# Exercise: Setting up a slide show

**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!
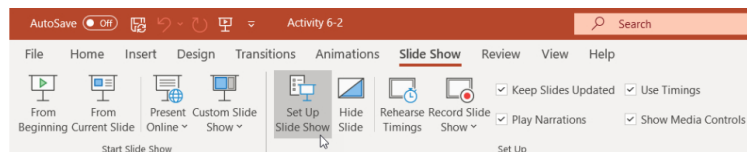
**Let's get started!**

You would like to set up a slide show so that it is optimized to play on a kiosk in your booth at an upcoming tradeshow.
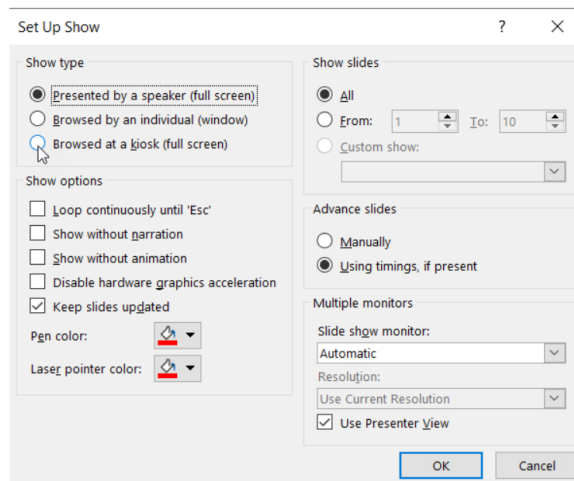
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.
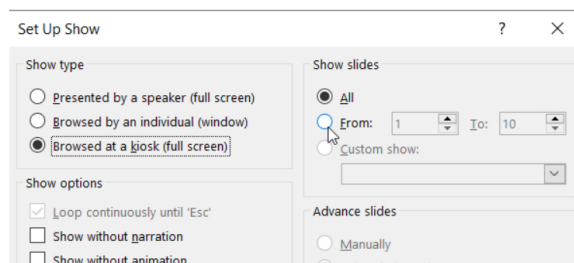
Exercise: Setting Up a Slide Show ↗

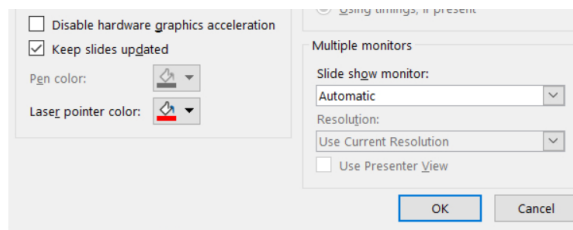2. Open the Set Up Show dialog box by clicking **Slide Show → Set Up Slide Show**:



3. The Set Up Show dialog box will now be displayed. Click the **Browsed at a kiosk (full screen)** radio button:
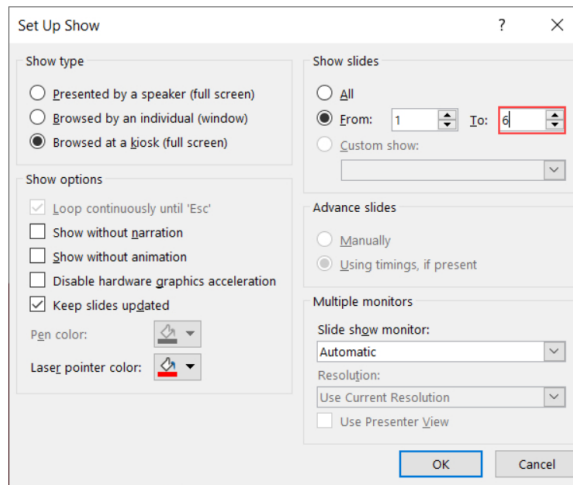


4. During this presentation, you only want to show slides one to six. In the **Show slides** section of this dialog box, click the **From** radio button:
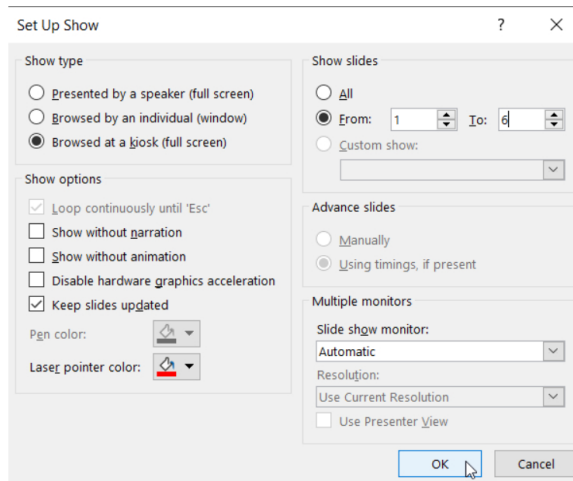
5. Type "**6**" into the adjacent **To** increment box:



6. Click **OK** to apply the new settings and close this dialog box:



7. Save your changes as **Activity 6-2 Complete** and then close Microsoft 365 PowerPoint.

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

Completed exercise: Setting Up a Slide Show ⬈

Mark as completed

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