Coursera

Search in course   **Search**

⊕ English ⌄   1   A ⌄

≡ Hide menu

Welcome to the course

Entry-level: Getting started with PowerPoint

✓ **Video:** Navigate the PowerPoint environment
4 min

✓ **Video:** Using the ribbon
2 min

✓ **Video:** Working with slides and files
2 min

✓ **Reading:** Exercise: Navigating the PowerPoint 365 user interface
10 min

✓ **Video:** Create and save a PowerPoint presentation
4 min

✓ **Reading:** Exercise: Creating and saving a PowerPoint presentation
10 min

✓ **Video:** Use help
3 min

Exercise: Navigating the PowerPoint 365 user interface

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

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!
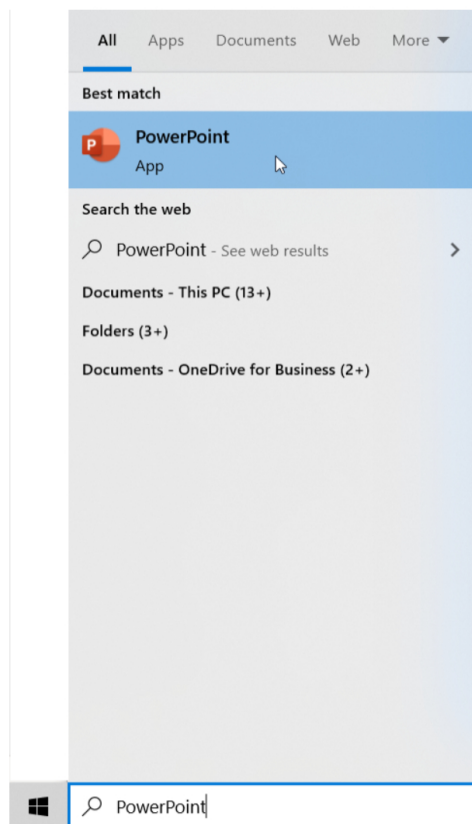
Let's get started!

In this activity, you will open Microsoft 365 PowerPoint, navigate through the interface, and close it.

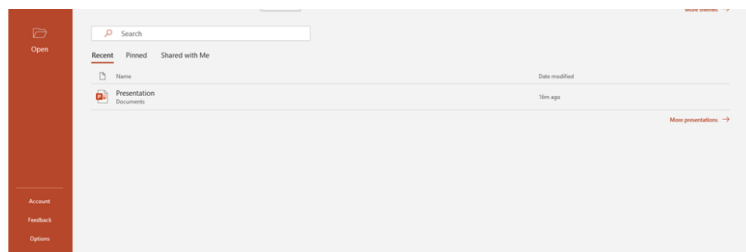1. Type "**PowerPoint**" into the search box on the Windows 10 taskbar:

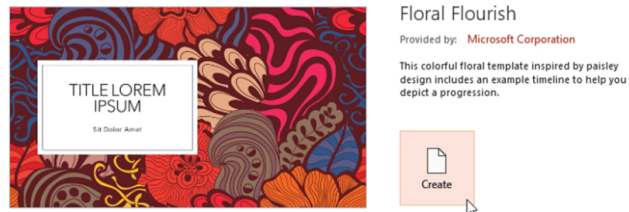2. Click the entry for the **PowerPoint app** to start the program:

3. Microsoft PowerPoint will start. Click the New document thumbnail labelled **Floral Flourish** or one of the other templates if that is not available:
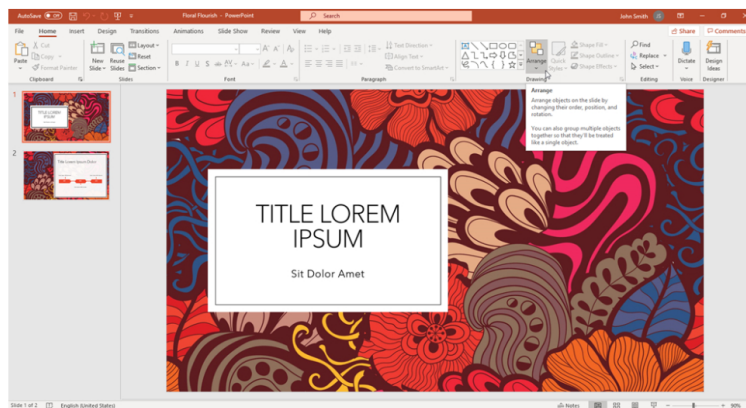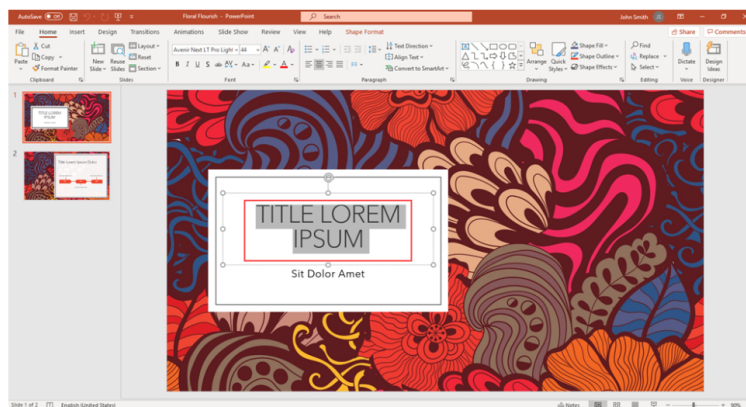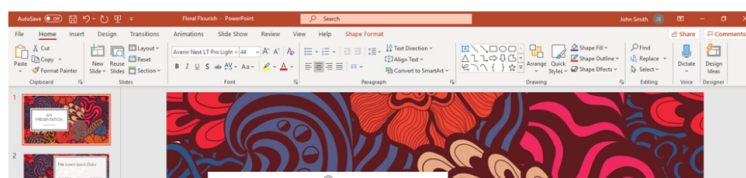
4. When prompted, click **Create**:

5. The PowerPoint interface will appear on your screen with the selected template open. Take a moment to **hover your mouse** over some commands on the Home tab. You may see a small box appear and describe the command. This is called a ScreenTip:

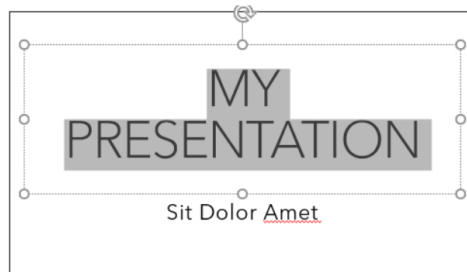6. Click and drag over the **Title** text on the first slide to select it:
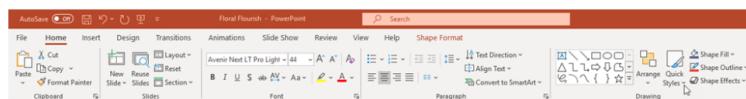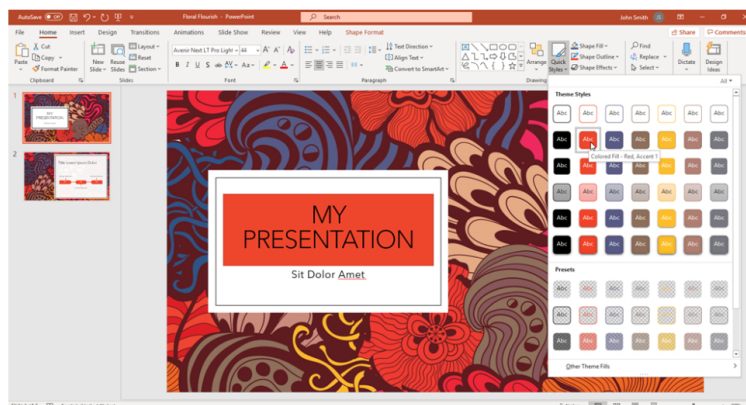

7. Type "**MY PRESENTATION**."

8. Click and drag over the text **MY PRESENTATION** to select it:

9. Click the Quick **Styles drop down arrow** on the Home tab:

10. The gallery will expand. Move your mouse over each thumbnail to see a preview of that style applied to the selected text. To apply, **click any style** that you like:

11. Click the **X** in the top right-hand corner of the PowerPoint window to close it:

12. When prompted, click **Do not Save** to close PowerPoint without saving the presentation:
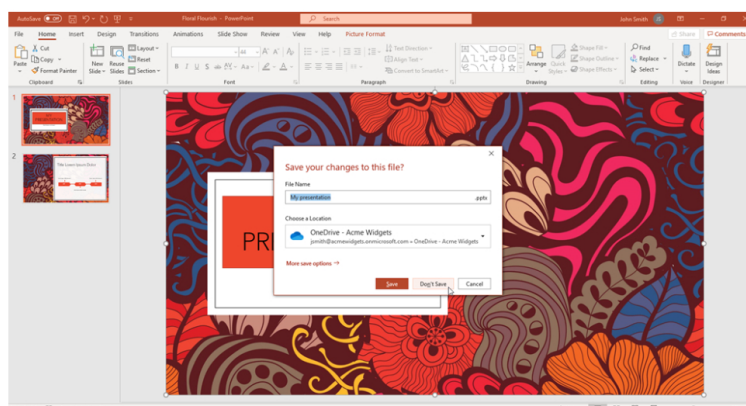
This activity is now complete.

Go to next item   ✓ Completed