



## Hands-on Lab : Getting Started with PowerPoint for the Web

**Estimated time needed:** 20 minutes

Microsoft PowerPoint is the most widely used presentation software even three decades after its initial release. For all these years it has been available as a standard application that needed to be installed on your desktop; but it is not just a desktop app anymore. Now, you can even use PowerPoint when you're online by using 'PowerPoint for the web' - and run it right in your web browser without installing anything on your desktop!

'PowerPoint for the Web' (sometimes referred to as PowerPoint Online) can be used at no charge as part of a free Microsoft account. Although it does not have all of the capabilities of the desktop and paid online versions, the free web version provides many of the key features.

## Software Used in this Lab

For the story telling/project report of this module, you will be using the free 'PowerPoint for the web' version as this is available to everyone.

Although you can use the PowerPoint Desktop software if you have access to this version, it is recommended that you use PowerPoint for the web for your project report as it is available for free, and there are some small differences in the interface and available features.

## Objectives

After completing this lab, you will be able to:

- Sign up for a Microsoft Account to use PowerPoint for the web
- Sign in and open a new blank presentation in PowerPoint for the web

## Exercise 1: Sign-up for a Microsoft Account to use PowerPoint for the Web

In this exercise, you will sign up for a Microsoft Account to use PowerPoint for the web.

If you already have a Microsoft account, you can skip Exercise 1 and proceed to Exercise 2 directly.

1. Go to [www.office.com](https://www.office.com). Click Sign in

A screenshot of the Microsoft Office website (www.office.com). The page features a large banner image of a man sitting on a couch, working on a tablet. On the left side, there's a sidebar with the text "Welcome to Office" and "Your place to create, communicate, collaborate, and get great work done." Below this are two buttons: "Sign in" (highlighted with a red circle) and "Get Office". At the top of the page, there's a navigation bar with links for Microsoft, Office, Products, Resources, Templates, Support, My account, and Buy now. On the far right of the top bar, there's a "Sign in" button with a user icon, also highlighted with a red circle.

Sign in to use your favorite productivity apps from any device



Word



Excel



PowerPoint



OneNote



OneDrive

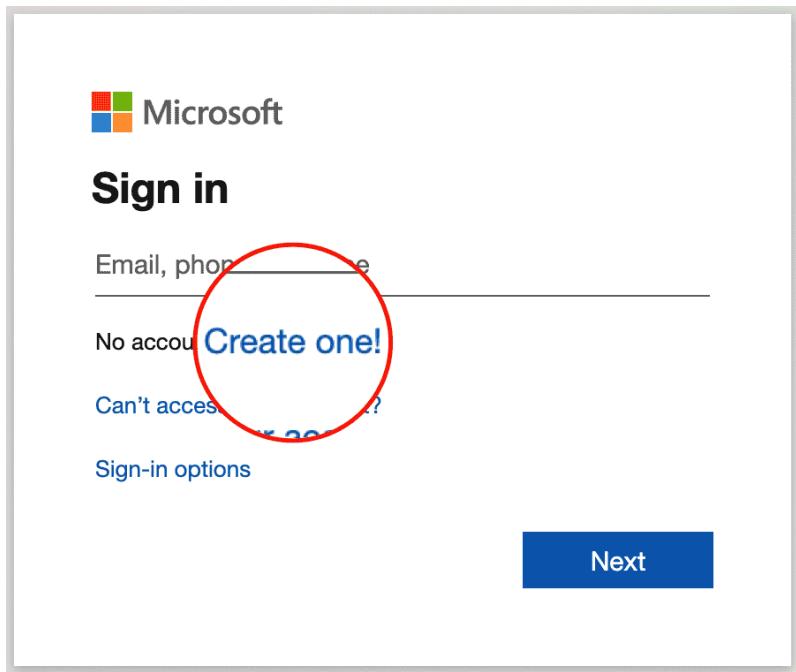


Outlook

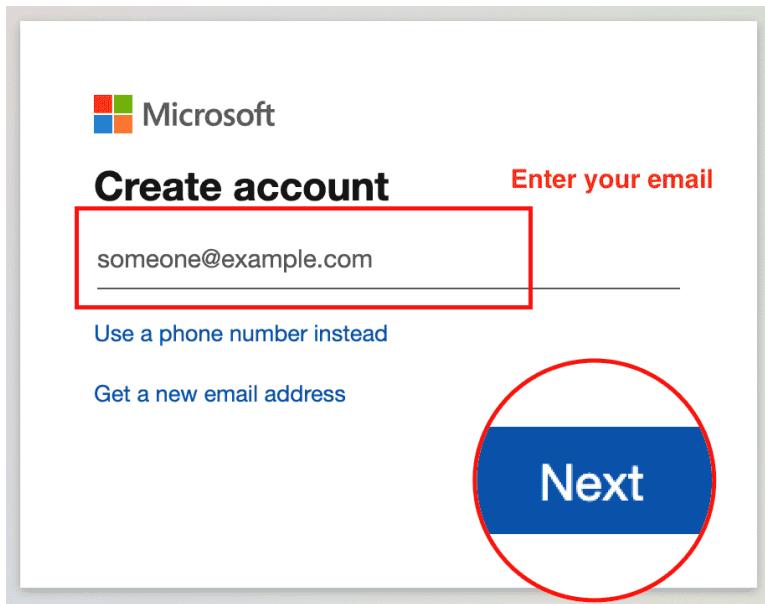


Teams

2. Click **Create one!**



3. Enter your existing email id with which you want to create a Microsoft account. Click **Next**.



4. Enter your password and click **Next**.

 Microsoft

← [REDACTED]@gmail.com

## Create a password

Enter the password you would like to use with your account.

**Enter your password**

Show password

**Next**

5. Enter the code you received by email. Click **Next**.

 Microsoft

← [REDACTED]@gmail.com

## Verify email

Enter the code we sent to  
[REDACTED]@gmail.com. If you didn't get the email, check your junk folder or [try again](#).

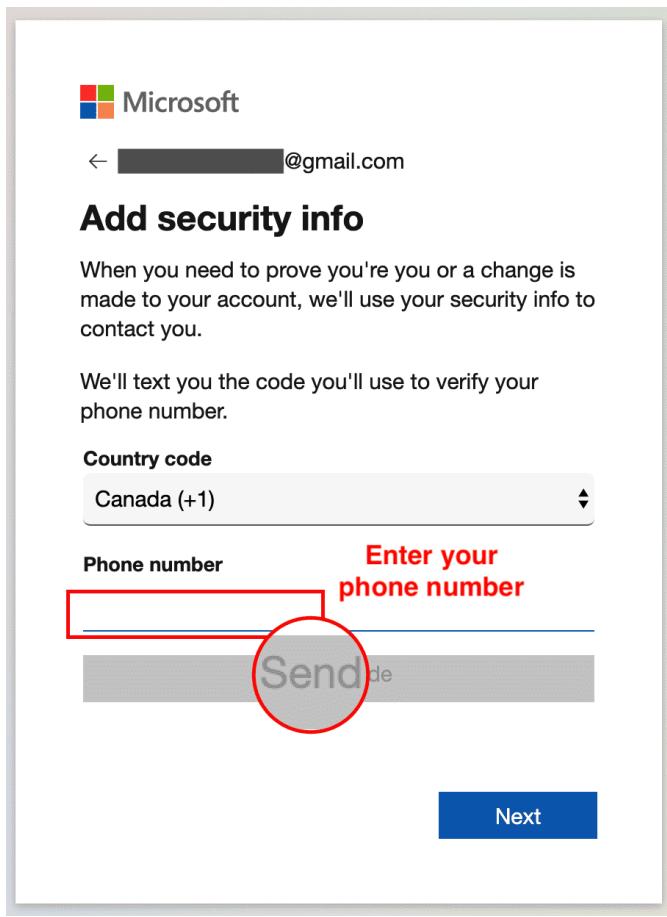
**Enter the verification code sent to your email address**

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

**Next**

6. Enter your phone number and click **Send Code**.



The screenshot shows a Microsoft account setup page titled "Add security info". At the top left is the Microsoft logo and the email address "← [REDACTED]@gmail.com". Below the title is a paragraph explaining the purpose of adding security info. A dropdown menu for "Country code" is set to "Canada (+1)". The "Phone number" field is highlighted with a red border and contains the placeholder text "Enter your phone number". A red circle highlights the "Send" button, which is located on a grey bar below the phone number field. A blue "Next" button is at the bottom right.

← [REDACTED]@gmail.com

## Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

**Country code**

Canada (+1)

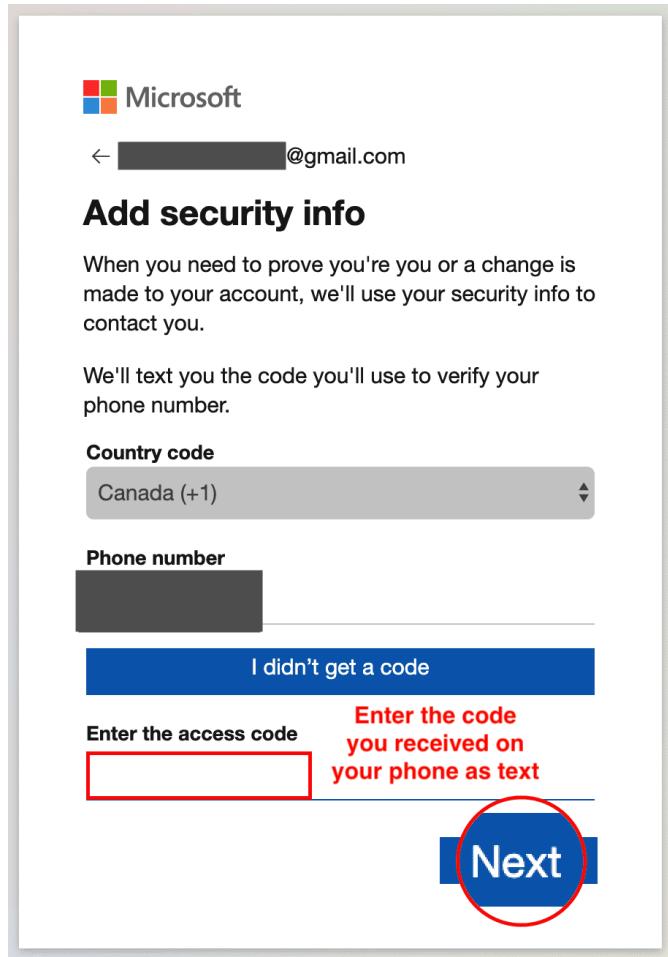
**Phone number**

Enter your phone number

Send

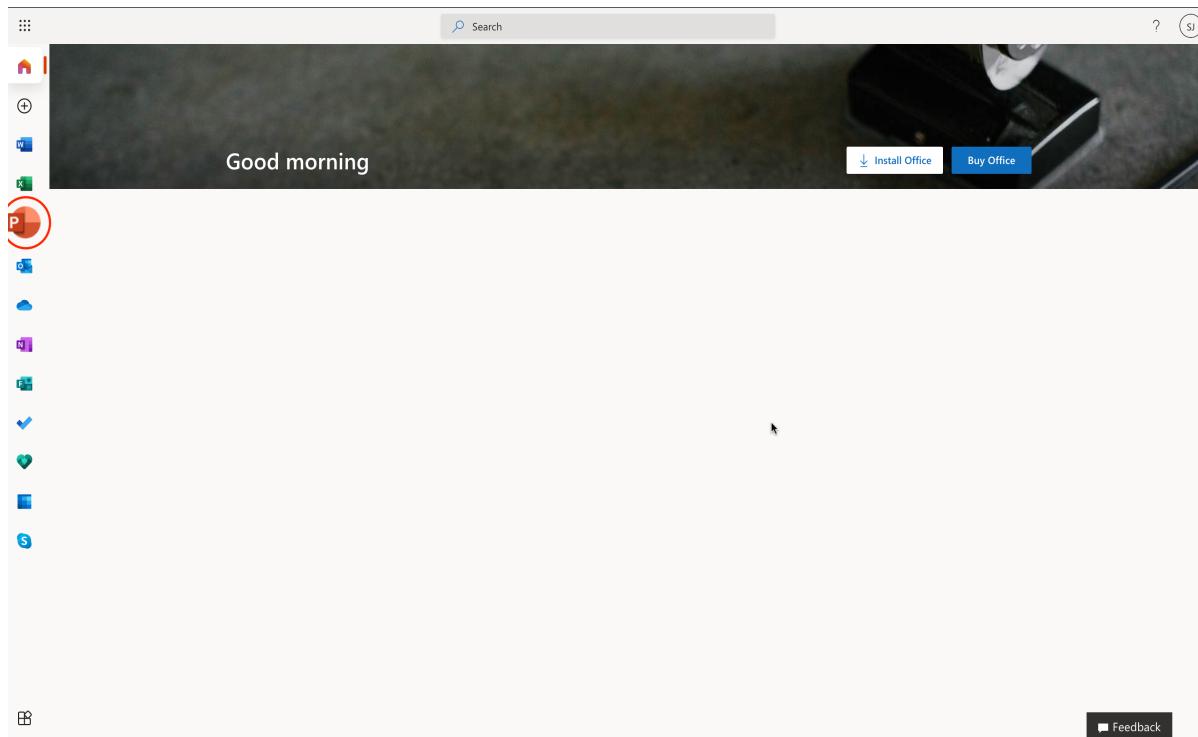
Next

7. Enter the access code you received as a text on your phone, then click **Next**.



The screenshot shows a Microsoft sign-in page titled "Add security info". It asks the user to prove they're them or if a change is made to their account by providing security info. It will text the user a code to verify their phone number. A dropdown menu shows "Canada (+1)". The "Phone number" field is redacted. Below it are two buttons: "I didn't get a code" and "Enter the code you received on your phone as text". An input field for the access code is highlighted with a red border. A large blue "Next" button at the bottom is circled in red.

8. You are now done with the sign up procedure. Now since you are signed in after sign up at this stage, you can proceed directly to **Task B of Exercise 2**.

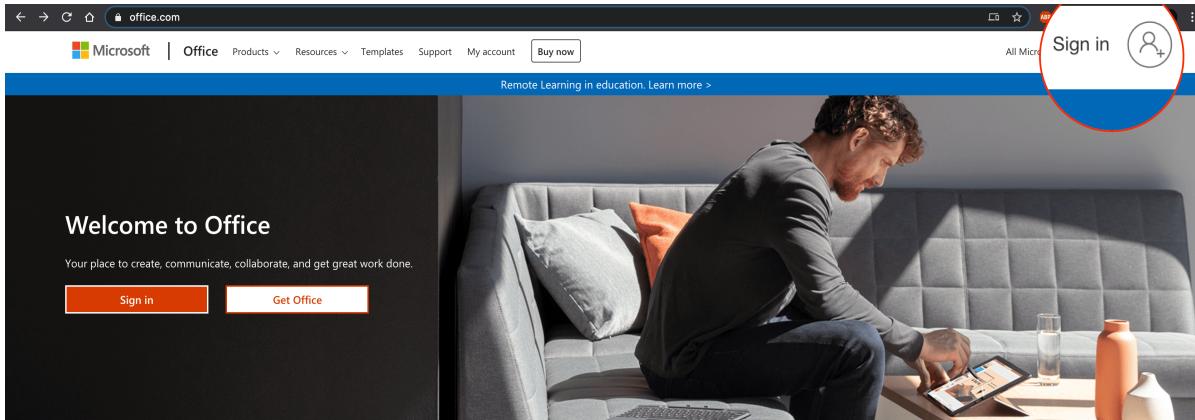


## Exercise 2: Sign-in, Upload and Open presentation in PowerPoint for the Web

In this exercise, you will sign in to PowerPoint for the web. Then open a new blank presentation. Lastly upload, open and edit a presentation.

## Task A: Sign in to PowerPoint for the Web

1. Go to [www.office.com](http://www.office.com). Click Sign in.



Sign in to use your favorite productivity apps from any device



2. Enter your sign in email.

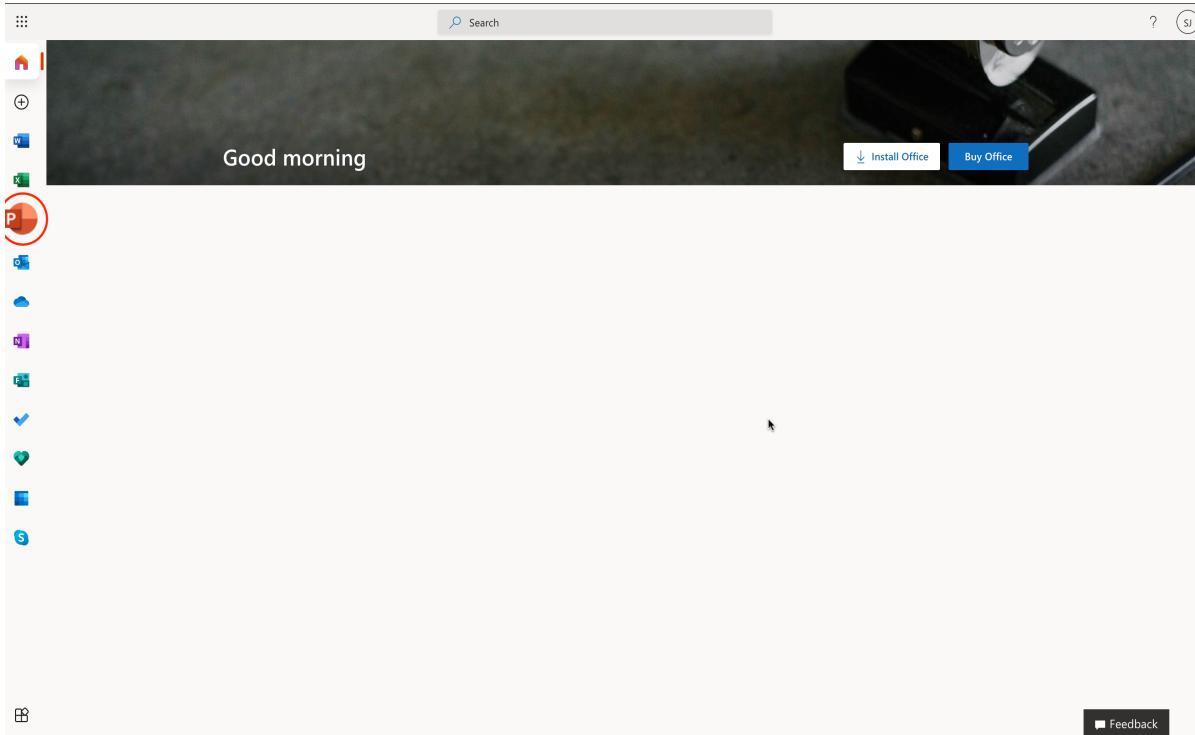
A screenshot of the Microsoft Sign in page. It features the Microsoft logo and the word 'Sign in'. To the right of the input field, there's a red text overlay that says 'Enter the email ID you used to sign-up'. The input field itself contains the text '@gmail.com' and has a red border. Below the input field, there are links for 'No account? Create one!' and 'Can't access your account?'. Further down, there's a link for 'Sign-in options'. At the bottom center is a large blue 'Next' button, which is also circled in red.

3. Enter your password.



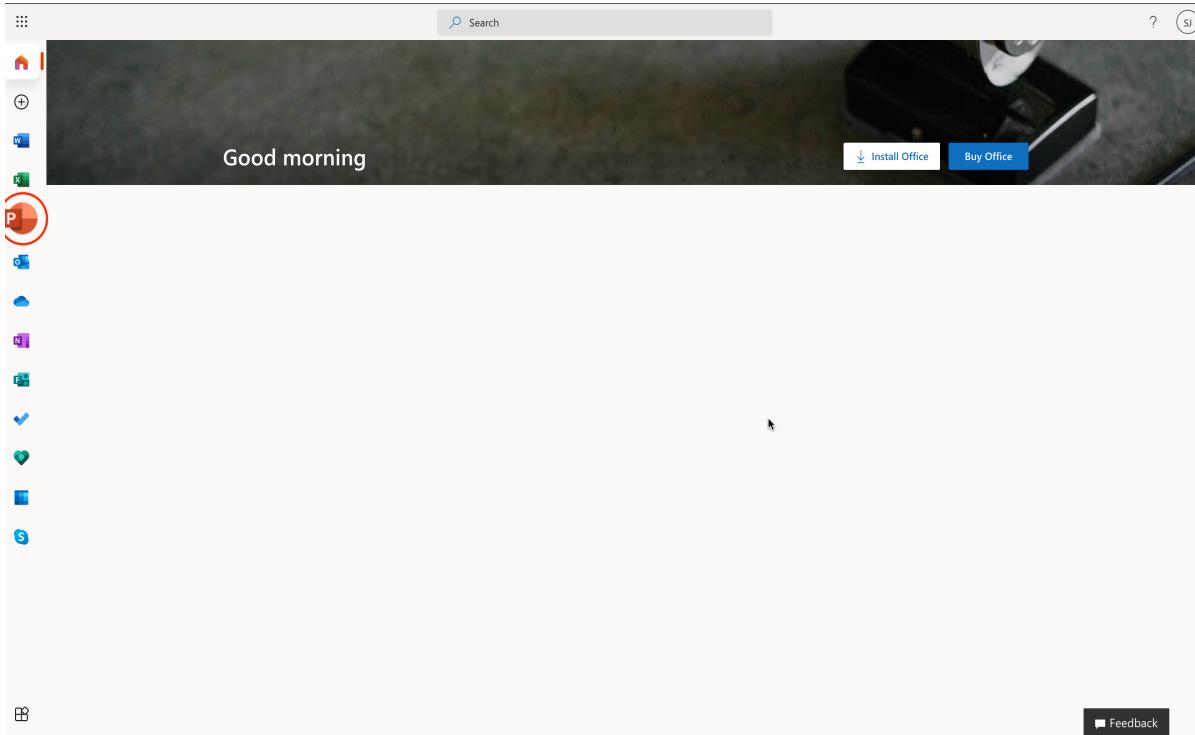
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is an email address placeholder: [REDACTED]@gmail.com. The main title is "Enter password". There is a "Password" input field with a red border and a red placeholder "Enter the password you created" to its right. Below the input fields is a checkbox labeled "Keep me signed in". Underneath is a link "Forgot password?". At the bottom center is a large blue "Sign in" button, which is circled in red.

4. You are now signed in.

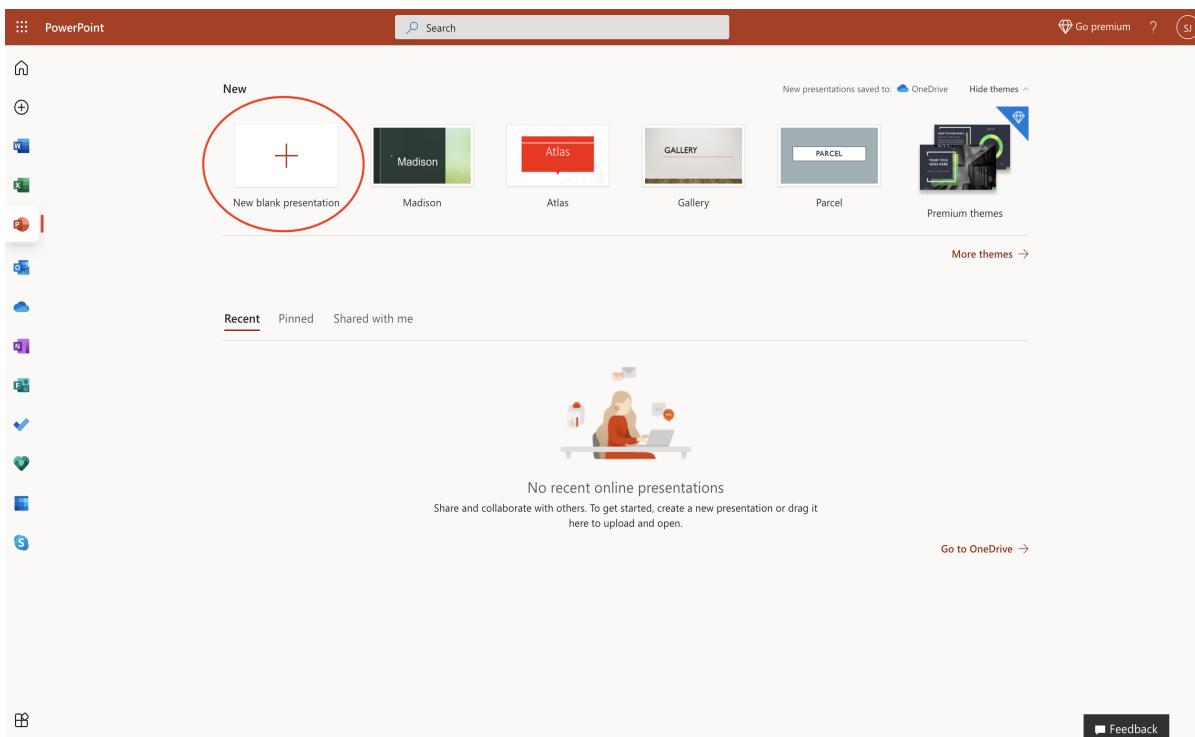


### Task B: Open a new blank presentation in PowerPoint for the Web

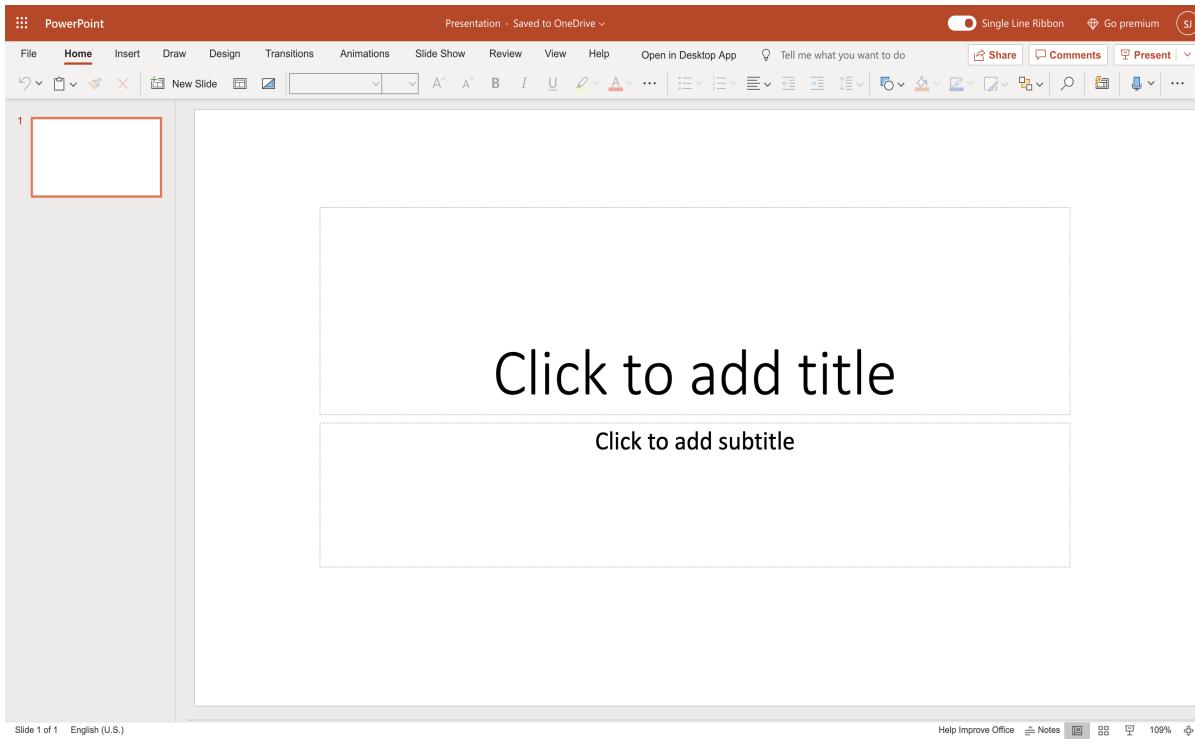
1. Click on the **PowerPoint** icon.



2. Click New blank presentation.



3. You have successfully opened a new blank presentation in PowerPoint for the web.

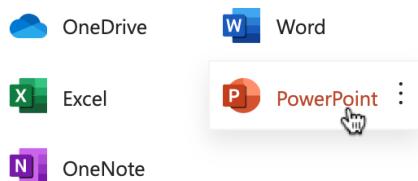


## Task C: Upload, Open and Edit a Presentation

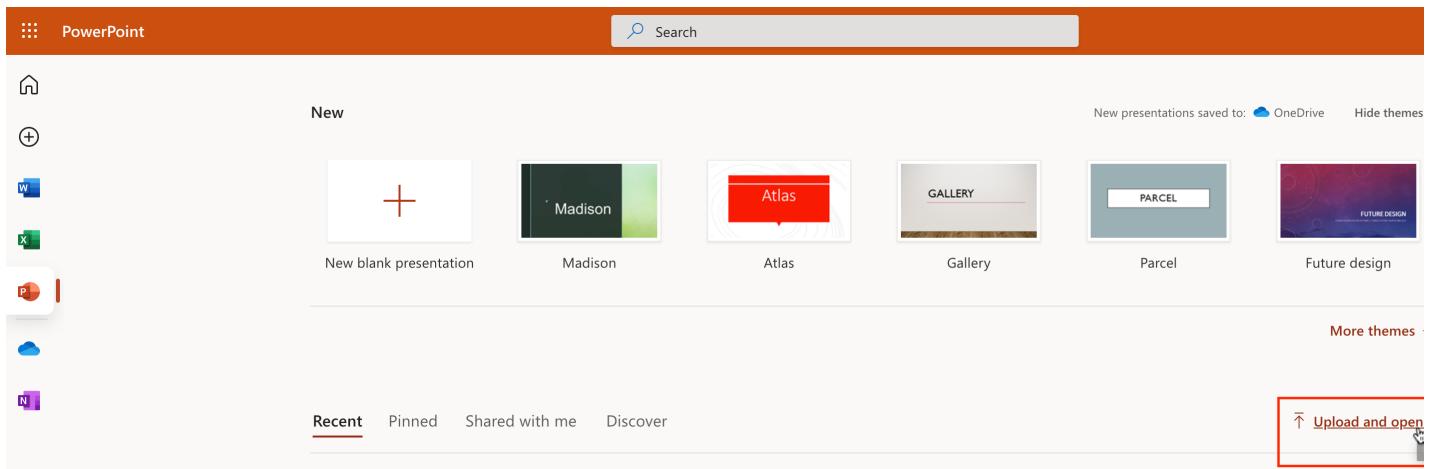
1. Download the file [capstone-story-template.pptx](#)
2. To upload and open a presentation file in PowerPoint for the web, click the **App Launcher** (cube of dots) in the top left corner. Click **PowerPoint** icon.

Office 365 →

### Apps



3. Click **Upload and open...** and select the **capstone-story-template.pptx** file.



4. The file will be uploaded to your OneDrive of the Microsoft Account you signed up and used to open PowerPoint for the web.

## Uploading to OneDrive

Your file will be opened automatically after upload is complete.

511 KB/511 KB

Tip: You can now drag and drop files to upload them.

Cancel

5. Now edit the presentation with your information required for this module. Your edits are saved automatically.

**Congratulations! You have completed this Lab.**

**Author**

- [Sandip Saha Joy](#)

## Other Contributor(s)

### Changelog

Date	Version	Changed by	Change Description
2020-10-23	1.0	Sandip Saha Joy	Initial version created

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