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Entry-level: Developing a PowerPoint presentation

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Exercise: Selecting a presentation type

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

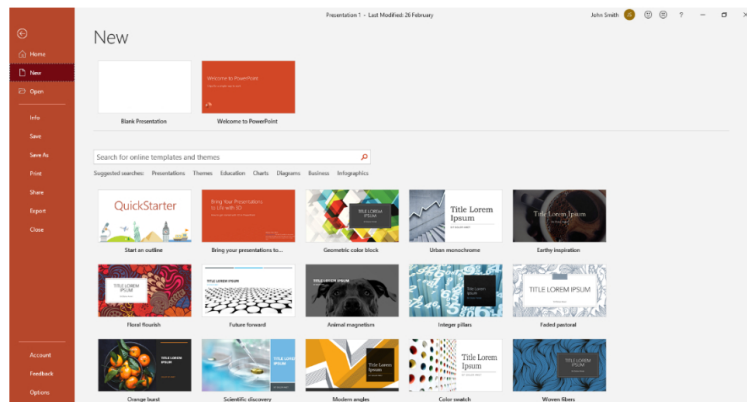
[Log in to your Microsoft account.](#)

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!

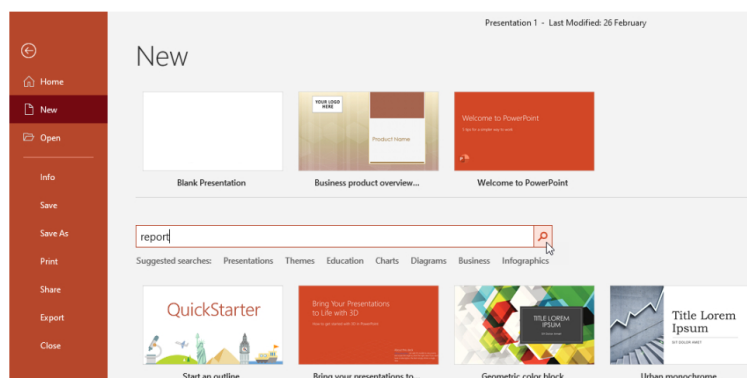
Let's get started!

In this activity, you will look for a template that can help you structure an end-of-year summary report for your company. Internet access is required for this activity.

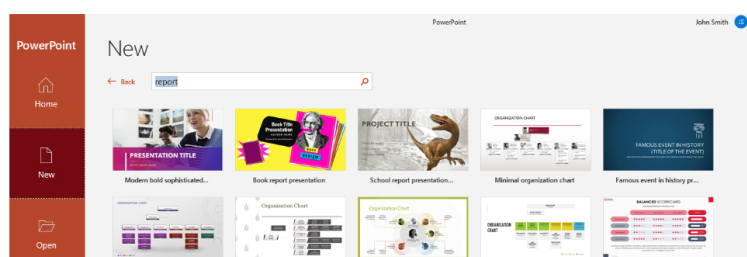
1. Open Microsoft 365 PowerPoint. You should see a modified version of the New category of Backstage view, displayed via the Start screen. Click **New** and click inside the **Search box**:

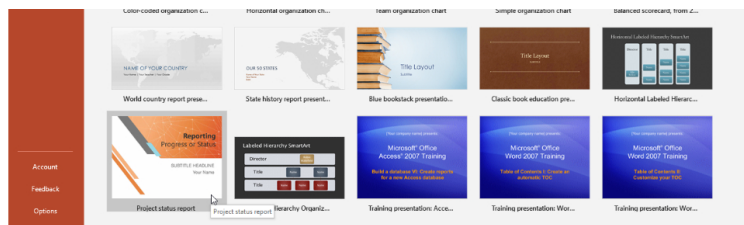


2. Type **"report"** and press **Enter**:



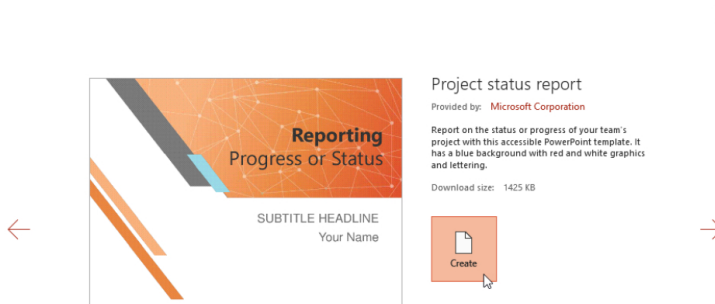
3. Your search results will now be displayed. Click the **Project status report** template:



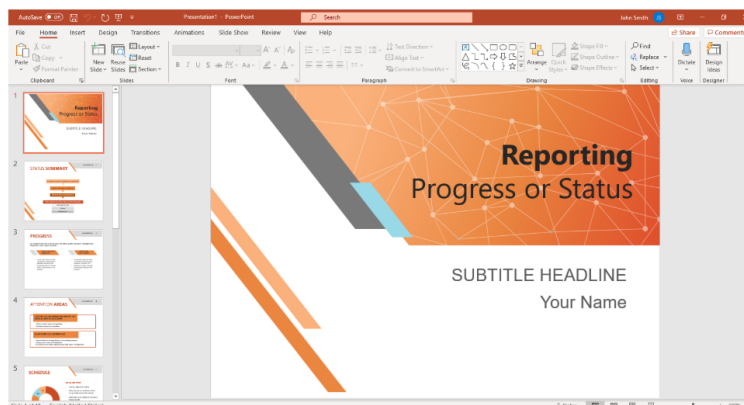


(If you do not see this template, you can choose any other template.)

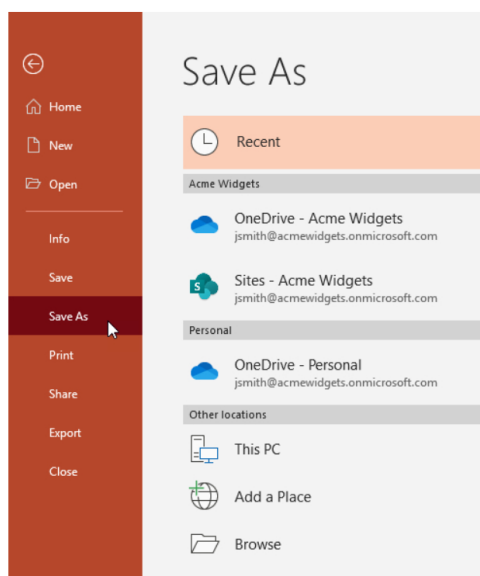
4. Click **Create** to confirm the process:



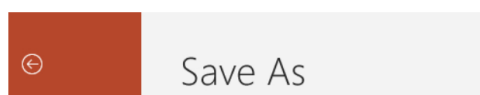
5. The template will download and open. Click each slide in the Slides pane to view its contents:

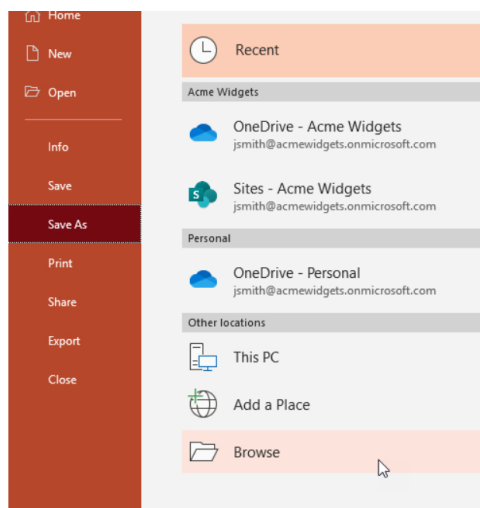


6. This is not quite what we are looking for, but it could be useful for an upcoming project. Click **File** → **Save As**:

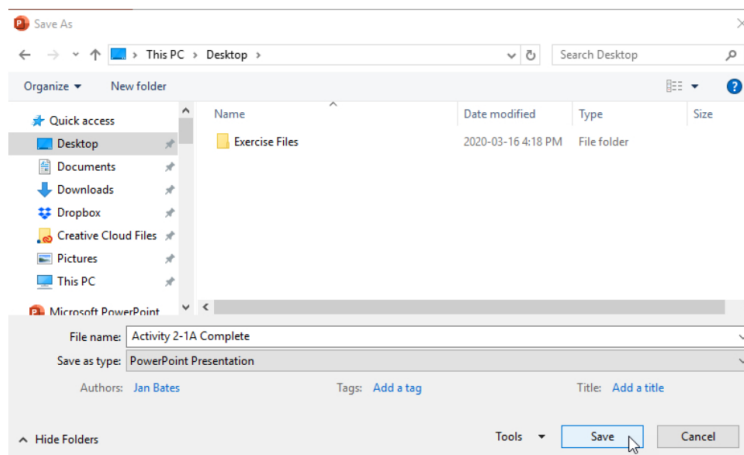


7. In the Save As category, click **Browse**:

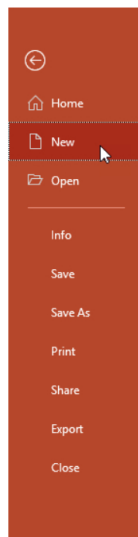




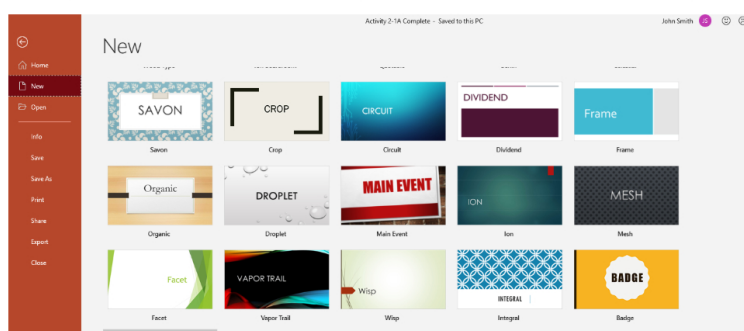
8. The Save As dialog box will open. Navigate to your desktop. Name the file “**Activity 2-1A Complete**” and click **Save**:

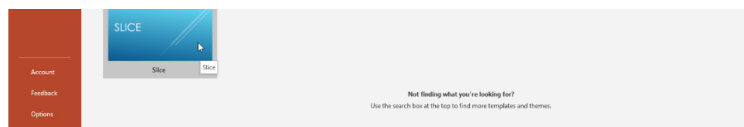


9. Let's see what else the New category has to offer us. Click **File → New**:

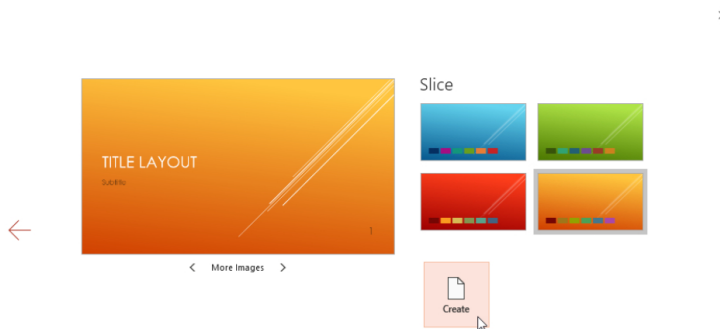


10. Perhaps it would be best if we just started from a stylized template. Scroll down and click the **Slice** template:

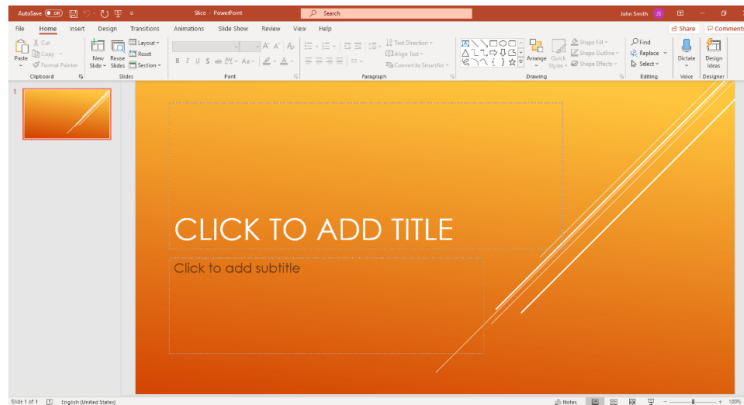




11. When prompted to set options, choose the orange variant and click **Create**:



12. The presentation will be created:



13. Let's use this theme for our project. We can add the slides using another method in the next activity. Save this presentation as **Activity 2-1B Complete**. Close Microsoft 365 PowerPoint to complete this activity.

14. Now, you can check out an example of the completed documents in the link below:

- [Exercise completed: Selecting a presentation type A](#)
- [Exercise completed: Selecting a presentation type B](#)

[Go to next item](#)

✓ Completed