Exercise: Creating and saving a PowerPoint 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!
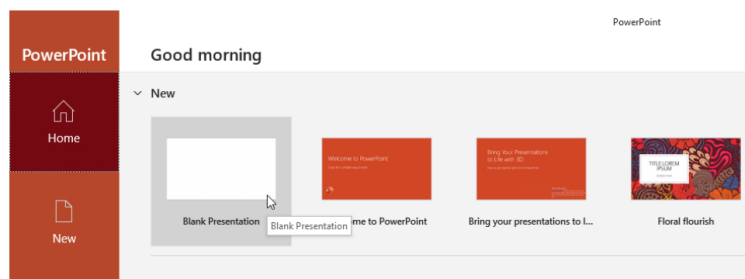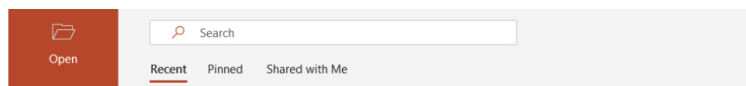
Let's get started!

In this activity, you will create a simple PowerPoint presentation using the default template.

1. To begin, **open Microsoft 365 PowerPoint**. Remember, the easiest way to do this is to search for it and click the appropriate entry:
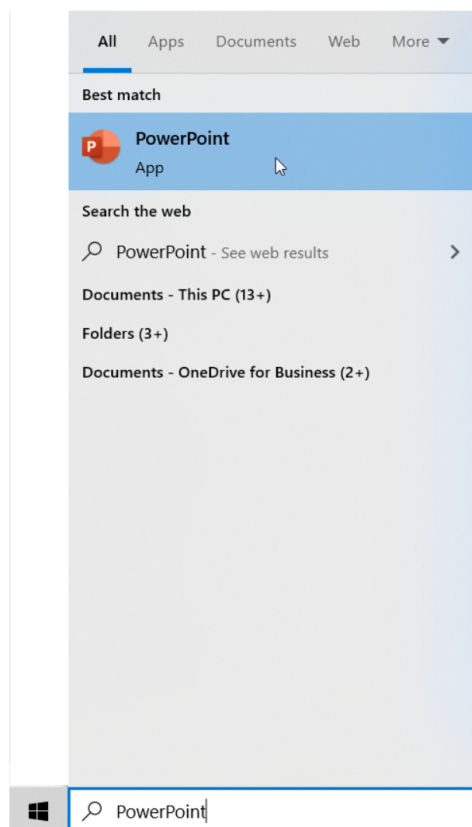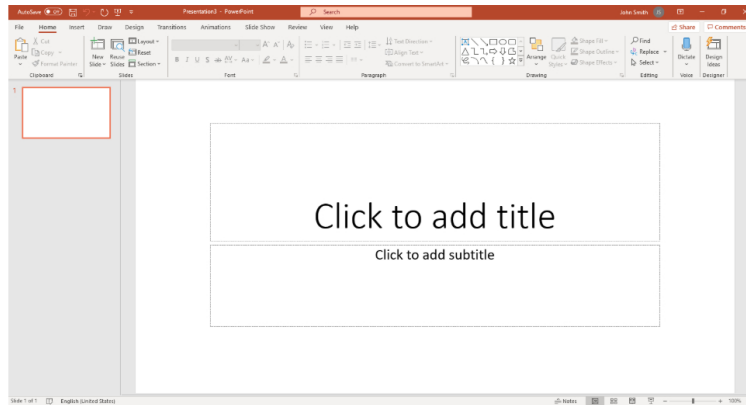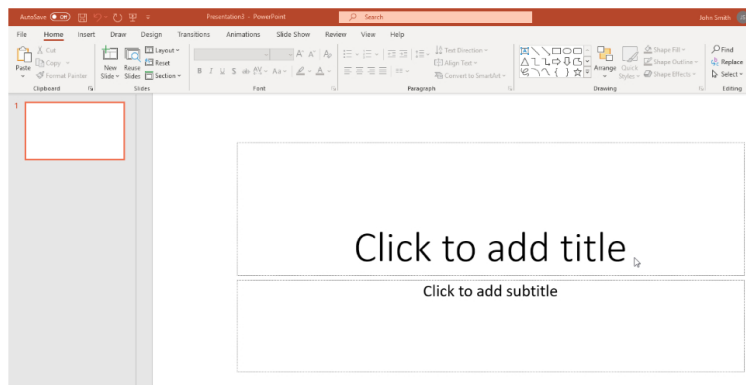

2. Click the **Blank Presentation** template:

3. A blank presentation will now be available:

4. Click the **Click to add title** placeholder on the first slide:

5. Type, "**Acme Widgets Inc.**"

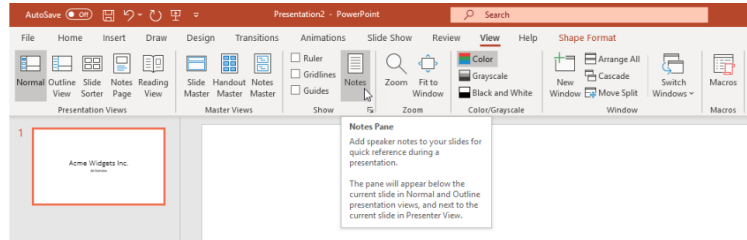6. Click the **Click to add subtitle** placeholder:
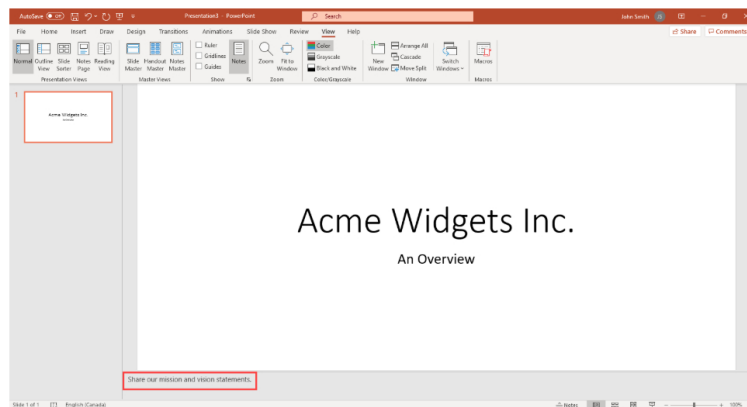

7. Type, "**An Overview**"
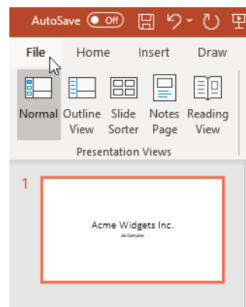
Acme Widgets Inc.

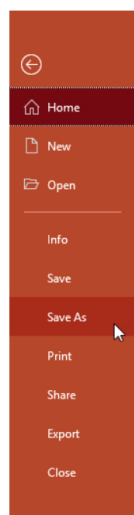An Overview

8. Click **View** → **Notes**:

9. The Notes pane will now be shown at the bottom of the window. Type, "**Share our mission and vision statements**."
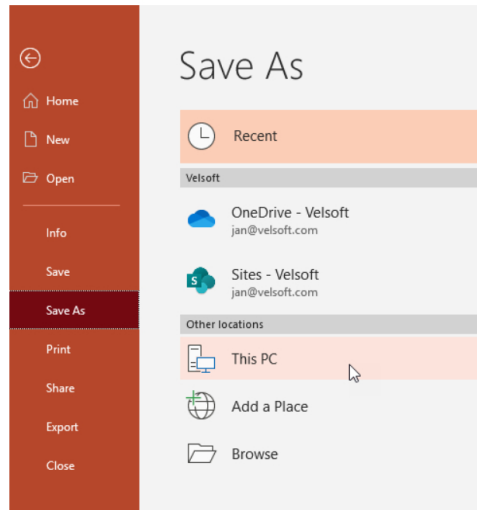

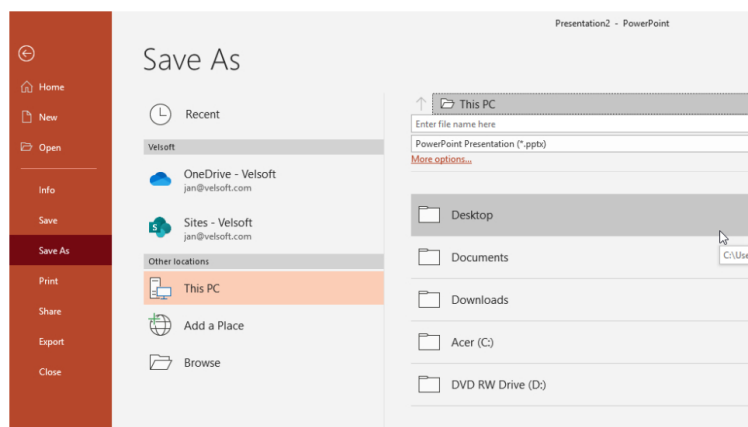
10. Click the **File** tab:

11. Click the **Save As** category:
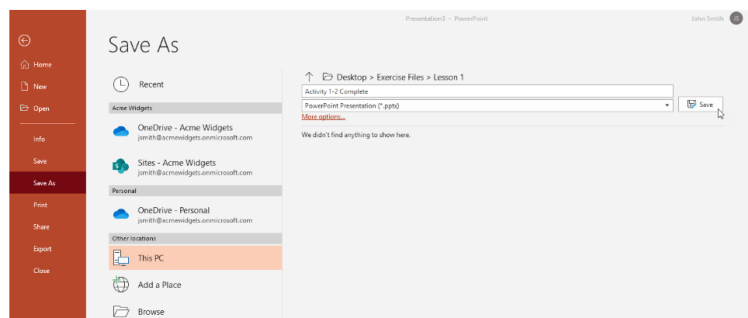
12. Click **This PC**:

13. Click the **Desktop** link:

(If you do not see the Desktop link, click the **Browse** button below the **Add a Place** link.)

14. The Save As dialog box will open. Ensure that the Desktop is shown. (You can click the Desktop link on the left-hand side to navigate to it.) Type, "**Activity 1-2 Complete**" as a file name. Click **Save** to complete the process:

15. Click the **X** in the top right-hand corner of the PowerPoint window to close it and complete this exercise.

Go to next item ✓ Completed

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