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# Exercise: Annotate 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!

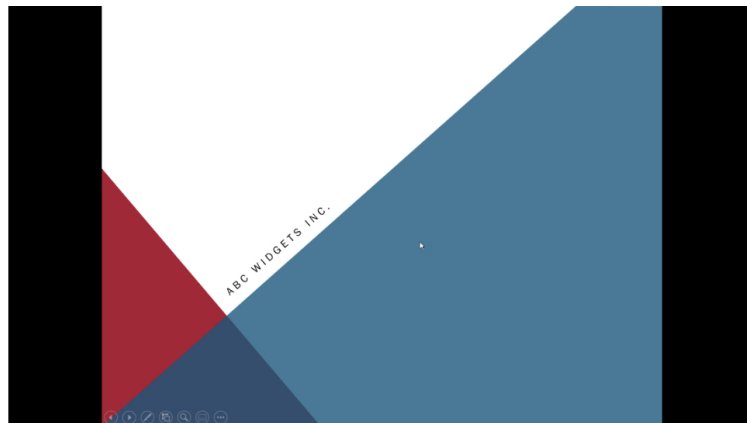
## Let's get started!

You would like to practice a presentation that you have been working on. As you practice, you would like to annotate the presentation.

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

[Exercise: Annotate a Presentation](#)

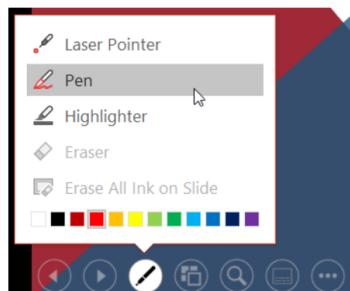
2. With the presentation now open in PowerPoint 365, press **F5** to begin presenting:



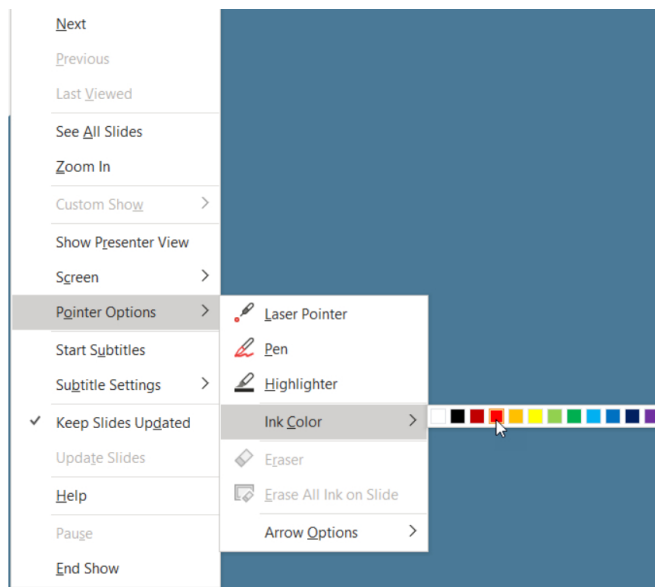
3. In the lower left-hand corner of the slide, click the **Pointer Options** button:



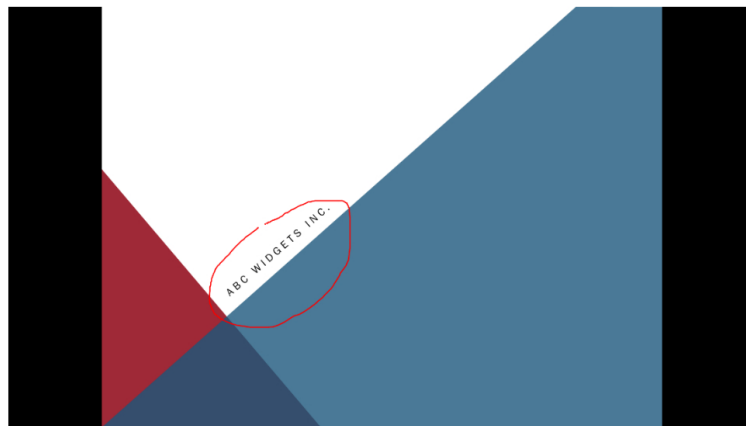
4. From the options presented, click the **Pen** tool:



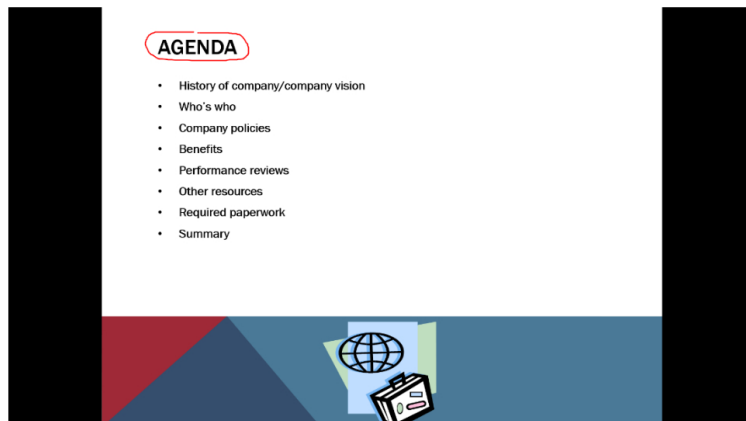
5. Now you need to make sure that the ink color is correct. **Right-click** on a blank area of the slide and then click **Pointer Options → Ink Color → Red**:



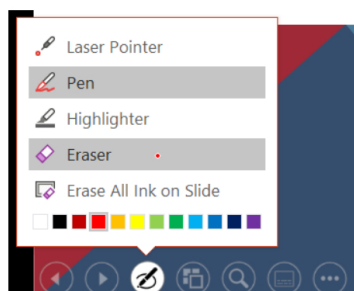
6. Click and drag around the title of the slide to circle it:



7. Advance to the next slide in the presentation. Still using the Pen tool, circle the title of the slide:



8. On second thought, you would rather not have this item circled. In the lower left-hand corner of the slide, click the **Pointer Options** button. From the options provided, click **Eraser**:



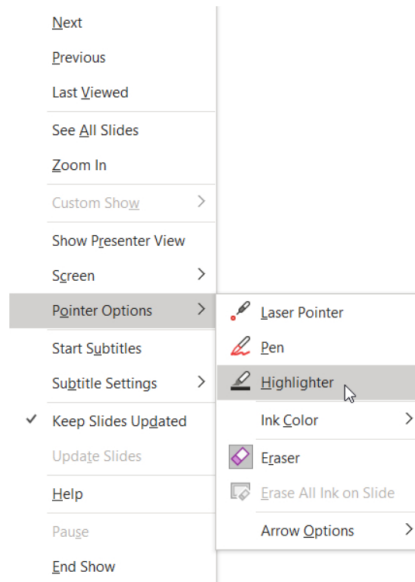
9. With the Eraser tool now selected, click on the **circle** that you just drew:

# AGENDA

10. The entire circle will now have been deleted:

# AGENDA

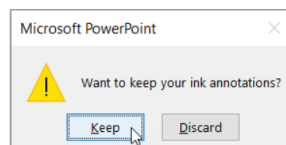
11. Now, you would like to highlight this title. Switch to the Highlighter tool by **right-clicking on a blank area** of the slide and clicking **Pointer Options → Highlighter**:



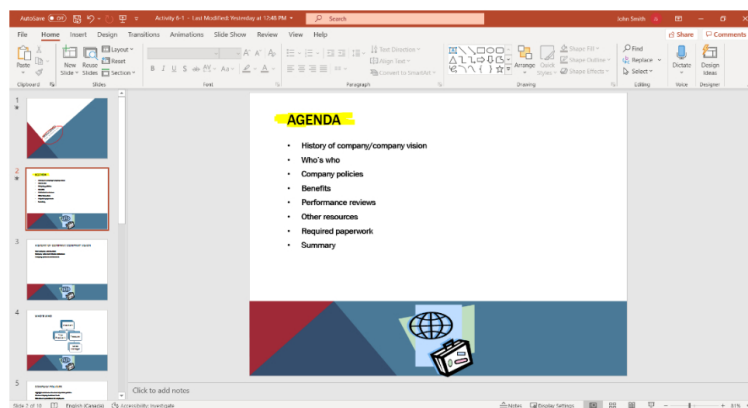
12. With the Highlighter selected, **repeatedly click and drag** over the title to highlight it:

# AGENDA

13. You are done now. Press the **Esc** key on your keyboard to close **Slide Show** view. You will be asked if you would like to keep or discard your changes. For this example, click **Keep**:



14. The annotations that you made have been saved:



15. Save the current presentation as **Activity 6-1 Complete**. Close Microsoft 365 PowerPoint to complete this exercise.

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

[Completed exercise: Annotate a Presentation](#)

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