

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:

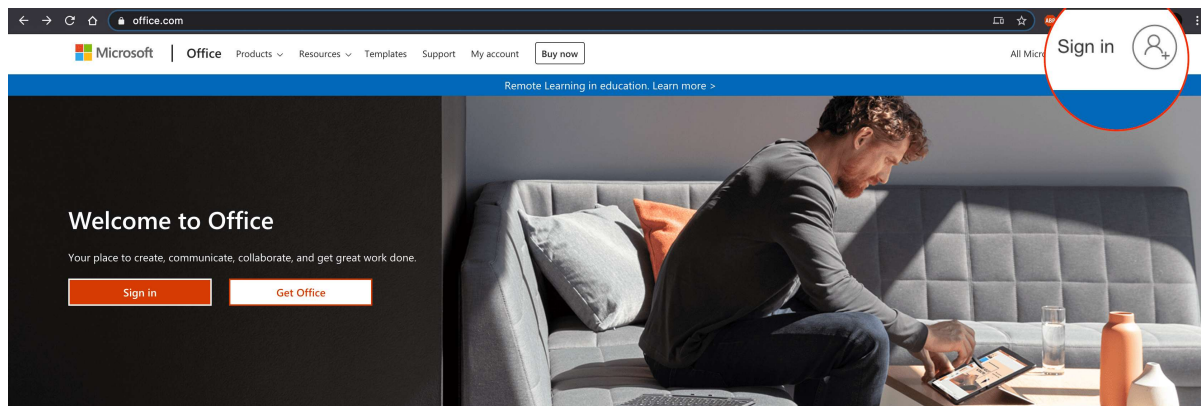
- Sign up for a Microsoft Account to use PowerPoint for the web
- Sign in and open a new blank presentation in PowerPoint for the web

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

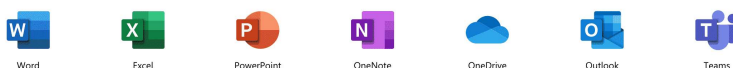
In this exercise, you will sign up for a Microsoft Account to use PowerPoint for the web.

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

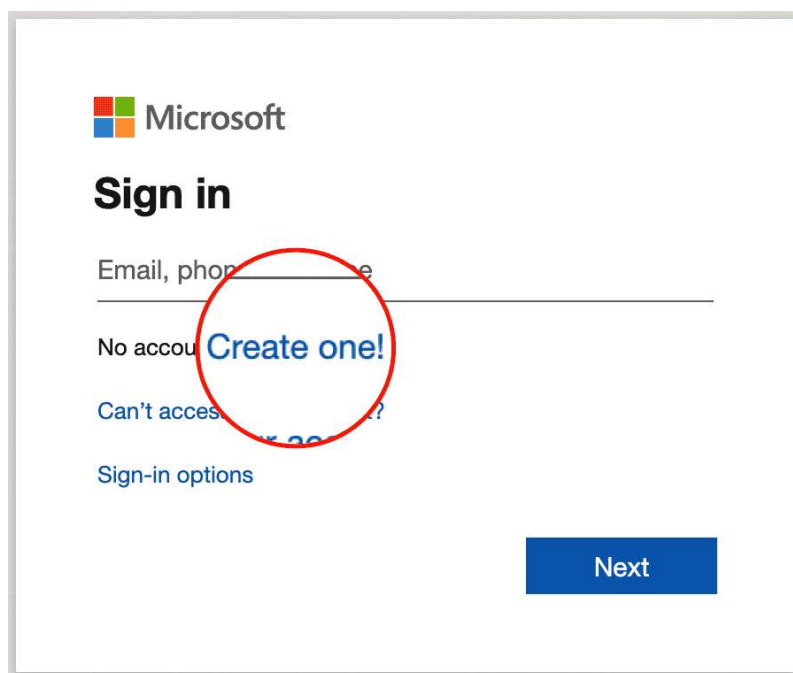
1. Go to www.office.com. Click **Sign in**



Sign in to use your favorite productivity apps from any device



2. Click **Create one!**



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

The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the heading 'Create account' is displayed in bold black text. To the right of this heading, the text 'Enter your email' is shown in red. A text input field contains the email address 'someone@example.com' and is highlighted with a red rectangular border. Below the input field, there are two links: 'Use a phone number instead' and 'Get a new email address', both in blue text. At the bottom right, there is a large blue button with the word 'Next' in white, which is circled with a red border.

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

The screenshot shows the next step in the Microsoft account creation process. At the top left is the Microsoft logo. Below it, a back arrow icon is followed by a redacted email address and '@gmail.com'. The heading 'Create a password' is displayed in bold black text. Below this, the instruction 'Enter the password you would like to use with your account.' is shown. A text input field contains the placeholder text 'Create password' and is highlighted with a red rectangular border. To the right of the input field, the text 'Enter your password' is shown in red. Below the input field, there is a checkbox labeled 'Show password'. At the bottom right, there is a large blue button with the word 'Next' in white, which is circled with a red border.

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**.

Microsoft

← [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)

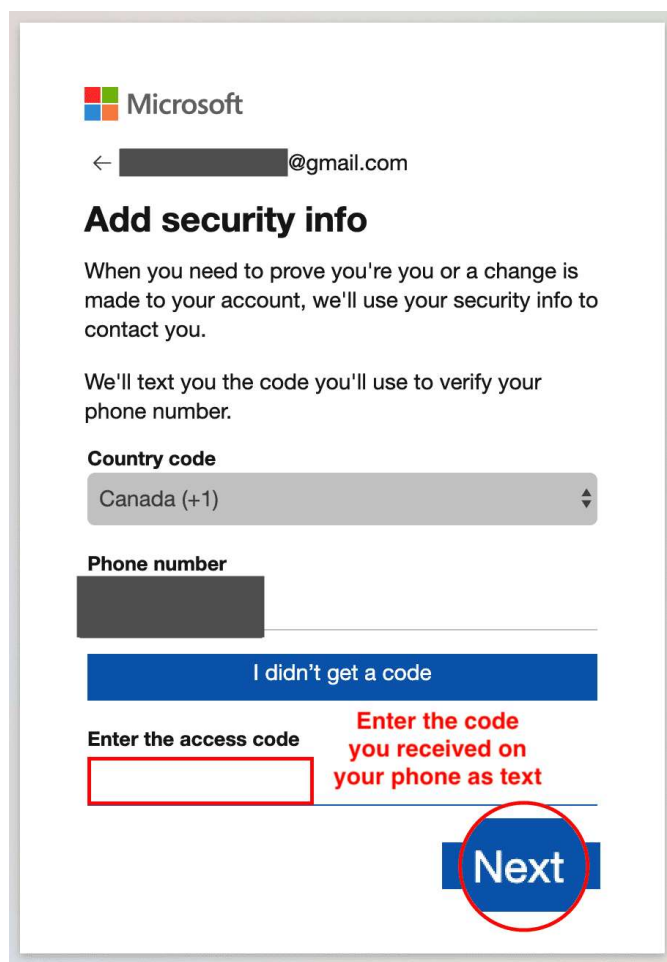
Phone number

Enter your phone number

Send code

Next

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



Microsoft

← [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
[redacted]

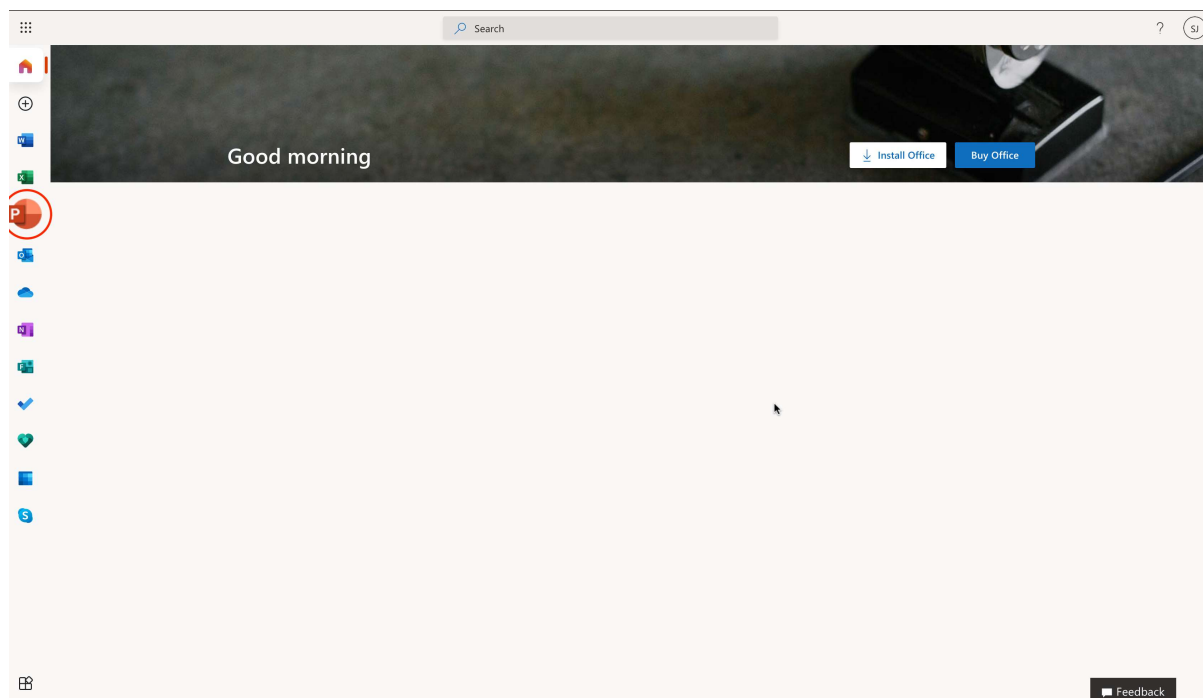
[I didn't get a code](#)

Enter the access code
[redacted]

Enter the code you received on your phone as text

[Next](#)

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**.

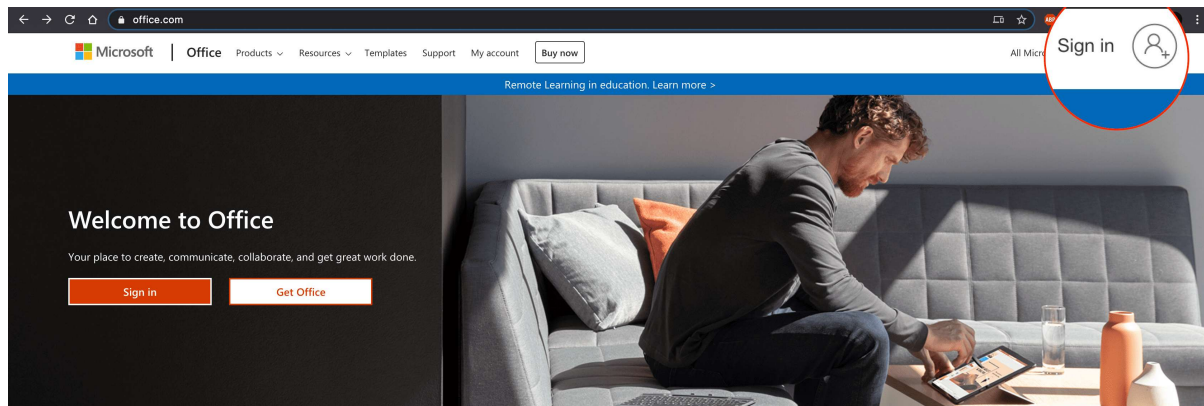


Exercise 2: Sign-in, Upload and Open presentation in PowerPoint for the Web

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. 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. At the top is the Microsoft logo. Below it, the text 'Sign in' is displayed in large black font. To the right, a red instruction reads 'Enter the email ID you used to sign-up'. Below this is a text input field containing a masked email address '____@gmail.com', which is highlighted with a red rectangular box. Underneath the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right, a blue button with the word 'Next' is circled in red.

3. Enter your password.



Microsoft

██████████@gmail.com

Enter password

Enter the password you created

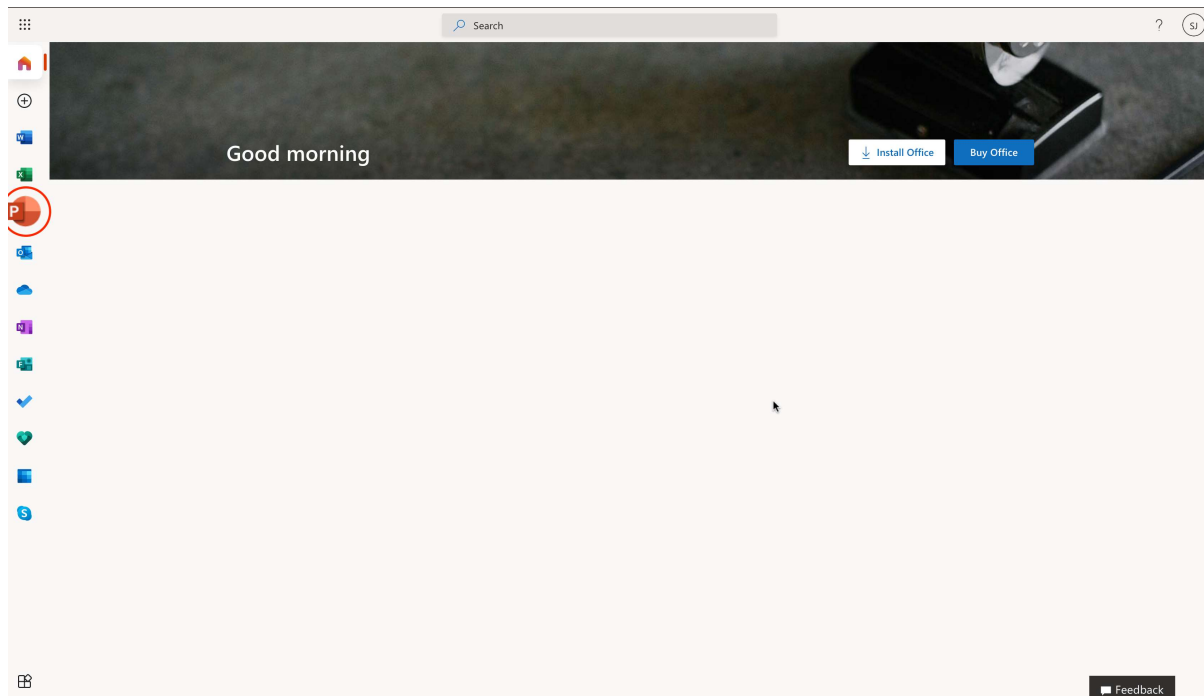
Keep me signed in

[Forgot password?](#)

Sign in

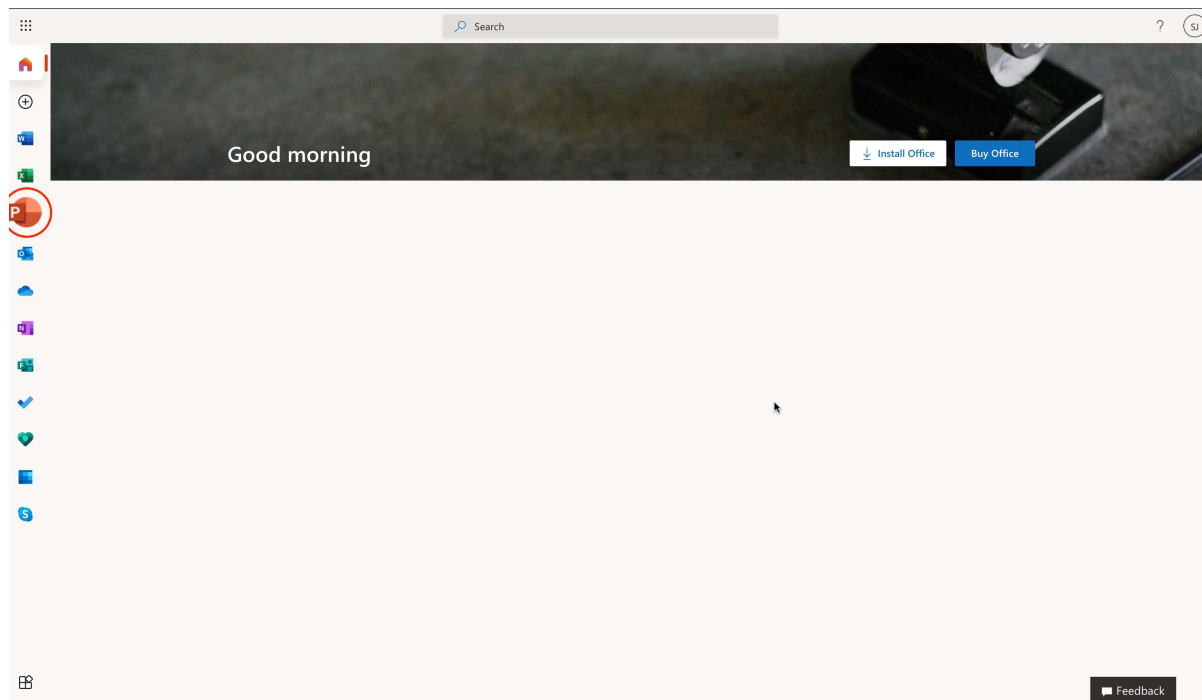
The image shows the Microsoft login interface. At the top is the Microsoft logo. Below it is a text input field containing an email address ending in '@gmail.com'. Underneath is the heading 'Enter password' followed by a red instruction 'Enter the password you created'. A red rectangle highlights the password input field. Below the password field is a checkbox labeled 'Keep me signed in' and a blue link 'Forgot password?'. At the bottom right, a blue 'Sign in' button is circled in red.

4. You are now signed in.

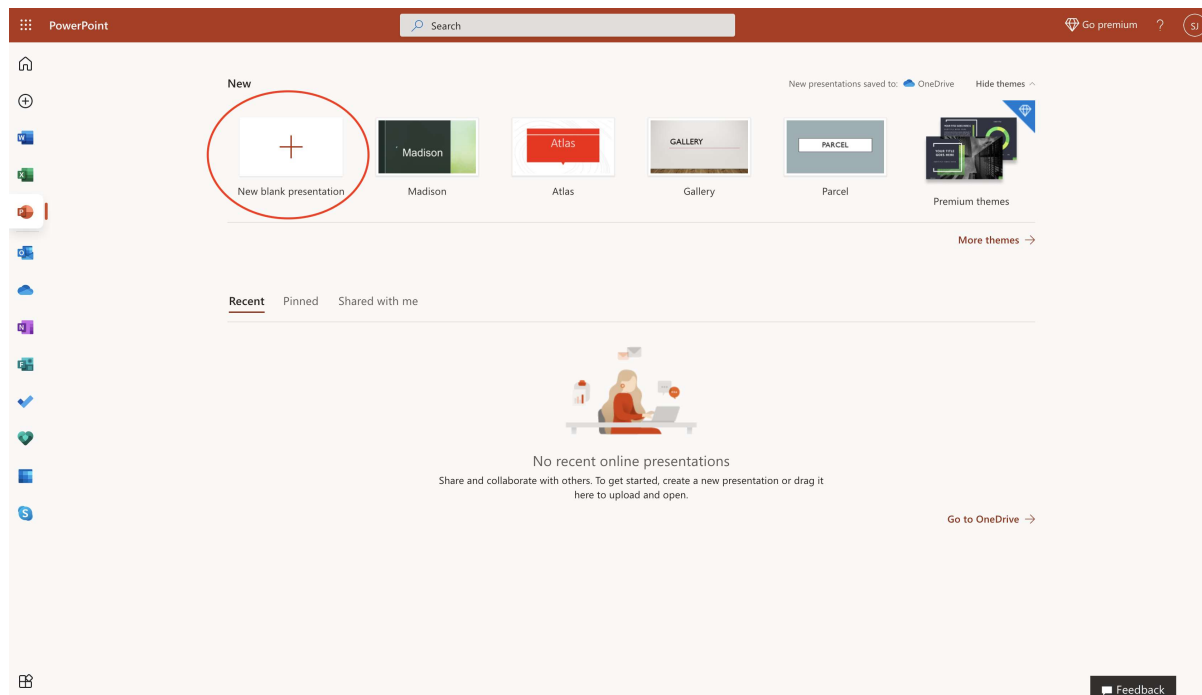


Task B: Open a new blank presentation in PowerPoint for the Web

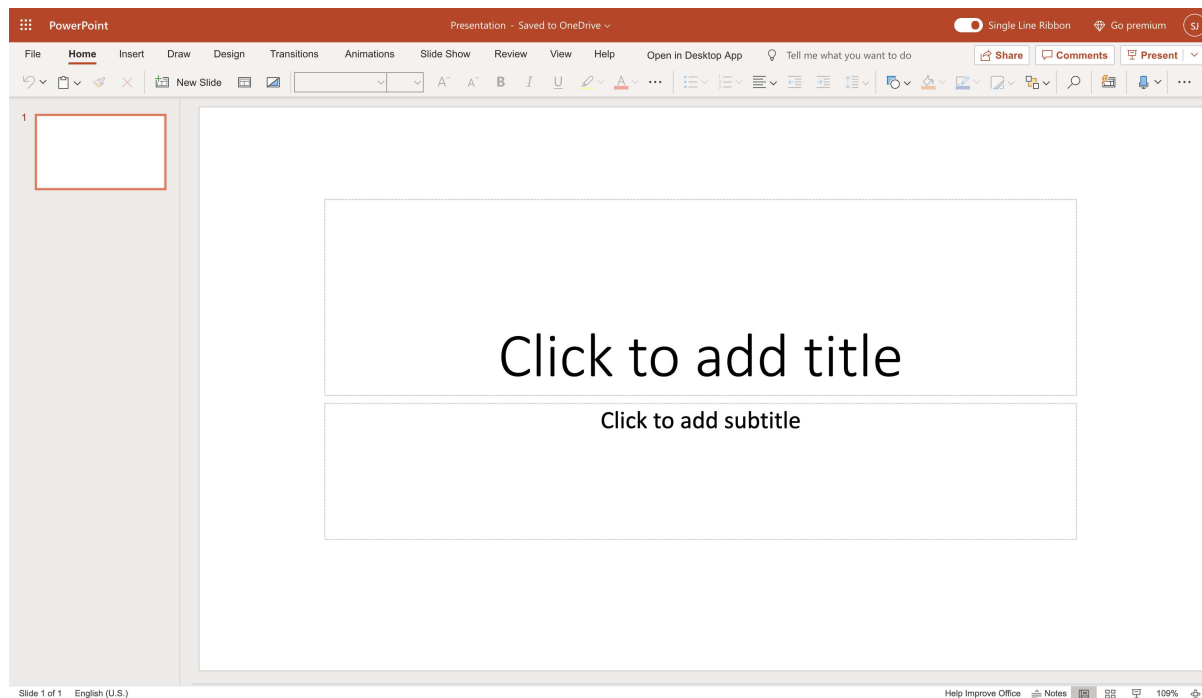
1. Click on the **PowerPoint** icon.



2. Click **New blank presentation**.



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

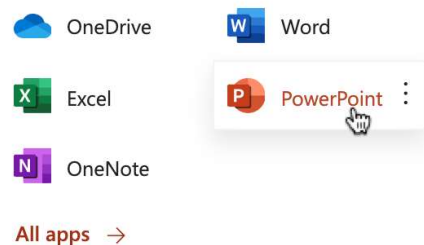


Task C: Upload, Open and Edit a Presentation

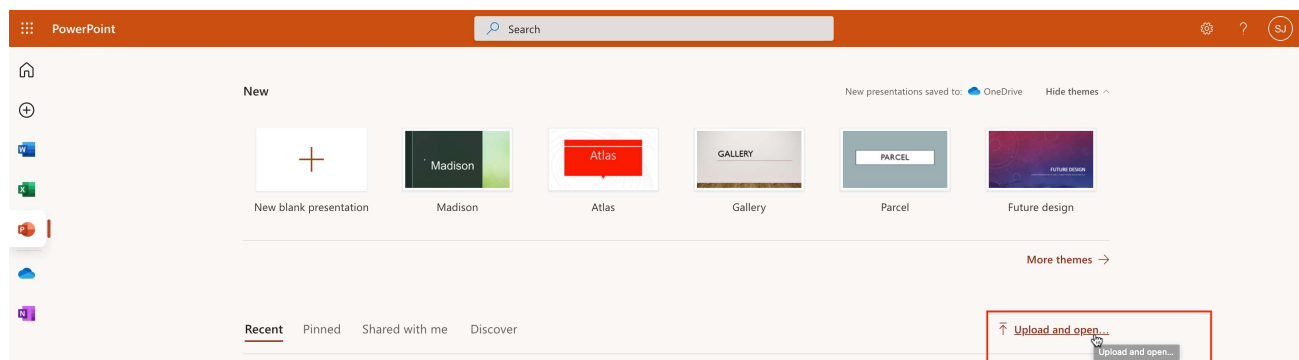
1. Download the file [capstone-story-template.pptx](#).
2. To upload and open a presentation file in PowerPoint for the web, click the **App Launcher** (cube of dots) in the top left corner. Click **PowerPoint** icon.



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

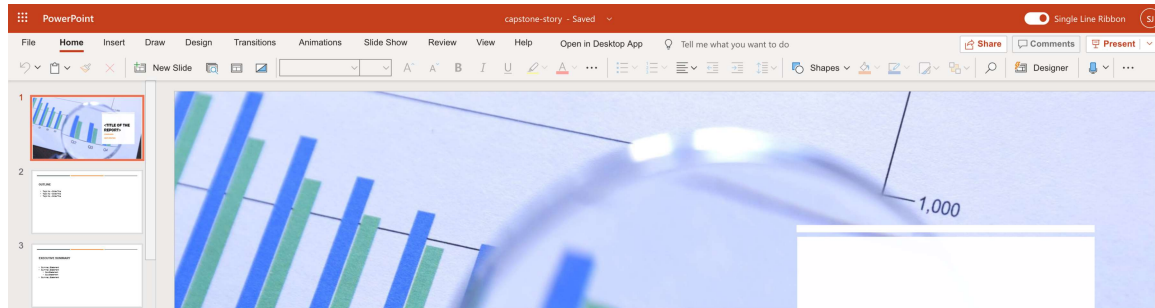
Your file will be opened automatically after upload is complete.

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

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Other Contributor(s)

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Changelog

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

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