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Preparing to deliver your presentation

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Exercise: Reviewing your 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!

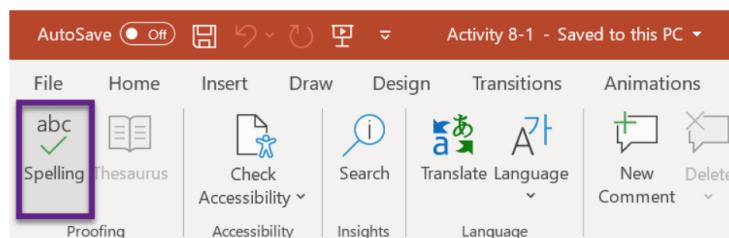
Let's get started!

Your team has begun working with a template that will be used for training new employees. You want to ensure that all of the elements are correct before your team starts using the template. Internet access is required for this activity.

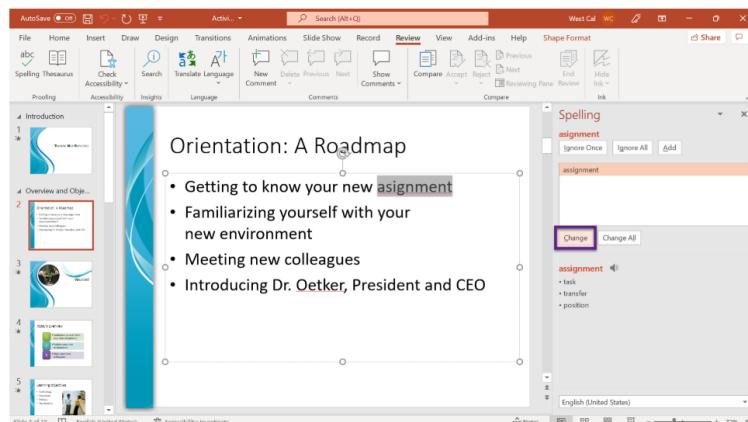
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Reviewing your presentation](#)

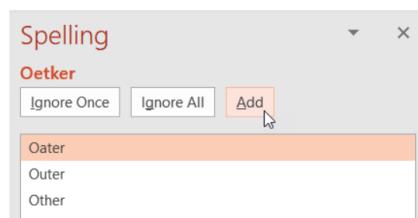
2. First, let's check the spelling in the presentation. Click **Review** → **Spelling**.

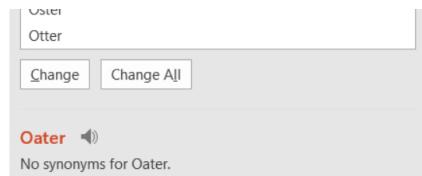


3. The Spelling task pane will open and the first error will be highlighted. Ensure that the correct spelling ("assignment") is selected in the Spelling task pane and click **Change**:

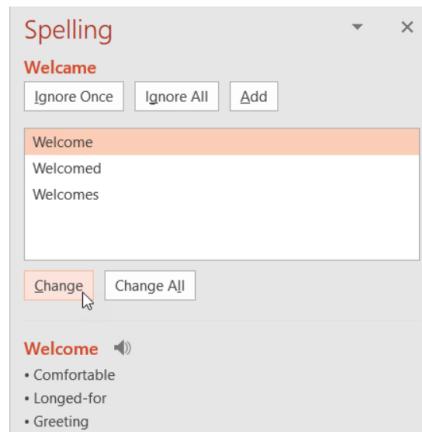


4. The next word identified as an error is a proper name. Click **Add** to add it to the dictionary:

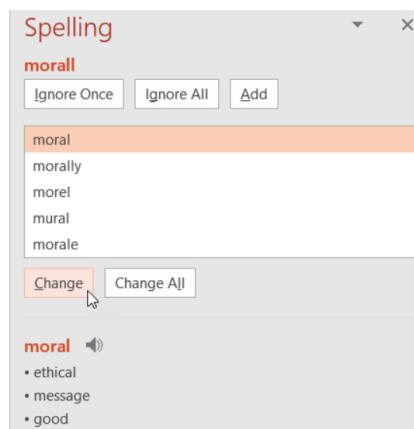




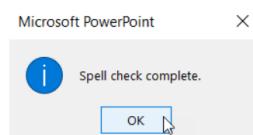
5. Correct the next error found:



6. Then, correct the final error:



7. The spelling check should now be complete. Click **OK** when prompted:

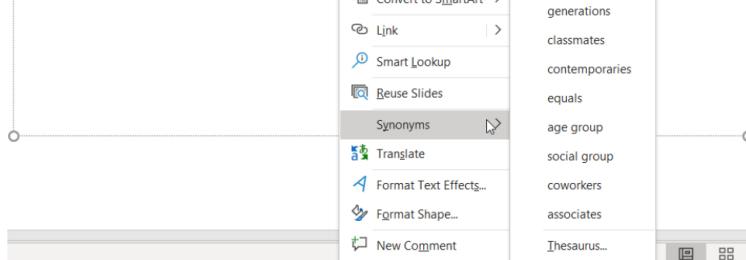


8. Go to slide 2:

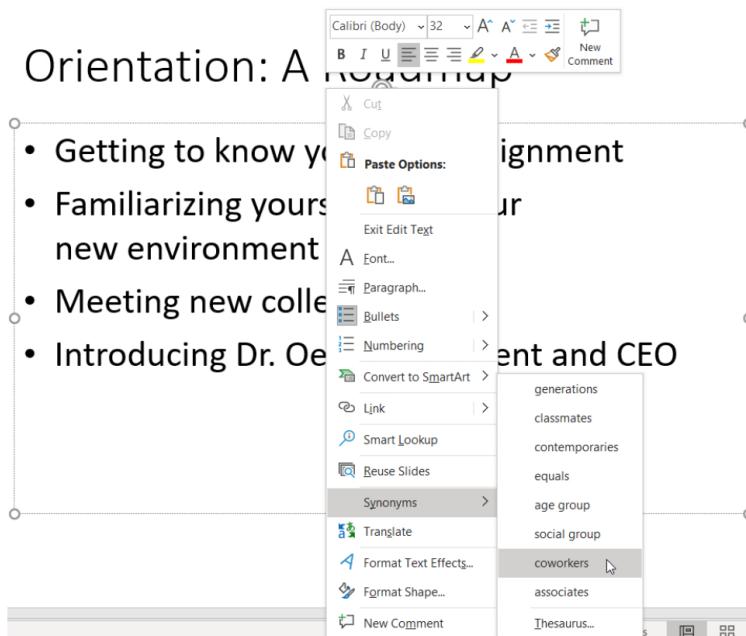
9. The term “colleagues” sounds very formal. Let’s see if PowerPoint has any other suggestions for this term. Right-click the word and point to **Synonyms**:

Orientation: A Roadmap

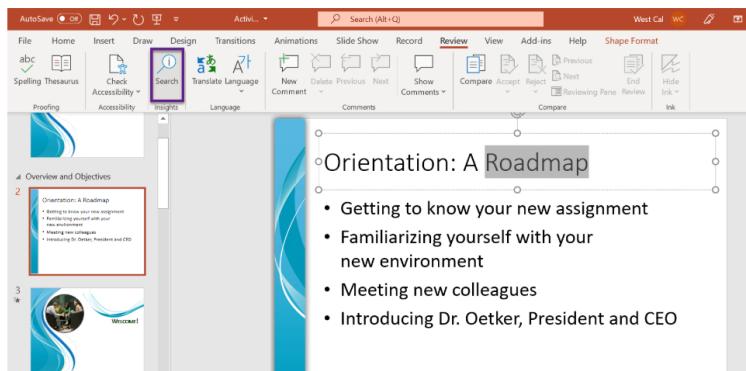
- Getting to know your new assignment
- Familiarizing yourself with your new environment
- Meeting new colleagues
- Introducing Dr. Oetker, President and CEO



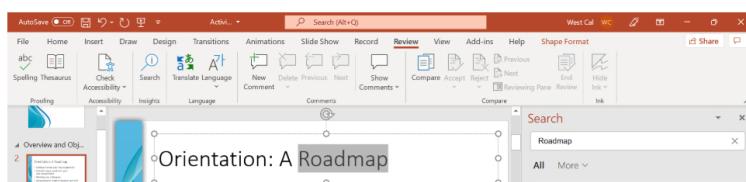
10. The word “coworkers” might be a better choice. Click this word to replace the selected word:

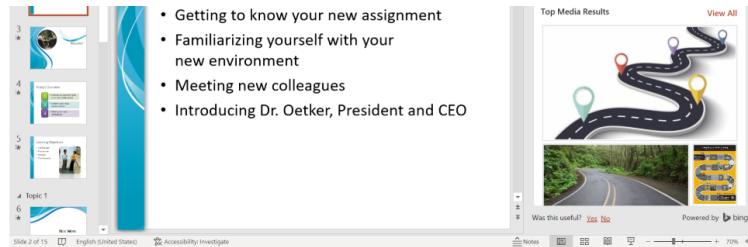


11. This slide could use an image to spruce it up. Select the word “Roadmap” in the title and click the Search command on the Review tab:



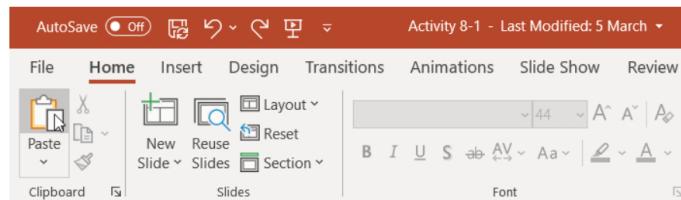
12. The Search pane will open with various information about the selected term. Find an image that you like and click it:



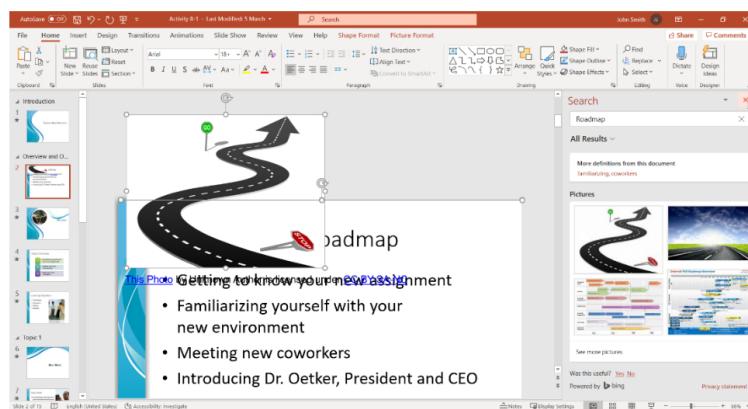


(Hint: Click the **More** link to see additional results.)

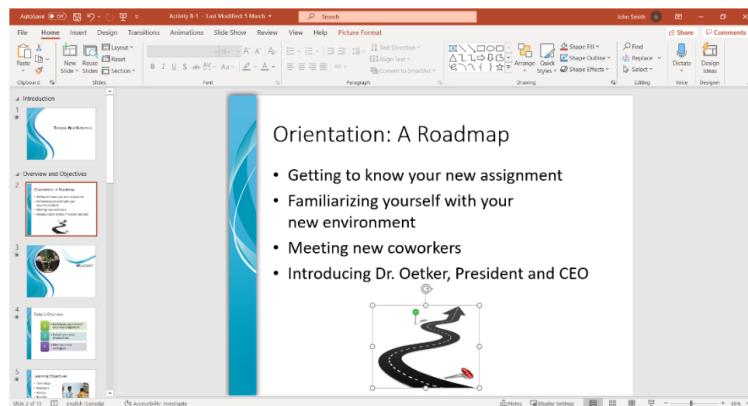
13. Switch back to Microsoft PowerPoint. Then, click **Home** → **Paste** to add the image to the slide:



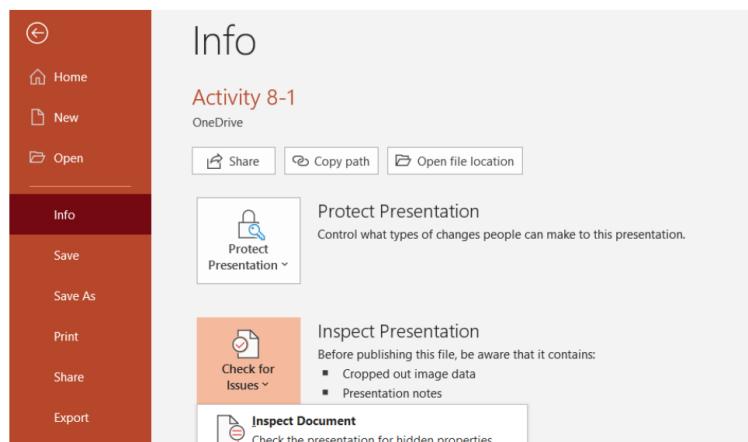
14. Close the Search task pane:

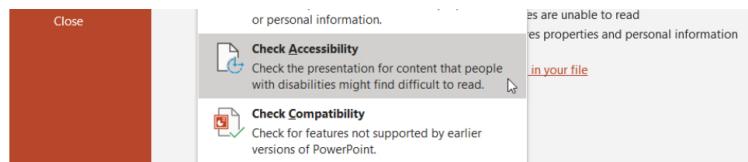


15. Resize and move the picture to fit it on the slide:



16. Finally, let's check the accessibility of the presentation. Click **File** → **Info** → **Check for Issues** → **Check Accessibility**:





17. You will be returned to your presentation and the **Accessibility** task pane will be displayed on the right-hand side of your screen:

18. The first issue is that the picture we just added does not have alternative text. You can also see the diagram in the presentation does not have alternative text either:

19. These two items should not be an issue. However, the duplicate slide title could be a problem. Click this entry in the Accessibility pane:

Why Fix?

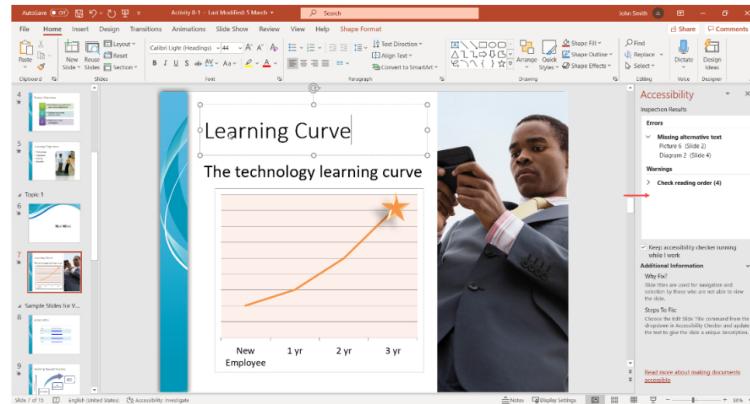
Slide titles are used for navigation and selection by those who are not able to view the slide.

Steps To Fix:

Choose the Edit Slide Title command from the dropdown in Accessibility Checker and update the text to give the slide a unique description.

[Read more about making documents accessible](#)

20. Slide 7 will now be selected and displayed. Change its title to “**Learning Curve**.” You should see the issue disappear from the Accessibility pane:



21. Save your presentation as Activity 8-1 Complete. Close Microsoft 365 PowerPoint and your internet browser to complete this activity.

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

[Completed exercise: Reviewing your presentation](#)

[Mark as completed](#)

[Like](#) [Dislike](#) [Report an issue](#)