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Welcome to the course

Entry-level: Getting started with PowerPoint

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Exercise: Using PowerPoint help

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!

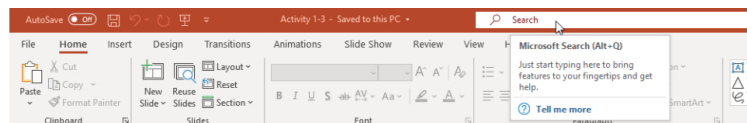
Let's get started!

In this activity, you will use PowerPoint's help features to improve a previously created presentation.

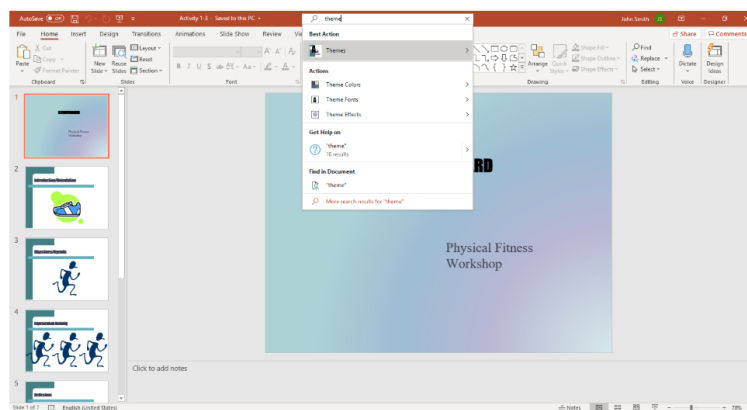
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Using PowerPoint help](#)

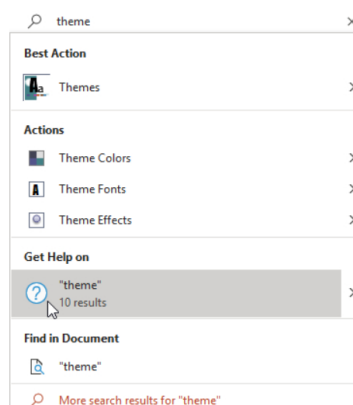
2. Let's see if a theme could help us improve the appearance of this presentation. Click inside the **Search box** at the top of the PowerPoint window:



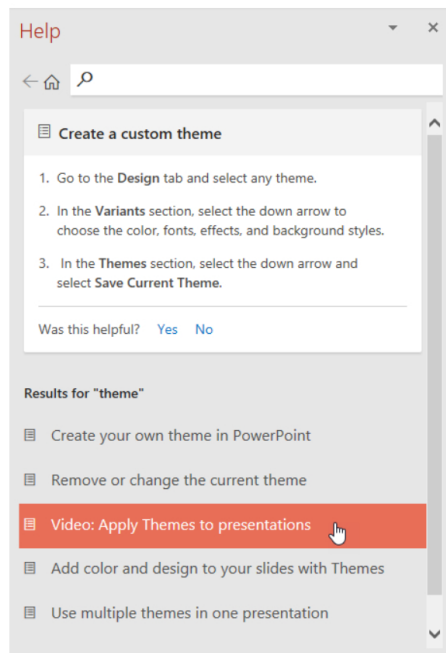
3. Type the word “theme”



4. Click the **Get Help** on theme link:

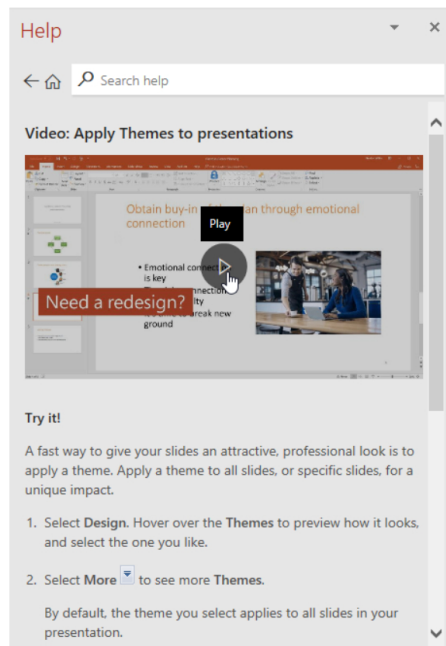


5. The full PowerPoint help window will open. Click the **Video: Apply Themes to presentations** link:



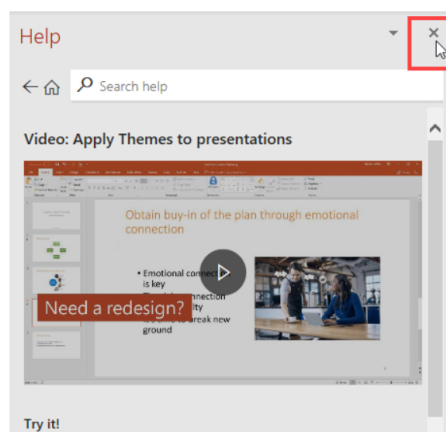
(If you do not see this article, you can choose any other link.)

6. The help article will open. Click the **Play** button to watch the video:



(If you have chosen a different article that does not have a video, read through it before moving to the next step.)

7. This feature sounds like it might be what we are looking for! When the video has finished playing, **close the Help window**:



A fast way to give your slides an attractive, professional look is to apply a theme. Apply a theme to all slides, or specific slides, for a unique impact.

1. Select **Design**. Hover over the **Themes** to preview how it looks, and select the one you like.
2. Select **More** to see more **Themes**.

By default, the theme you select applies to all slides in your presentation.

8. Type the word “**theme**” in the Search box again:

Search: theme

Best Action

- Themes

Actions

- Theme Colors
- Theme Fonts
- Theme Effects

Get Help on

- "theme" 10 results

Find in Document

- "theme"

More search results for "theme"

9. This time, click the **Themes** command:

Search: theme

Best Action

- Themes

Actions

- Theme Colors
- Theme Fonts
- Theme Effects

Get Help on

- "theme" 10 results

Find in Document

- "theme"

More search results for "theme"

10. You will see a gallery of themes. Move your mouse over a few of the themes and see how your presentation changes. When you are ready, click the **Slice theme** to apply it:

Search: theme

Best Action

- Themes

Actions

- Theme Colors
- Theme Fonts
- Theme Effects

Get Help on

- "theme" 10 results

Find in Document

- "theme"

More search results for "theme"

This Presentation

Office

Enable Content Updates from Office.com...

Browse for Themes...

Save Current Theme...

If you do not see this theme, select any other theme of your choice.

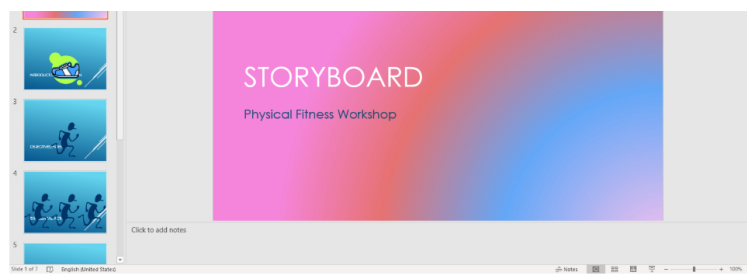
11. Review the changes to your presentation:

Activity 1.3

File Home Insert Design Transitions Animations Slide Show Review View Help

Font Paragraph Drawing Editing View Designer

Slide 1



12. Save your presentation as **Activity 1-3 Complete**. Close Microsoft 365 PowerPoint to complete this activity.

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

[Completed Exercise: Using PowerPoint help](#) [↗](#)

[Go to next item](#)

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