

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:

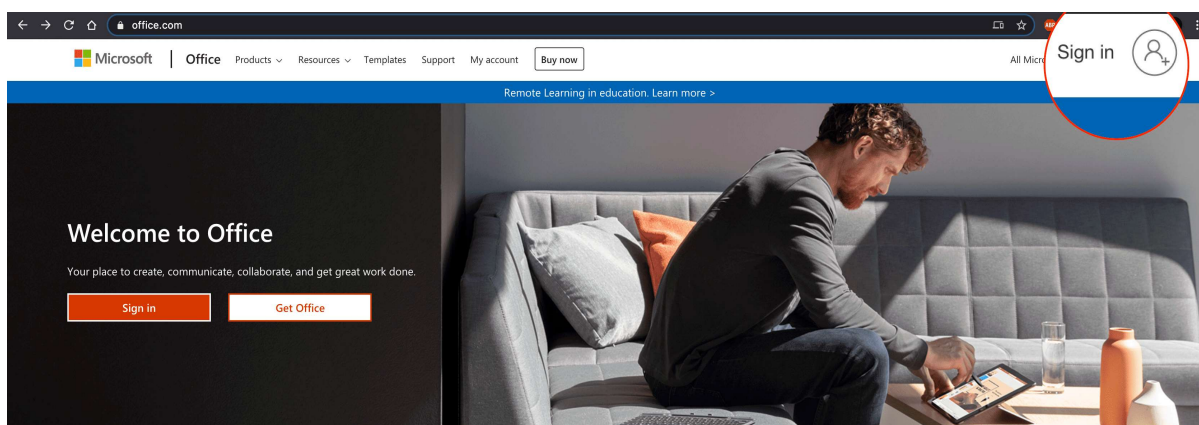
- Sign up for a Microsoft Account to use PowerPoint for the web
- Sign in and open a new blank presentation in PowerPoint for the web

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



Word



Excel



PowerPoint



OneNote



OneDrive

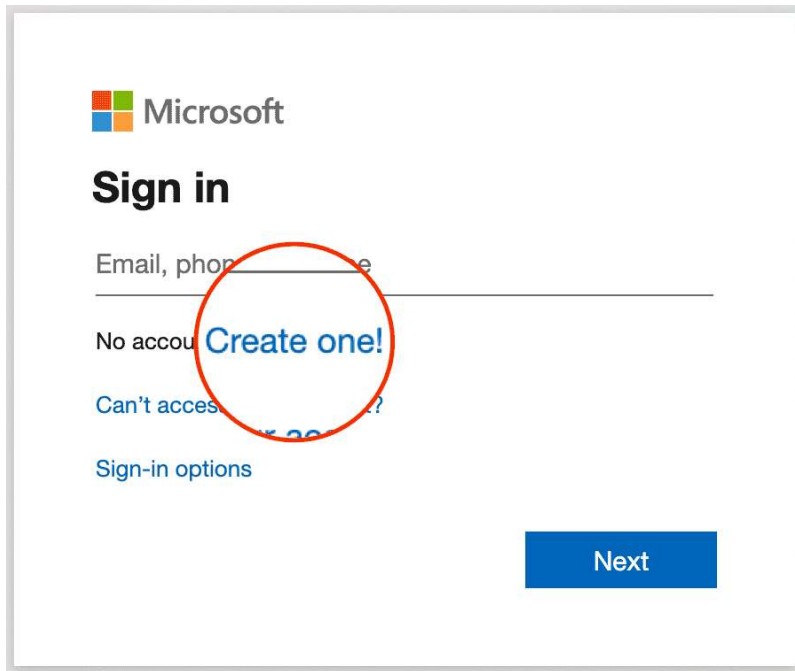


Outlook



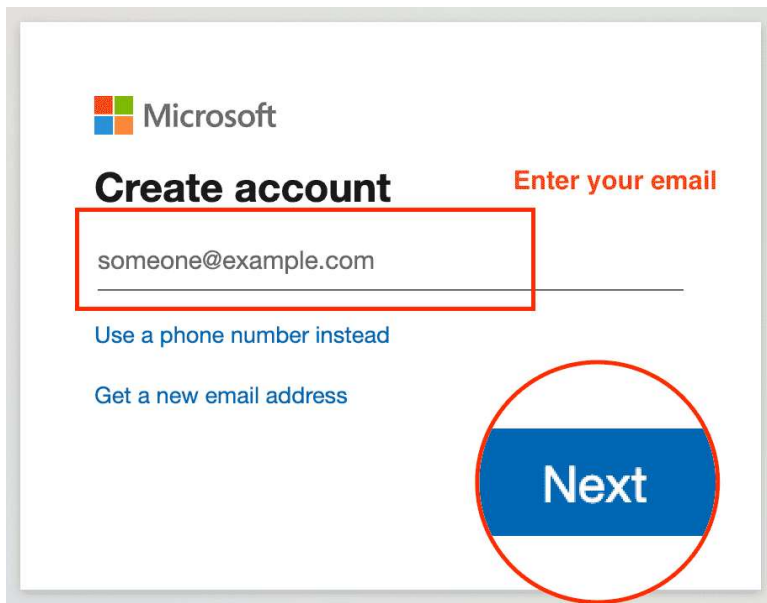
Teams

2. Click **Create one!**



The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or app password". To the left of this field, the text "No account" is visible. To the right of "No account", the link "Create one!" is highlighted with a red circle. Below the input field, there are two more links: "Can't access your account?" and "Sign-in options". At the bottom right of the page, there is a blue button with the text "Next".

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



The image shows the Microsoft "Create account" page. At the top left is the Microsoft logo. Below it, the text "Create account" is displayed in a large, bold font. To the right of this text, the label "Enter your email" is shown in red. Below the label, there is a text input field containing the email address "someone@example.com". The entire input field is enclosed in a red rectangular box. Below the input field, there are two links: "Use a phone number instead" and "Get a new email address". At the bottom right of the page, there is a blue button with the text "Next", which is circled in red.

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



← [redacted]@gmail.com

Create a password

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

Create password

Enter your
password

☐ Show password

Next

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



← [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 code

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**.



← [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**.




 [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]

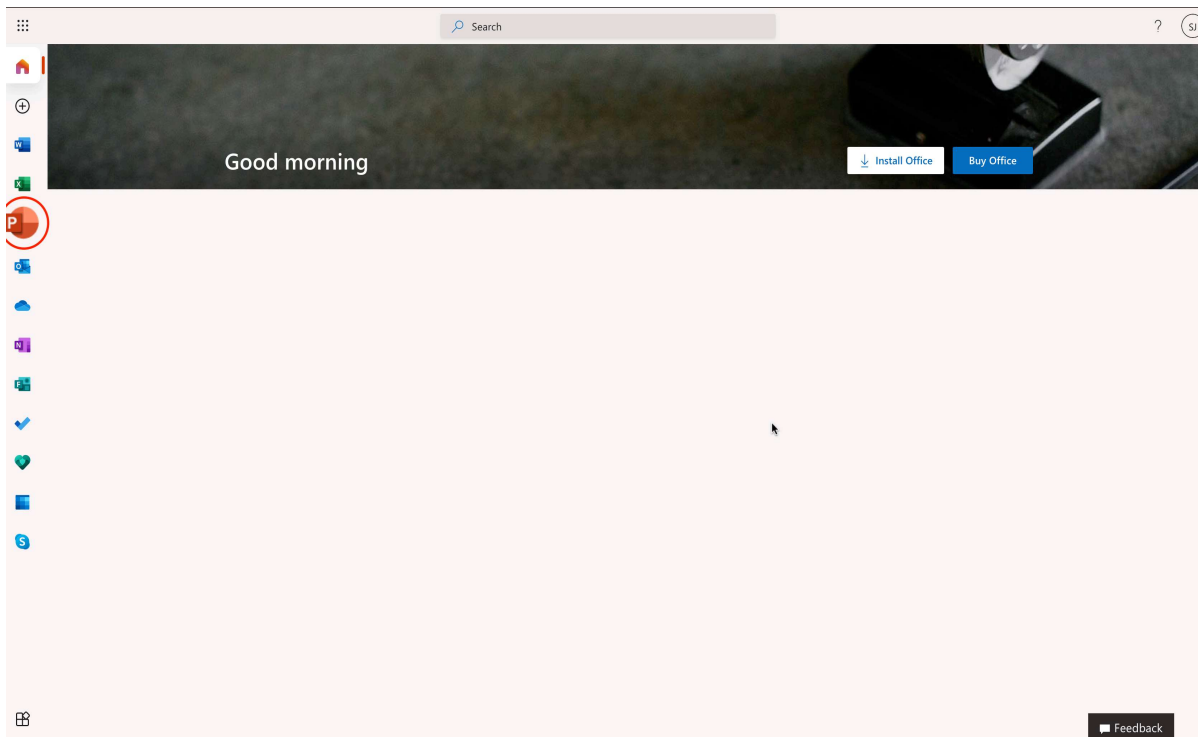
I didn't get a code

Enter the access code

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**.

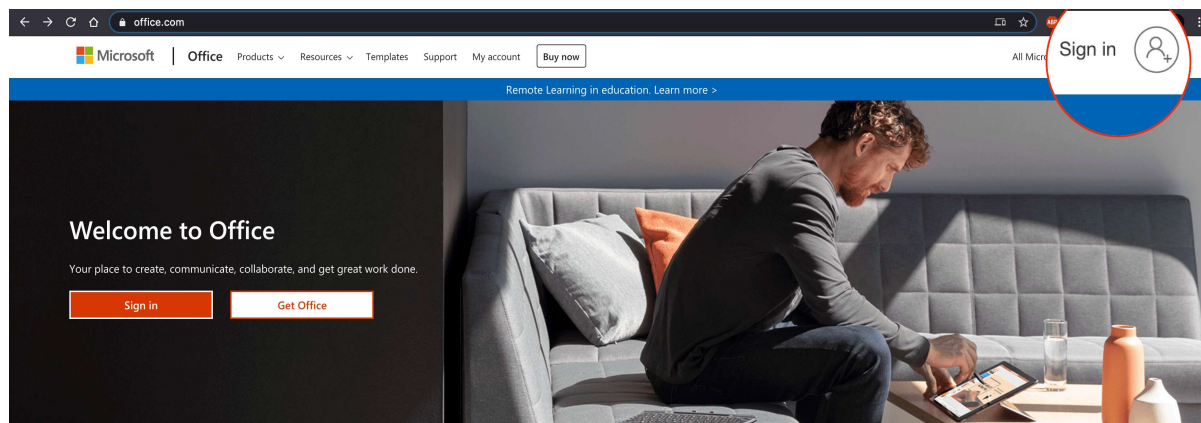


Exercise 2: Sign-in, Upload and Open presentation in PowerPoint for the Web

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**.



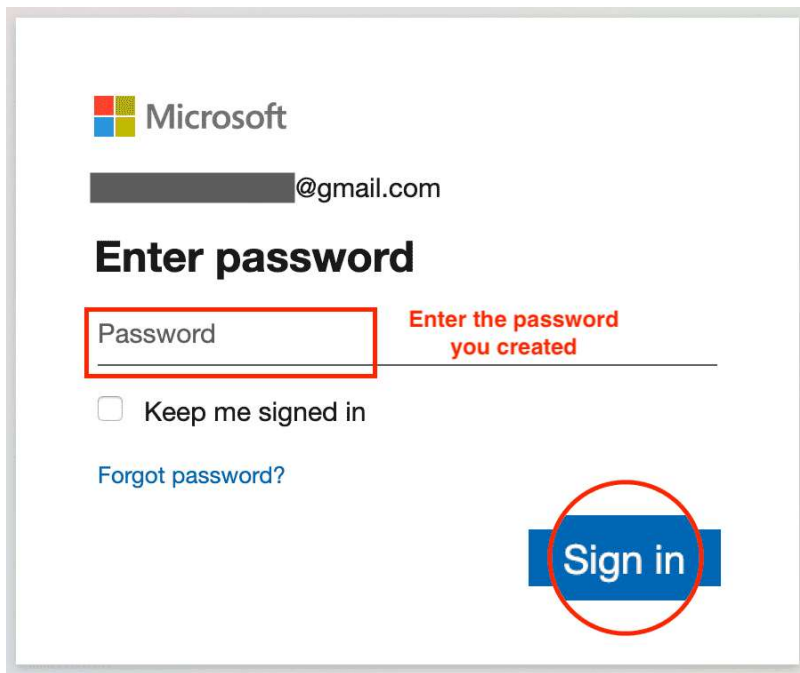
Sign in to use your favorite productivity apps from any device



2. Enter your sign in email.

A screenshot of the Microsoft 'Sign in' page. The Microsoft logo is at the top left. Below it is the 'Sign in' heading. To the right, red text says 'Enter the email ID you used to sign-up'. Below this is an email input field containing a redacted email address followed by '@gmail.com'. The input field is outlined in red. Below the input field are links for 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right, a blue 'Next' button is circled in red.

3. Enter your password.



Microsoft

██████████@gmail.com

Enter password

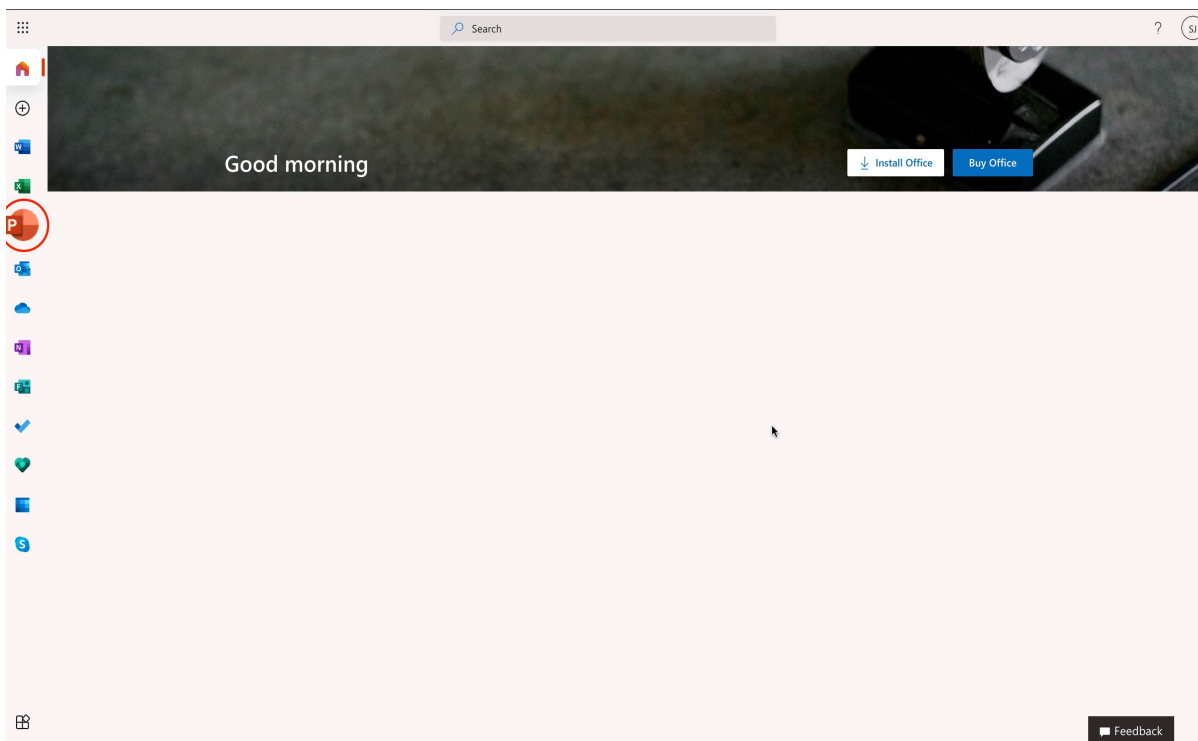
Password Enter the password you created

☐ Keep me signed in

[Forgot password?](#)

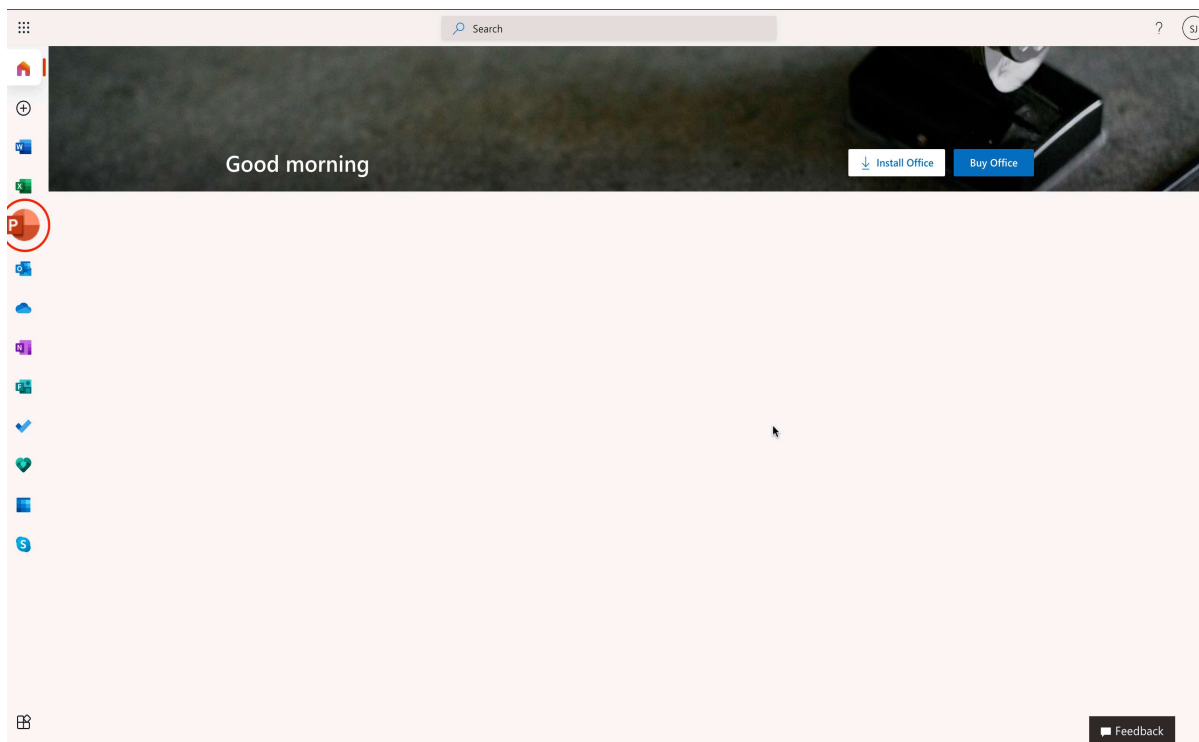
Sign in

4. You are now signed in.

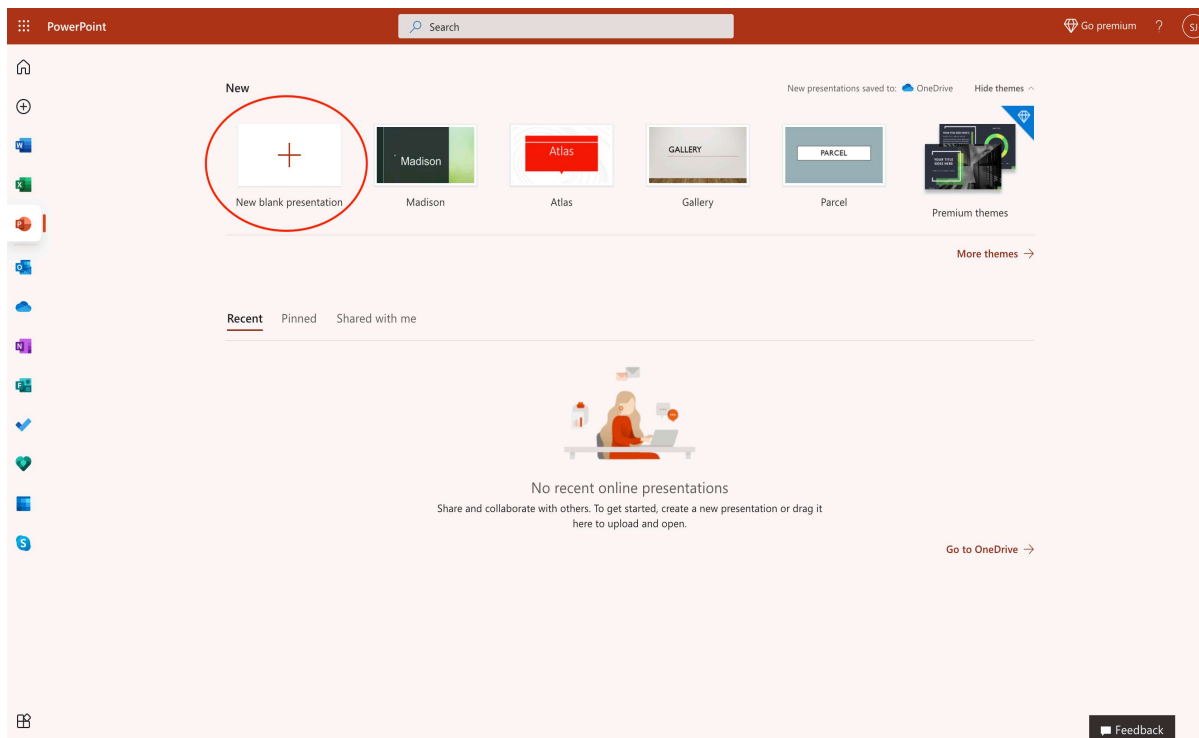


Task B: Open a new blank presentation in PowerPoint for the Web

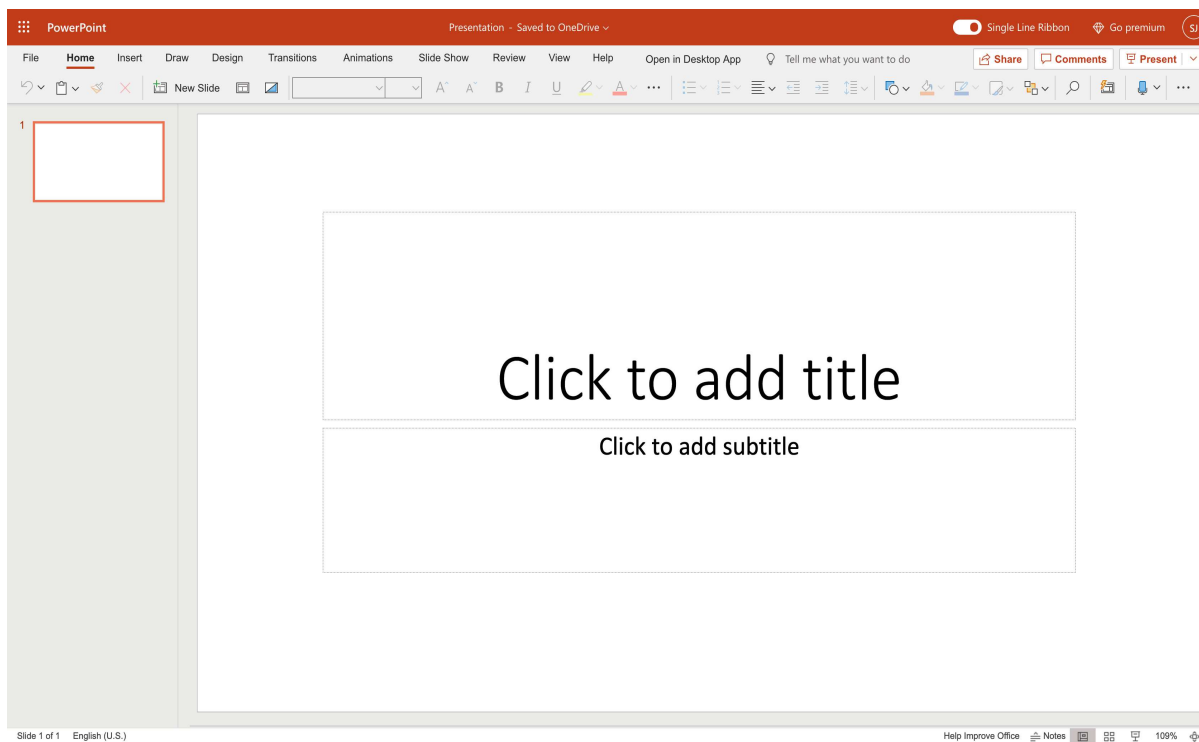
1. Click on the **PowerPoint** icon.



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

OneDrive

Word

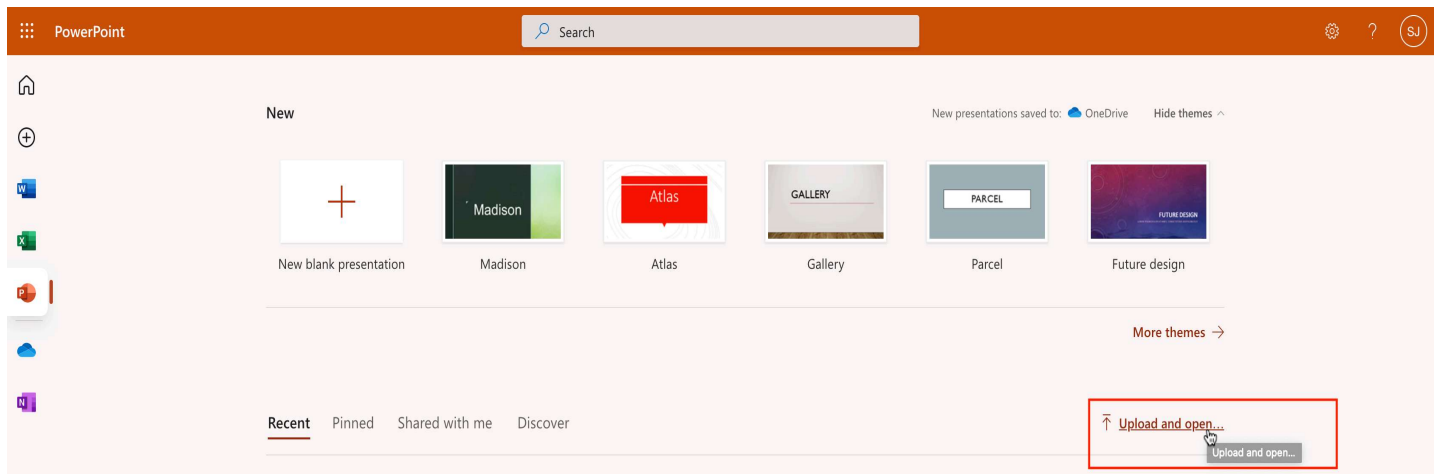
Excel

PowerPoint

OneNote

All 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

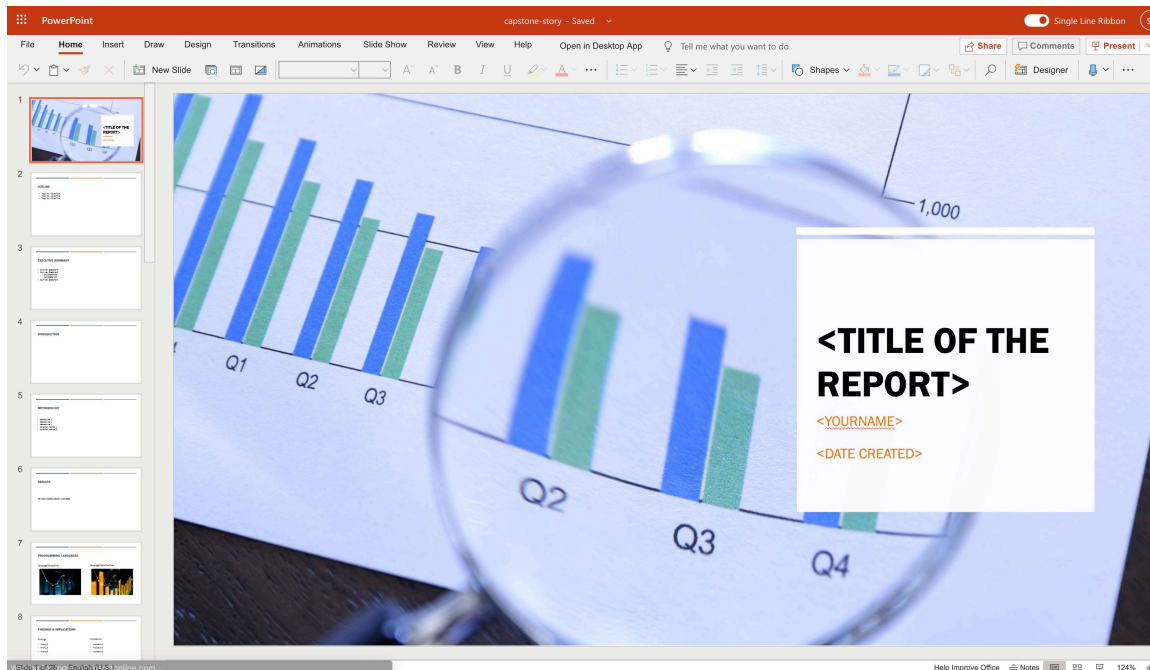
Your file will be opened automatically after upload is complete.

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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