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Preparing to deliver your presentation

Collaborate on a presentation

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Exercise: Adding comments to 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!

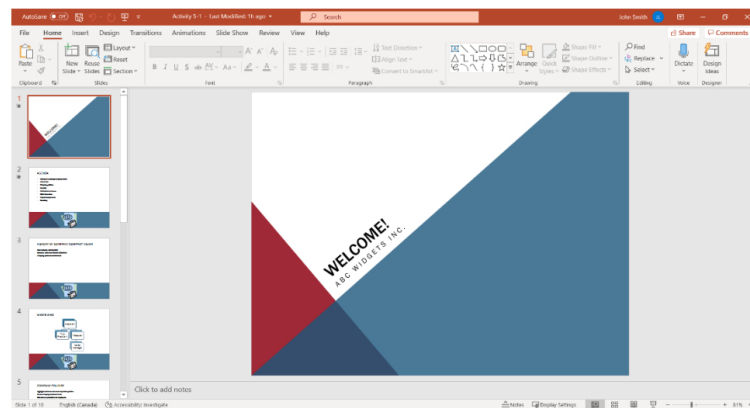
Let's get started!

A colleague has finished a PowerPoint presentation and would like to review it. Using comments you are able to provide your feedback.

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

[Exercise: Adding Comments to a Presentation](#)

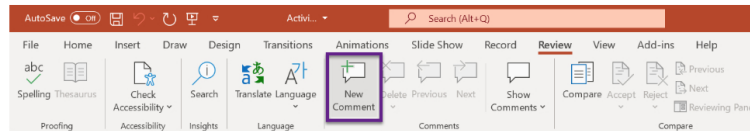
1. To begin, open **Activity 5-1** from your Exercise Files folder:



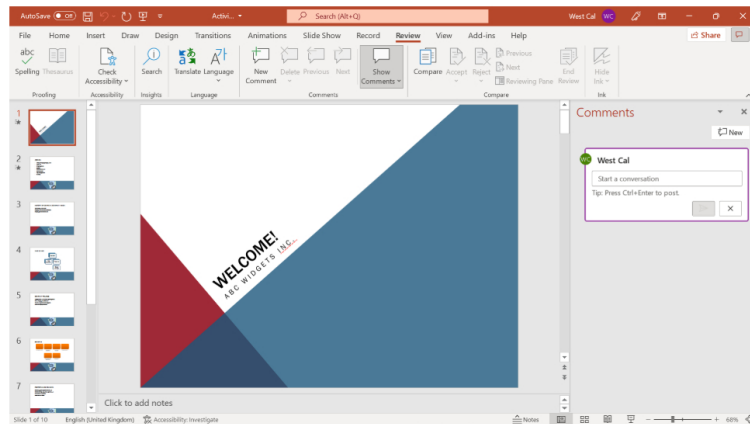
2. First, you think that the subtitle for this slide should be changed. Use your cursor to select the **subtitle**:



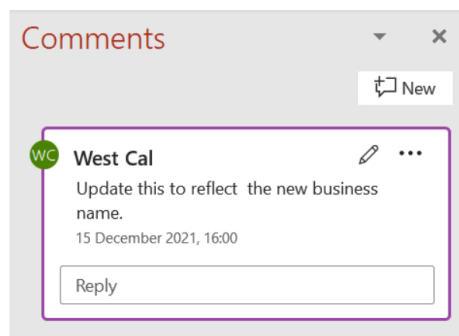
3. Add a comment to this selection by clicking **Review** → **New Comment**:



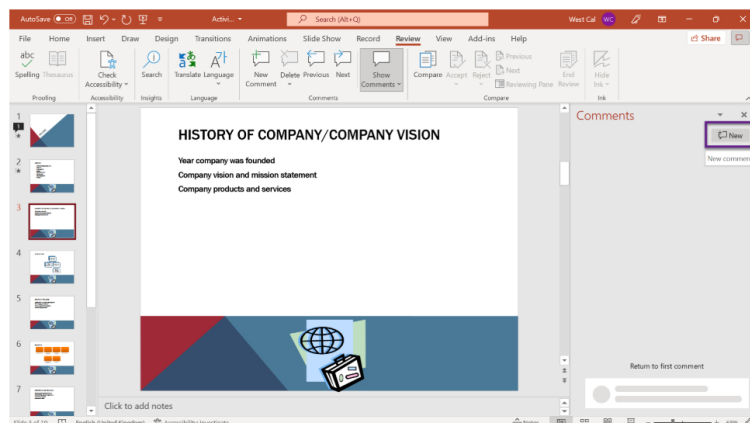
4. The Comments pane will now be displayed along the right side of the PowerPoint window with a new comment:



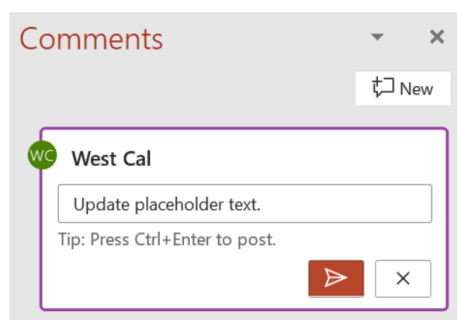
5. Type **“Update this to reflect the new business name.”** into the comment text box and then press the **Enter** key:



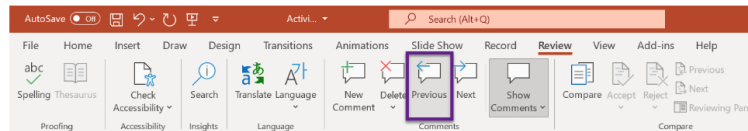
6. Display slide three in this presentation. You notice that the placeholder text on this slide has not been updated. Create a new comment for this slide by clicking the **New** button in the Comments pane:



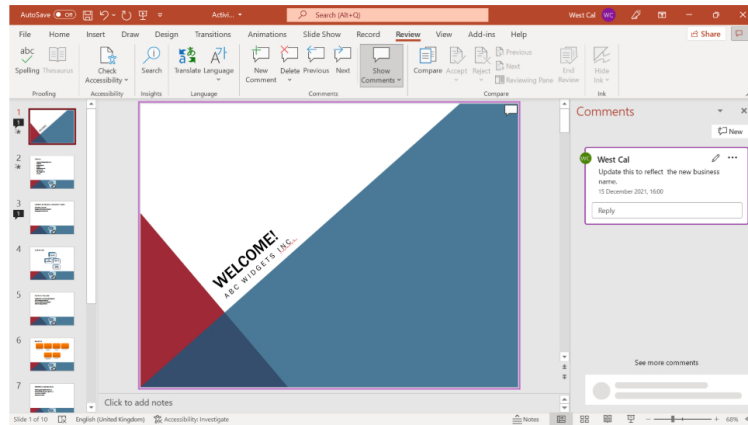
7. A new comment will appear within the Comments pane and the text box will be activated. Type **“Update placeholder text.”** and then press the **Enter** key:



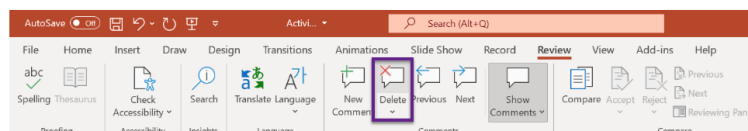
8. Return to the previous comment that you added to the presentation by clicking **Review** → **Previous**:



9. Returning to the first slide of the presentation, you will see the comment that you previously added is now selected in the Comments pane:



10. On second thought, you realize that the subtitle does not need to be changed. Delete the comment that appears on this slide by clicking **Review** → **Delete**:



11. Save the current presentation as **Activity 5-1 Complete** and then close Microsoft 365 PowerPoint to complete this activity.

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

[Completed exercise: Adding Comments to a Presentation](#)

Mark as completed

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