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Exercise: Building a 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!

In this exercise, you will begin building the framework for your annual report presentation.

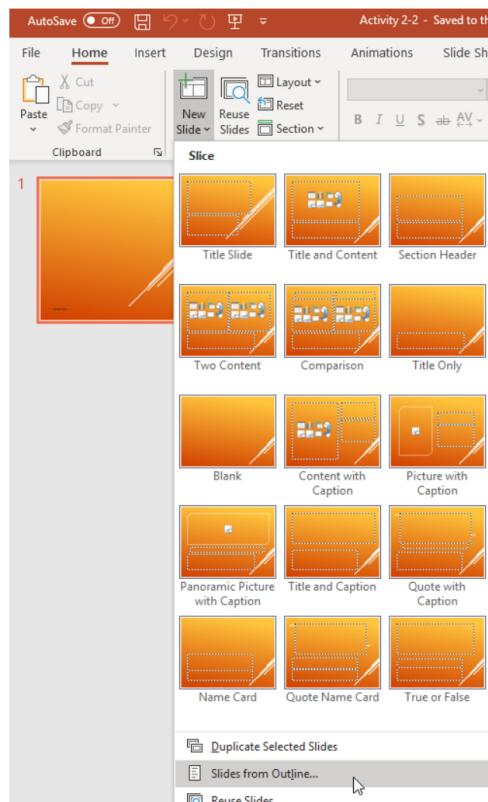
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Building a presentation](#)

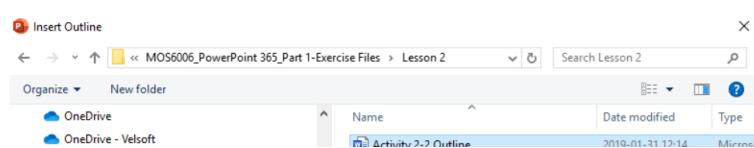
[Exercise: Building a presentation_Outlines](#)

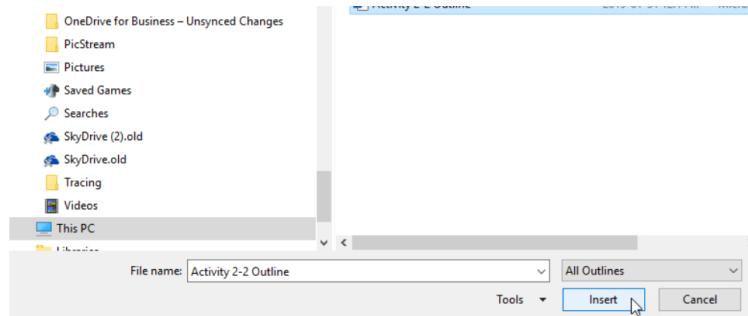
[Exercise: Building a presentation_slides](#)

2. First, you need to add slides from a Microsoft Word outline. Click **Home** → **New Slide drop-down arrow** → **Slides from Outline**:

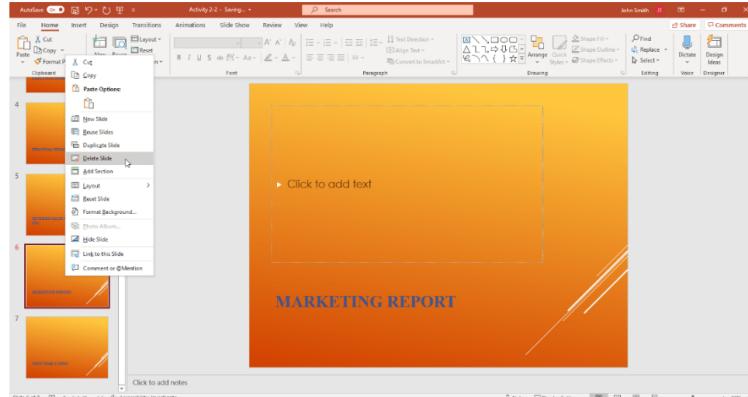


3. Browse to your Exercise Files folder. Locate and select the **Activity 2-2 Outline** file. Click **Insert**:

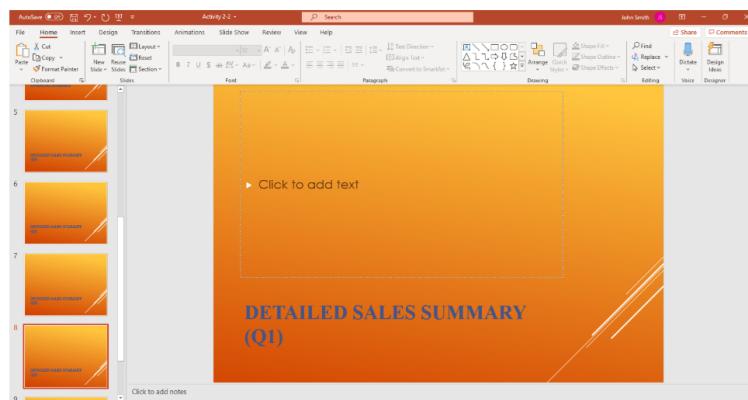




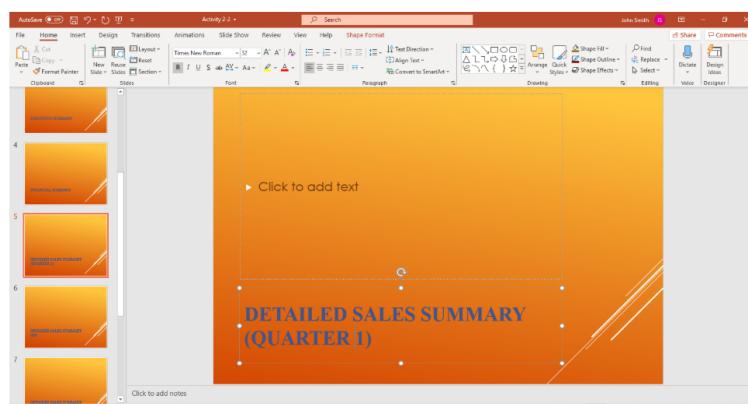
4. The slides will be inserted. However, we have inserted an extra slide that we do not need; the marketing report will be presented separately. Right-click this slide (**Slide 6**) in the Slides pane and click **Delete Slide**:



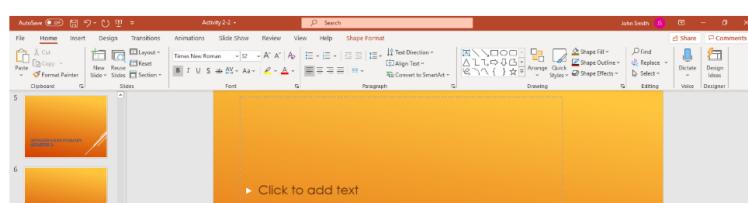
5. Now, select the **Detailed Sales Summary** slide (Slide 5). Press **Ctrl + D** three times to create three copies of it:



6. Replace **Q1** in the first sales summary slide with "**Quarter 1**"

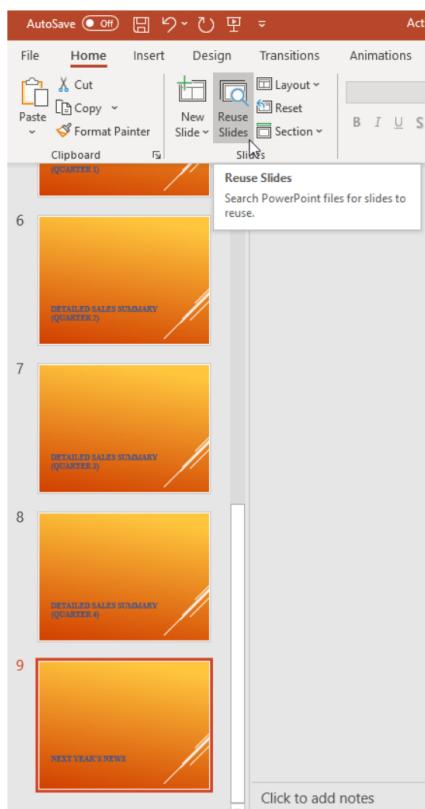


7. Repeat this step for the next three slides to create slides for **Quarters 2, 3, and 4**:

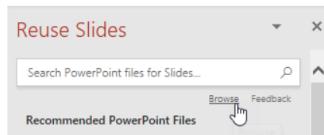




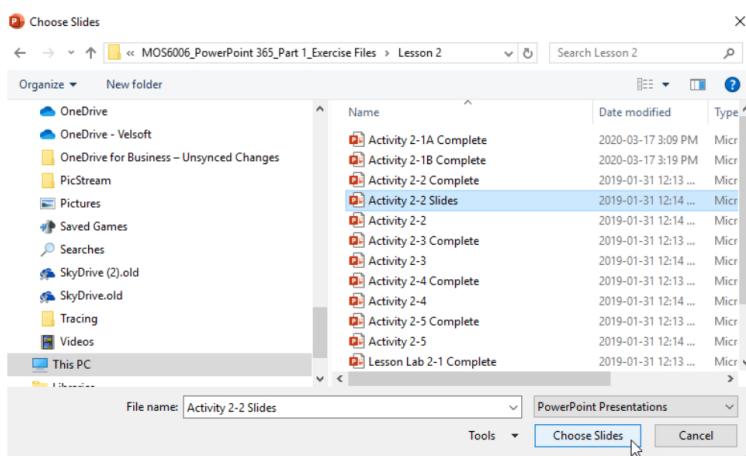
8. Finally, we need to add boilerplate information to the end of the presentation. Click to select the last slide (**Slide 9**). Then, click **Home** → **Reuse Slides**:



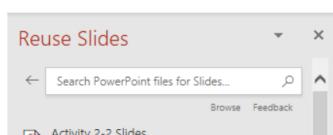
9. In the Reuse Slides pane, Click **Browse** to locate your Exercise Files folder:

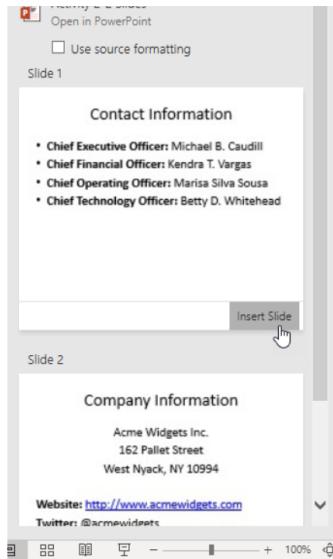


10. Select the **Activity 2-2 Slides** file. Click **Choose Slides**:



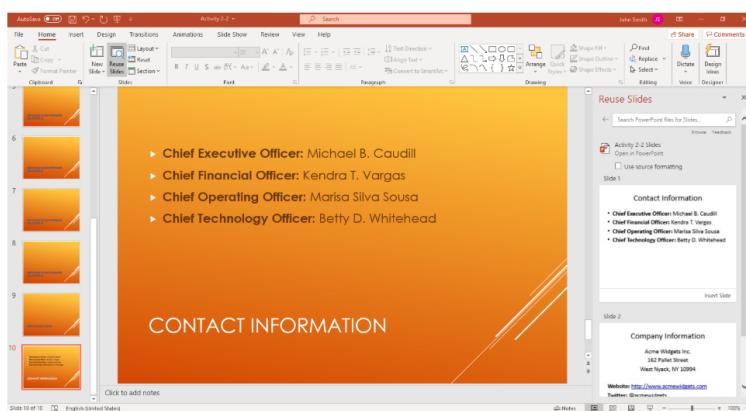
11. Click **Insert Slide** on the first slide in the Reuse Slides pane:





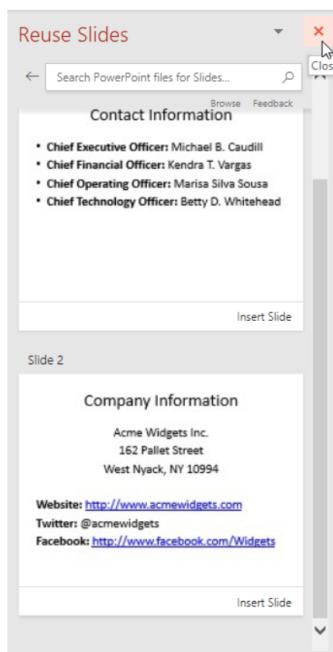
(If you want to keep the original formatting, check the Use Source formatting box.)

12. The slides will be inserted using the presentation's theme:



Repeat this step for the second slide.

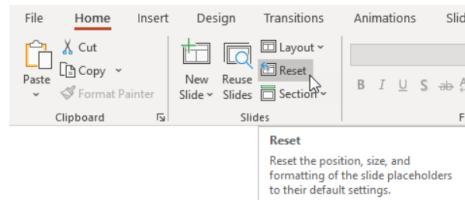
13. Close the **Reuse Slides** pane:



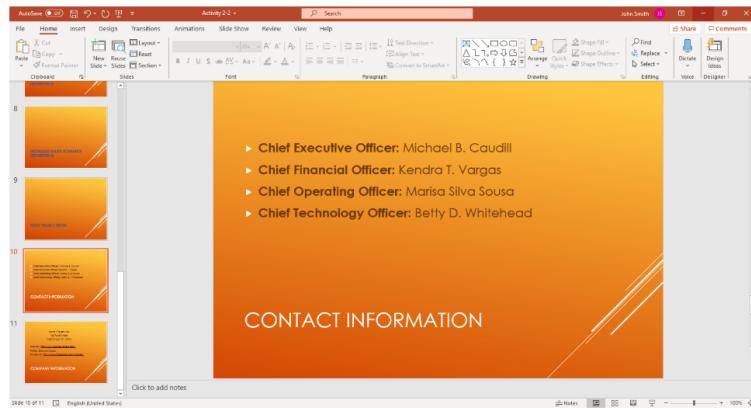
14. To ensure that the formatting is correct, ensure that any slide in the Slides pane is selected. Then, click **Home** → **Select** → **Select All**:



15. With all slides now selected, click the **Reset** command on the Home tab:



16. Review the formatting changes:



17. Save your presentation as **Activity 2-2 Complete**. Close Microsoft 365 PowerPoint to complete this activity.

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

[Completed Exercise: Building a presentation](#)

[Go to next item](#)

✓ Completed

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