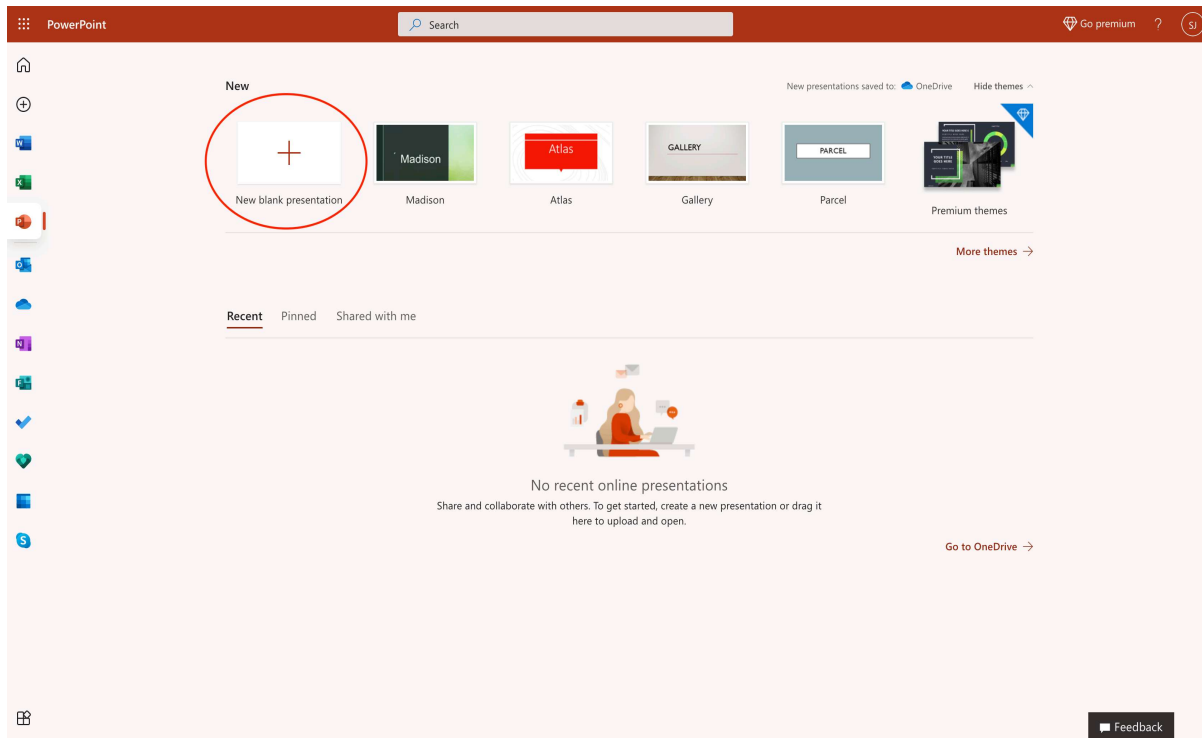


Task B: Open a new blank presentation in PowerPoint for the Web

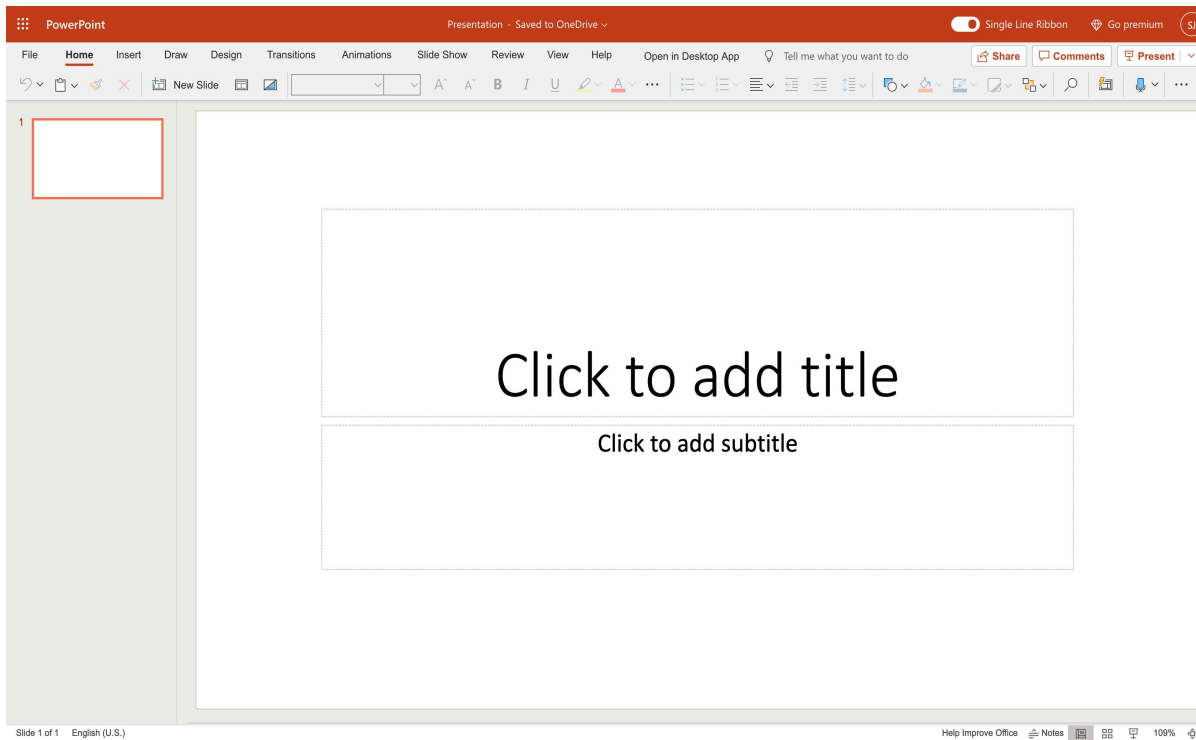
1. Click on the **PowerPoint** icon.



2. Click **New blank presentation**.

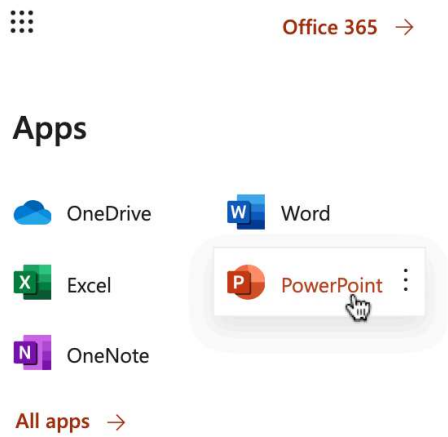


3. You have successfully opened a new blank presentation in PowerPoint for the web.

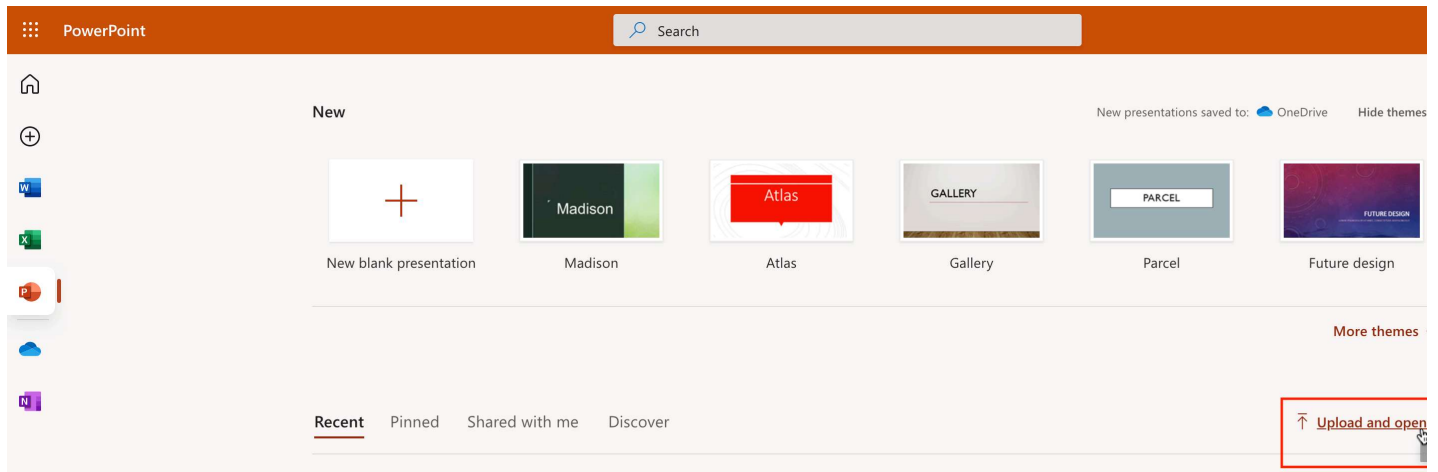


Task C: Upload, Open and Edit a Presentation

- 1. Right click to download the file [capstone-story-template.pptx](#)
- 2. To upload and open a presentation file in PowerPoint for the web, click the **App Launcher** (cube of dots) in the top left corner. Click **PowerPoint** icon.



- 3. Click **Upload and open...** and select the **capstone-story-template.pptx** file.



4. The file will be uploaded to your OneDrive of the Microsoft Account you signed up and used to open PowerPoint for the web.

Uploading to OneDrive

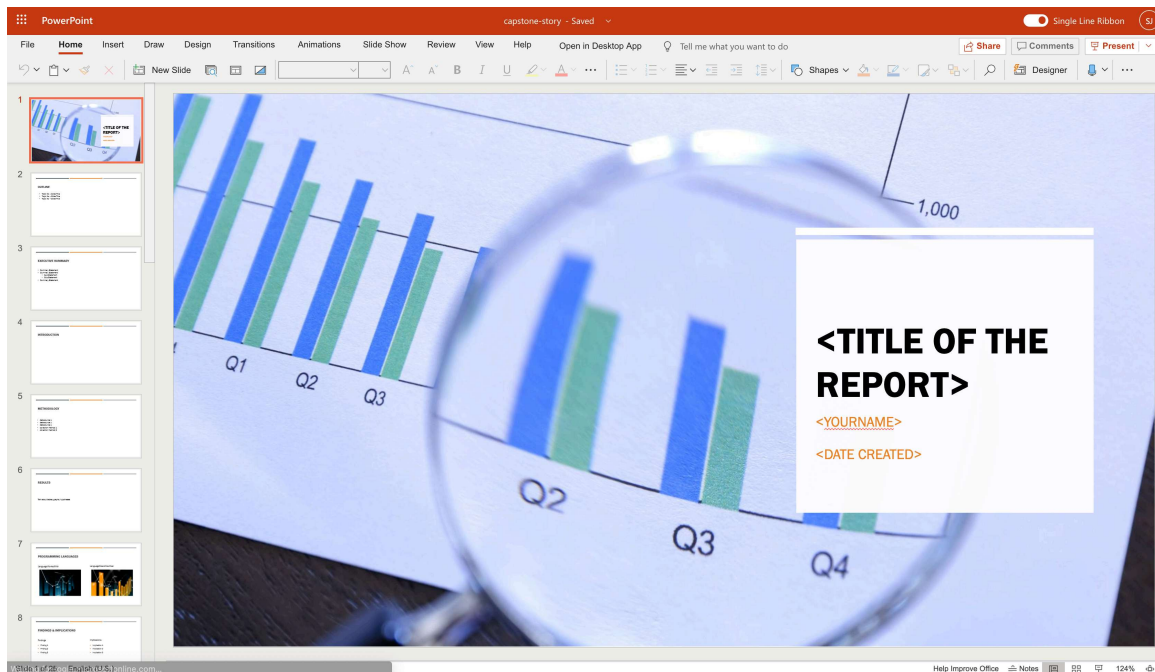
Your file will be opened automatically after upload is complete.

511 KB/511 KB

Tip: You can now drag and drop files to upload them.

Cancel

5. Now edit the presentation with your information required for this module. Your edits are saved automatically.



Congratulations! You have completed this Lab.

Author

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