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# Exercise: Comparing and reviewing 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!

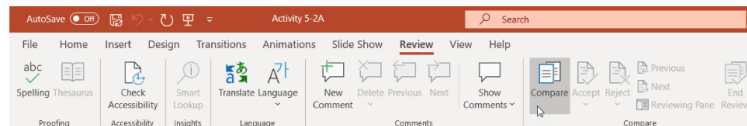
## Let's get started!

A co-worker has added some changes to a presentation that you created and still manage. You would like to see what these changes are and apply them where appropriate.

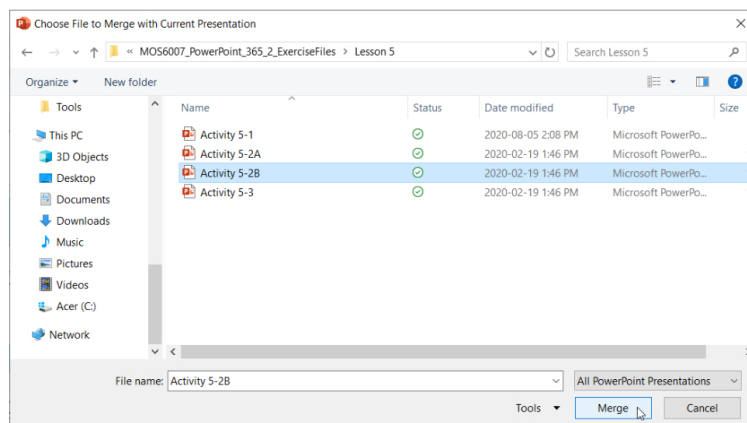
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

- [Exercise: Comparing and Reviewing a Presentation A](#)
- [Exercise: Comparing and Reviewing a Presentation B](#)

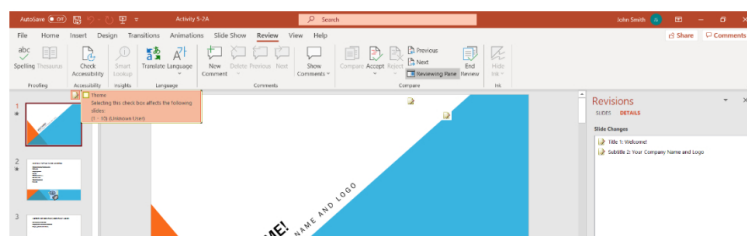
2. Click **Review** → **Compare**:

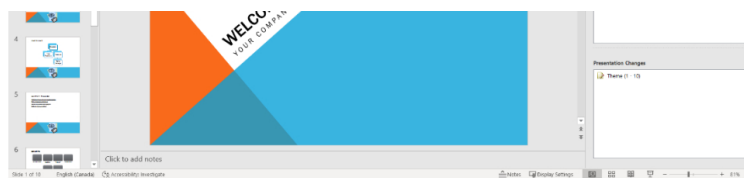


3. The Choose File to Merge with Current Presentation dialog box will now be displayed. Use its controls to find and select the **Activity 5-2B** file. Click **Merge**:

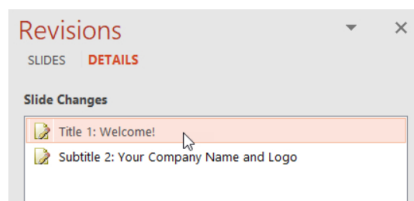


4. The Revisions pane will now be displayed. It will list the changes that have been made to the current slide and the presentation as a whole:

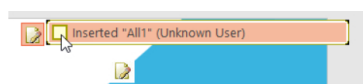




5. Inside the Revisions pane, click the **first slide change** that is listed:



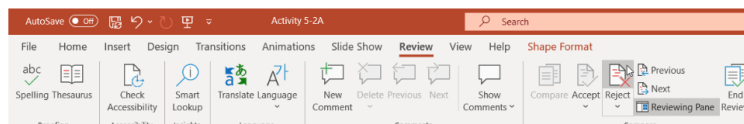
6. The change icon that is associated with the selected change will now expand to provide a checkbox. **Check this checkbox** to temporarily accept this change and see how it looks:



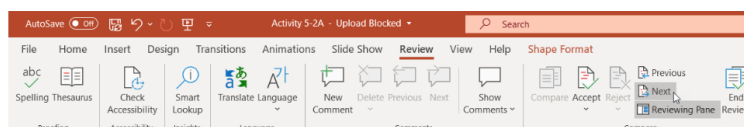
7. It looks like the title of this slide was modified, but there is an obvious typo:



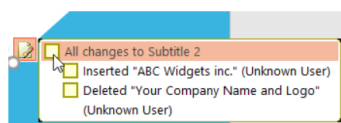
8. Reject this change by clicking **Review** → **Reject**:



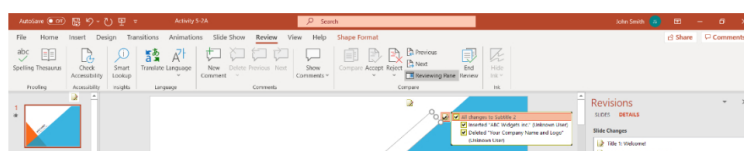
9. With the selected change now rejected, it will be removed from view. Select the next change by clicking **Review** → **Next** (inside the Compare group):



10. When the next change on this slide is selected, check its associated top-level checkbox:

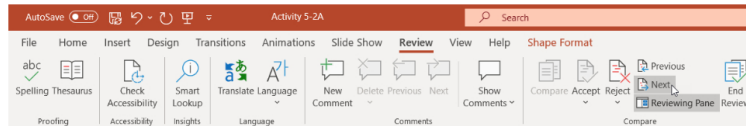


11. With this change now displayed, you will see that the subtitle was updated. This change can be accepted. As checking the associated checkbox automatically accepts this change, you do not need to do anything else:

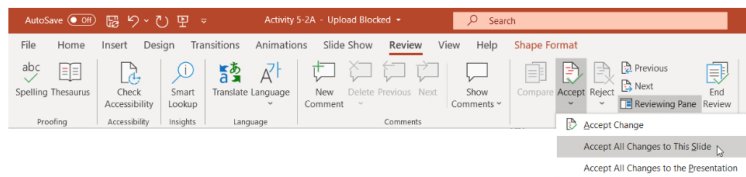




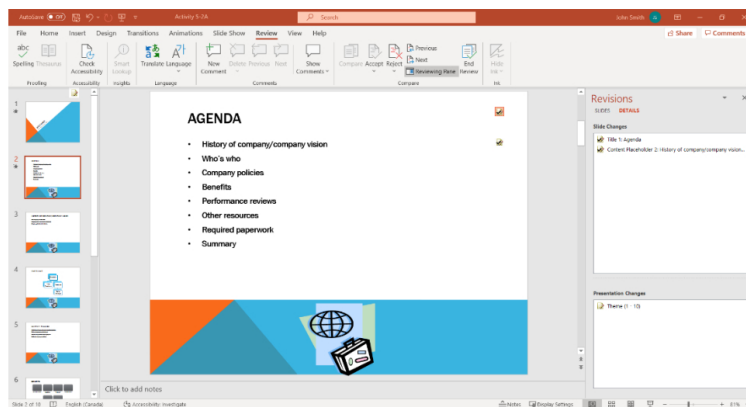
12. Click **Review** → **Next** (inside the Compare group):



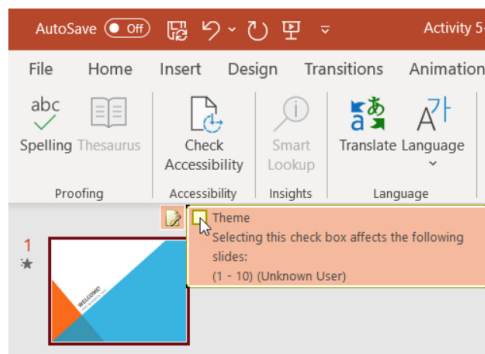
13. The next change will now be displayed. In this case you already know that all of the changes on this slide are acceptable, so click **Review** → **Accept** → **Accept All Changes to This Slide**:



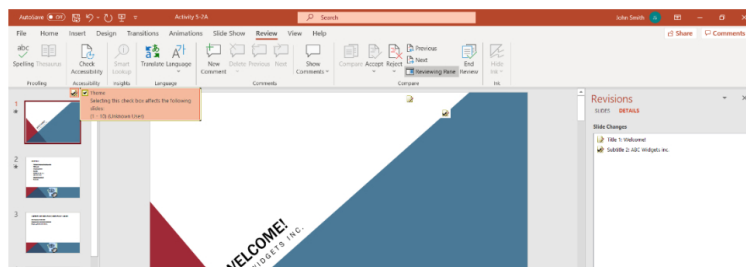
14. The accepted changes will now be represented on the slide:

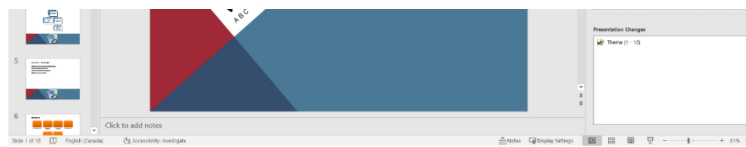


15. Click the **change icon** shown near the upper right-hand corner of the Slides pane. Check the associated checkbox to accept this change and see how it looks:

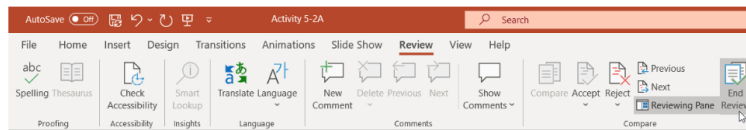


16. As you can see, the change that you accepted adjusts the color scheme that this presentation uses. You can leave this change as accepted:

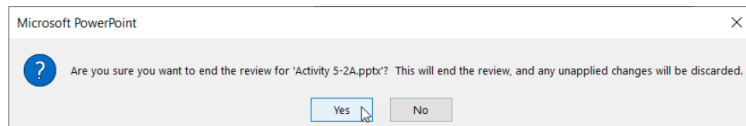




17. Complete the review by clicking **Review** → **End Review**:



18. A dialog box will appear and ask you to confirm your choice to end the review. Click **Yes**:



19. Save the current presentation as **Activity 5-2 Complete** and then close Microsoft 365 PowerPoint to complete this exercise.

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

[Exercise: Comparing and Reviewing a Presentation](#) [↗](#)

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