Exercise: Delivering your presentation

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

Log in to your Microsoft account. 🔗

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

You are going to practice presenting the introductory part of your slide show. As well, you are going to create a PDF copy of this introduction to email to your audience after the presentation.
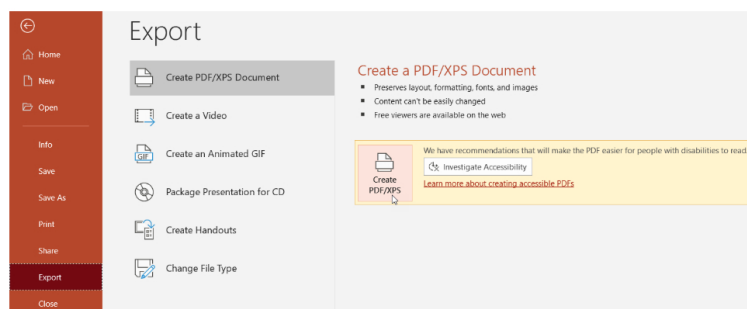
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.
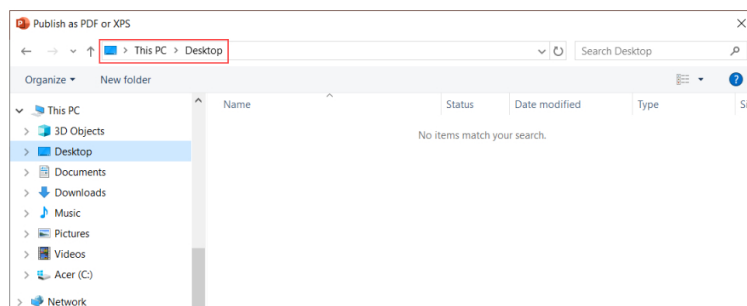
Exercise: Delivering your presentation 🔗

2. First, let's save the presentation as a PDF file. Click **File → Export**:
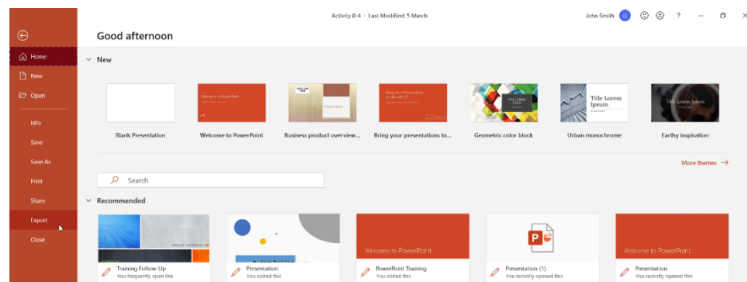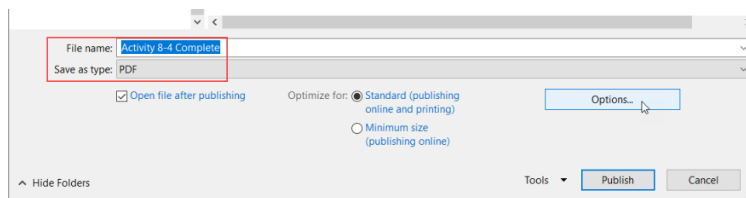

3. Now, click **Create PDF/XPS Document → Create PDF/XPS**:

4. Navigate to your desktop and name the file "**Activity 8-4 Complete**." Ensure that PDF is selected as the file type. Click **Options** to specify the publication range:
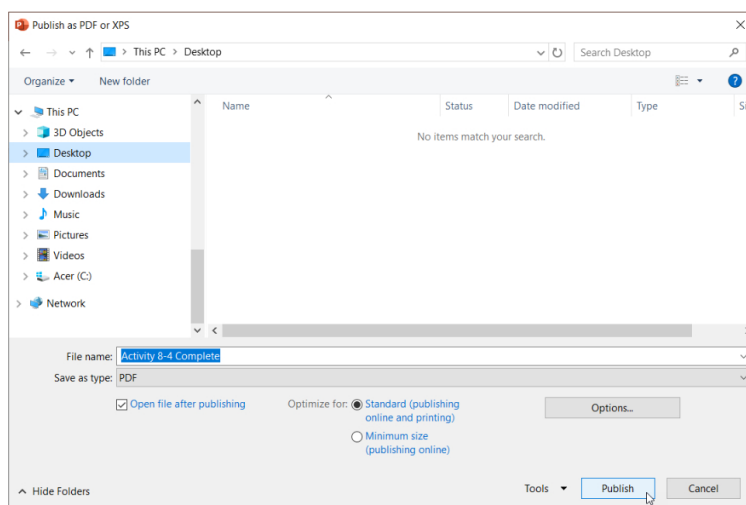
05. In the Options dialog box, click the **Custom show** radio button. The Introduction show should be selected since it is the only custom show in the presentation. Click **OK**:
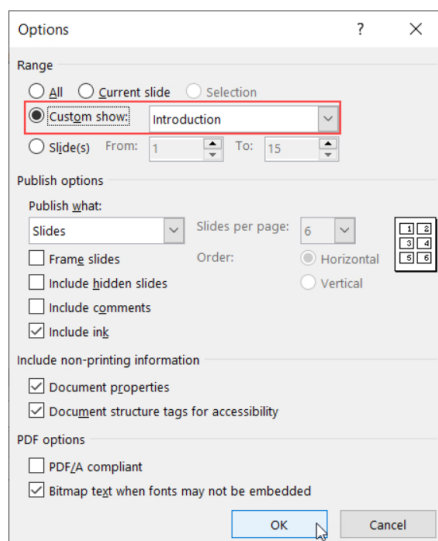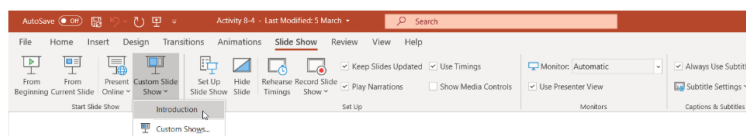

06. Click **Publish** to complete the process:

If the PDF file opens, close the window.

07. Now, let's practice delivering this custom show. Click **Slide Show → Custom Slide Show drop-down arrow → Introduction**:

08. The slide show will begin. Click your mouse to view each slide:

09. When you reach the last slide, click to end the show:

End of slide show, click to exit.

10. This activity is now complete. Close Microsoft 365 PowerPoint.

11. Now, you can check out an example of a completed document in the link below:

Completed exercise: Delivering your presentation ☒

Mark as completed

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