



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:

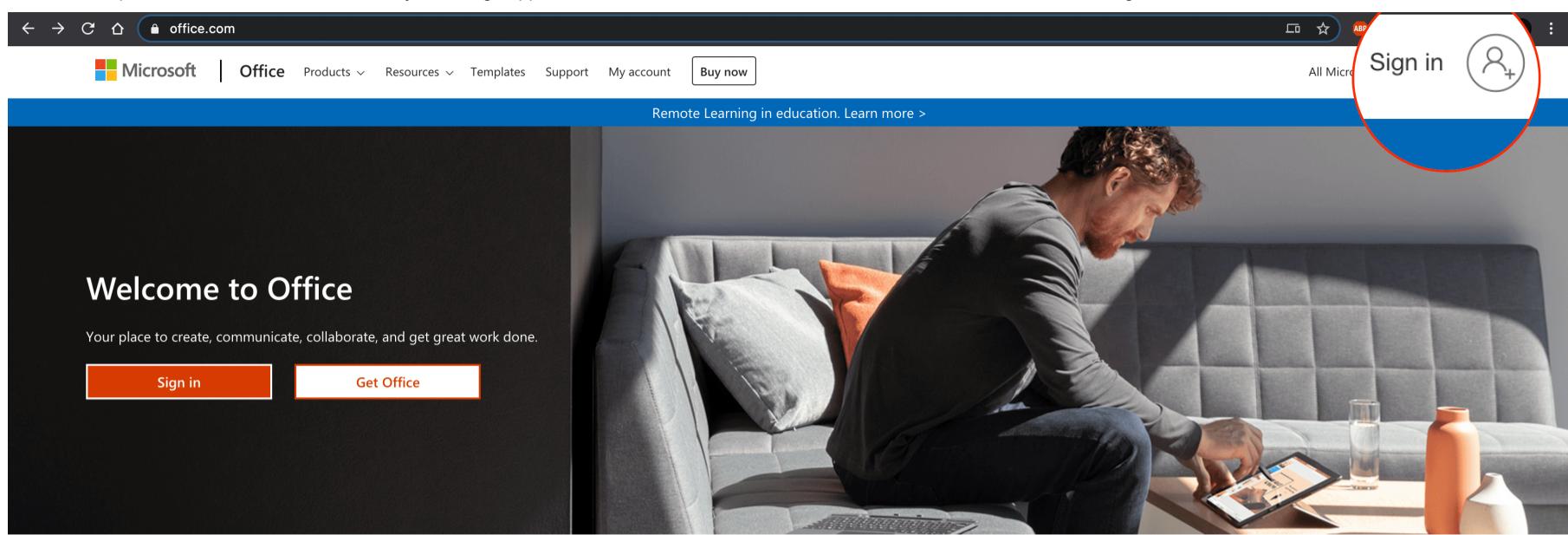
- Sign up for a Microsoft Account to use PowerPoint for the web
- Sign in and open a new blank presentation in PowerPoint for the web

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.

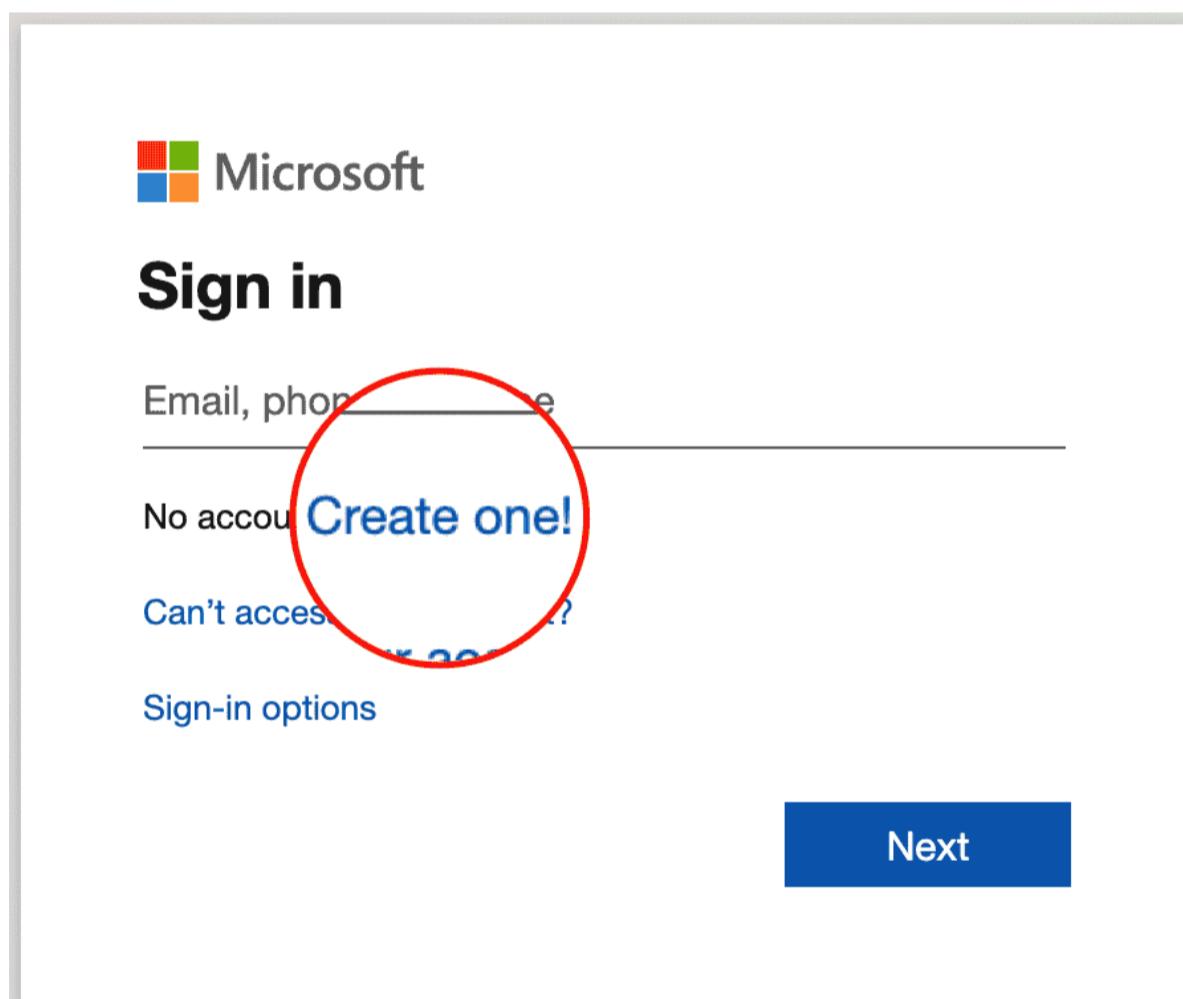
1. Go to www.office.com. Click **Sign in**



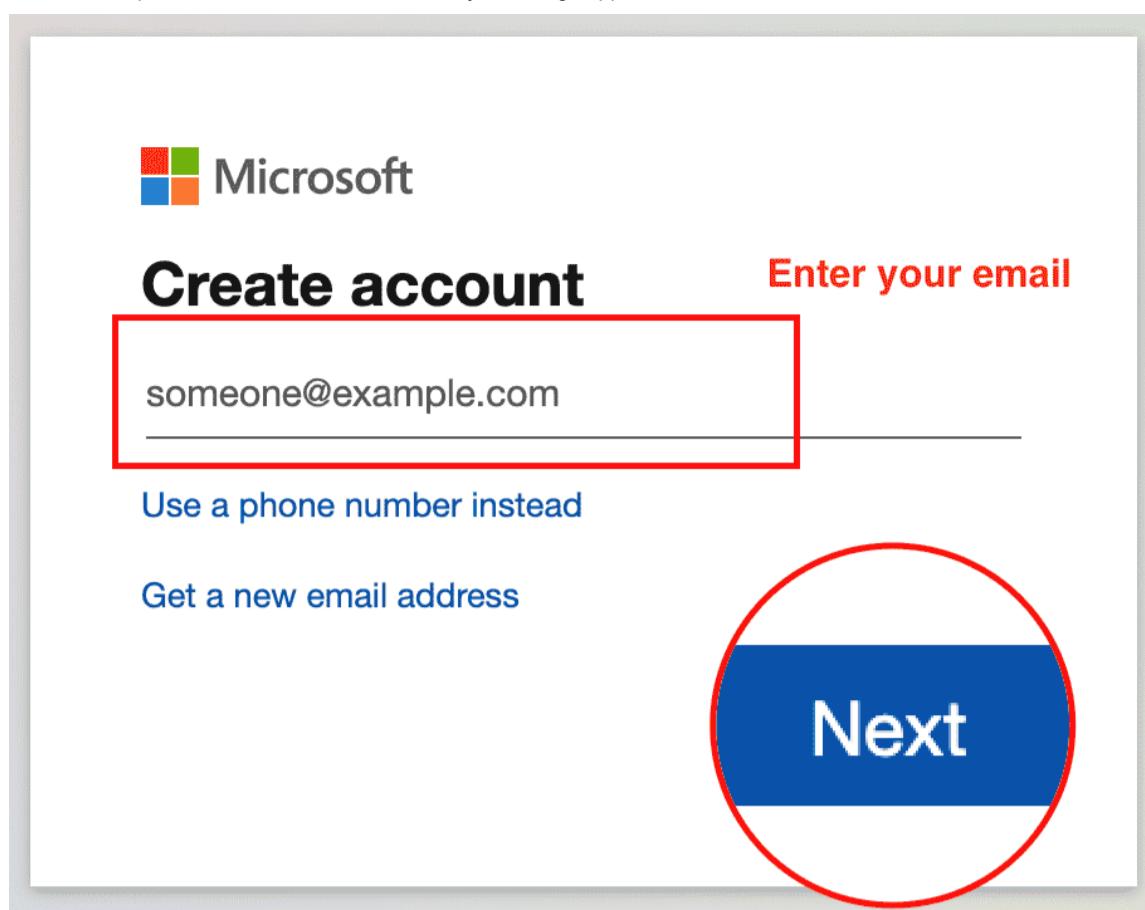
Sign in to use your favorite productivity apps from any device



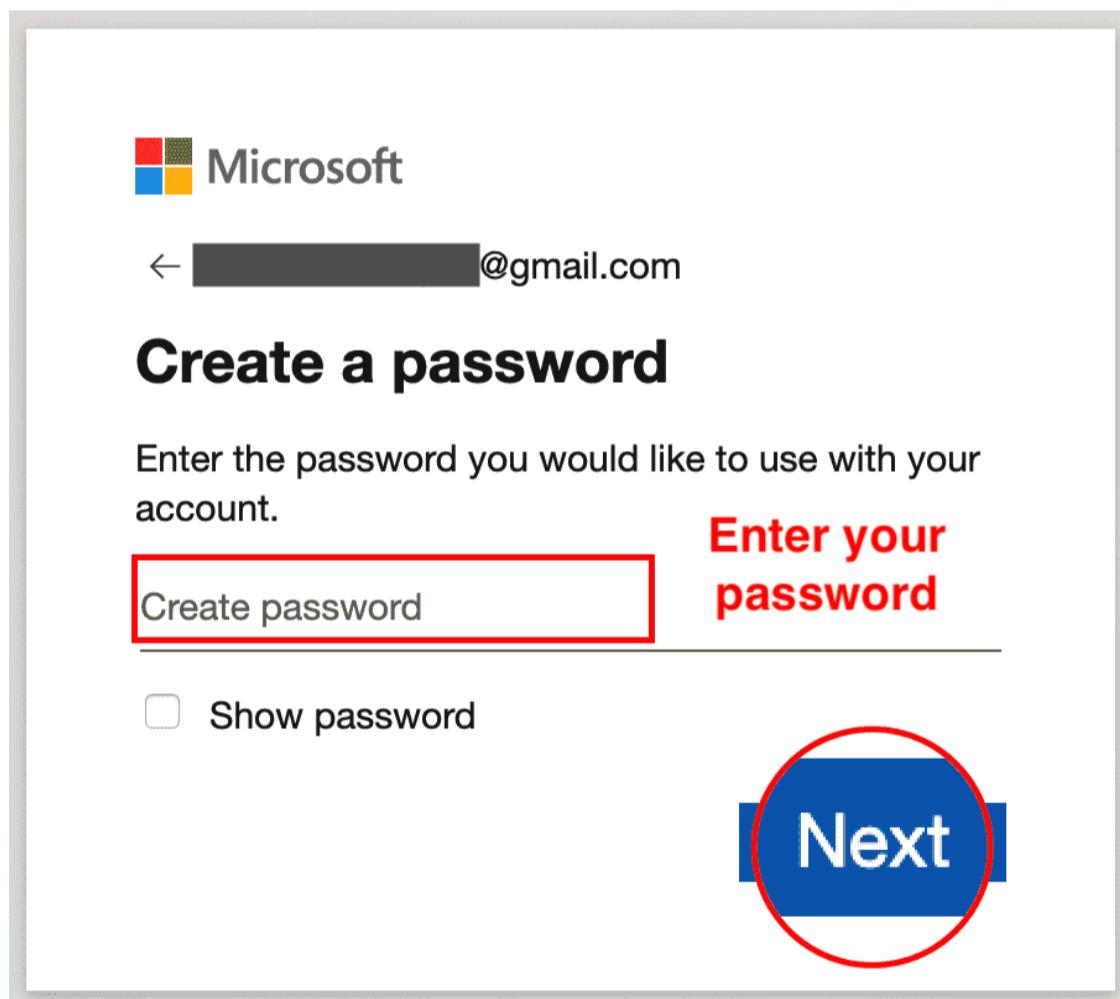
2. Click **Create one!**



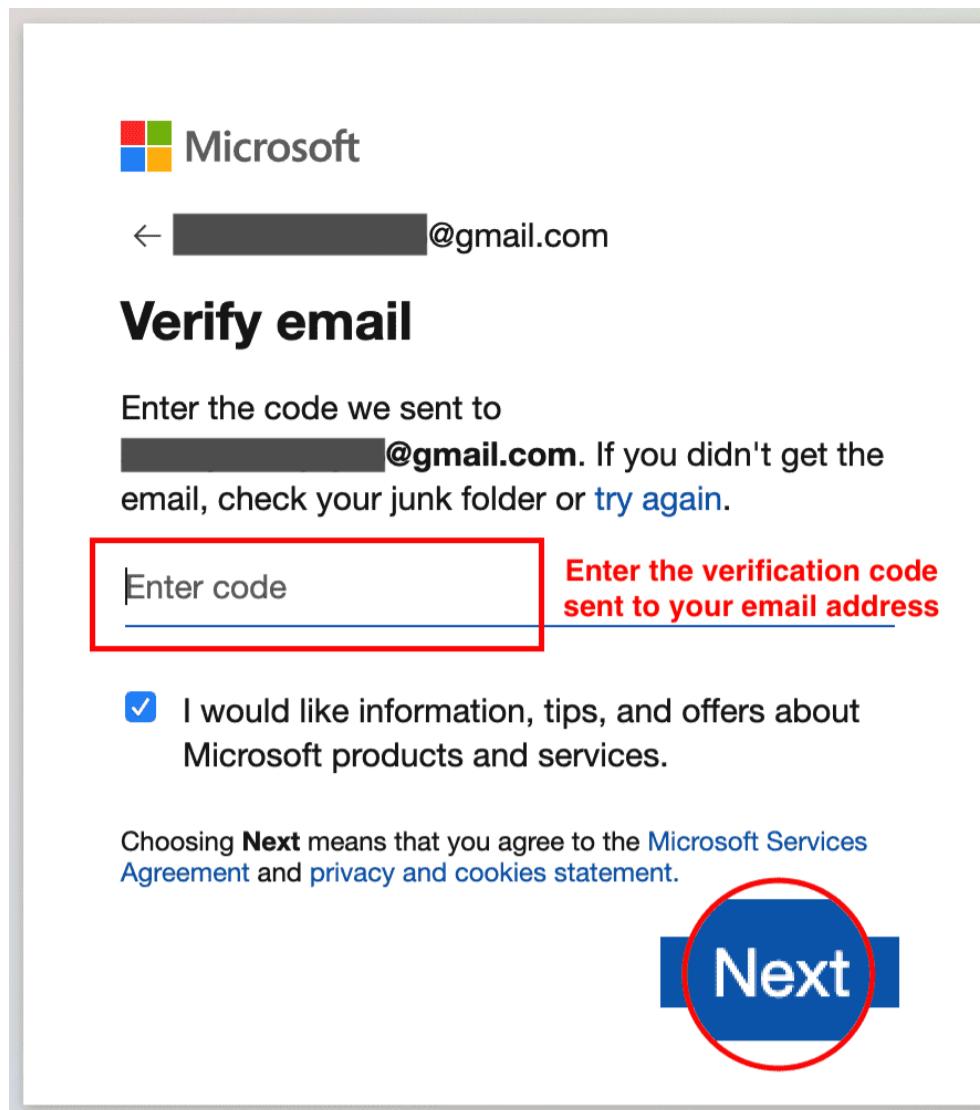
3. Enter your existing email id with which you want to create a Microsoft account. Click **Next**.



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

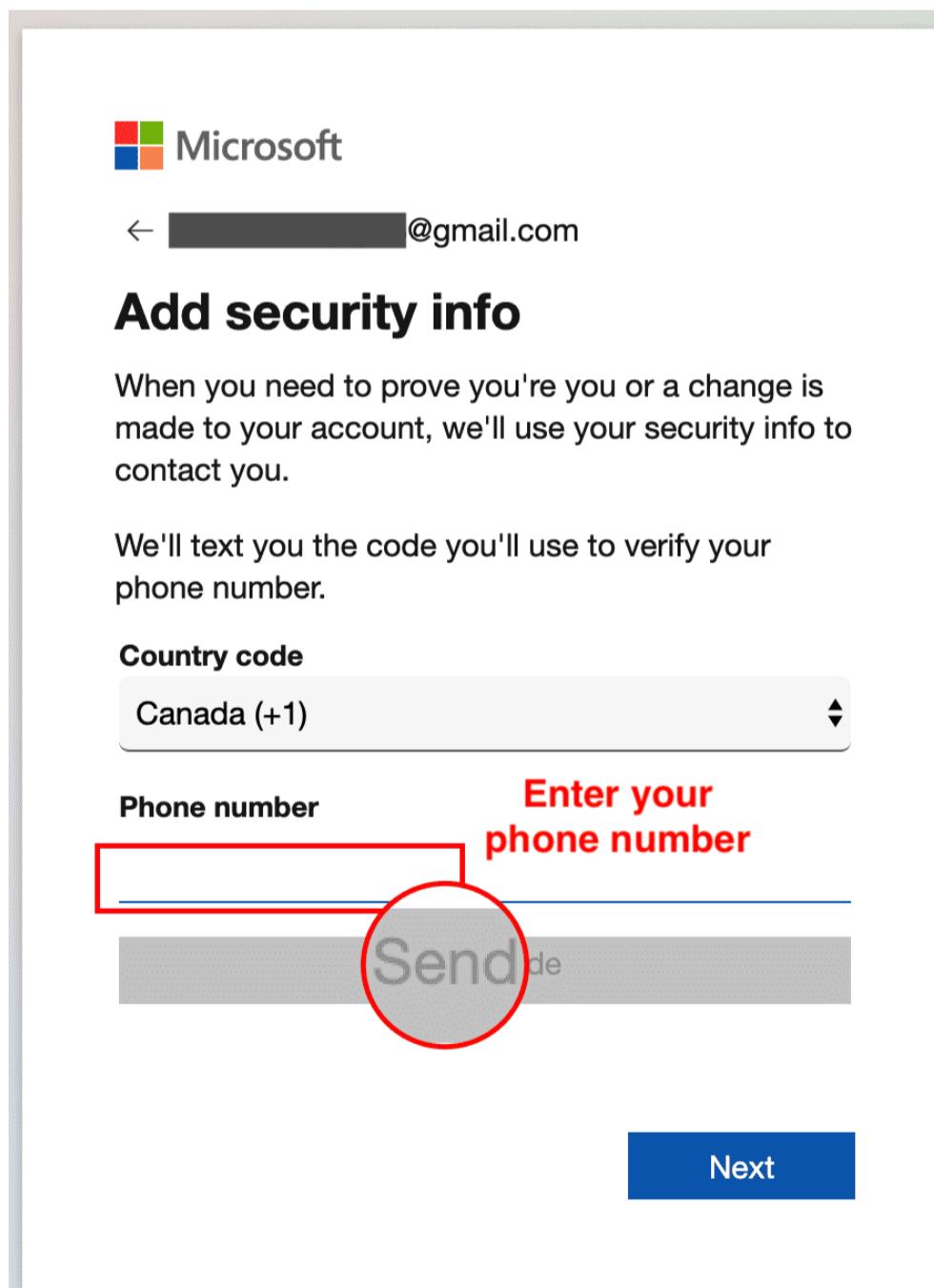


5. Enter the code you received by email. Click **Next**.



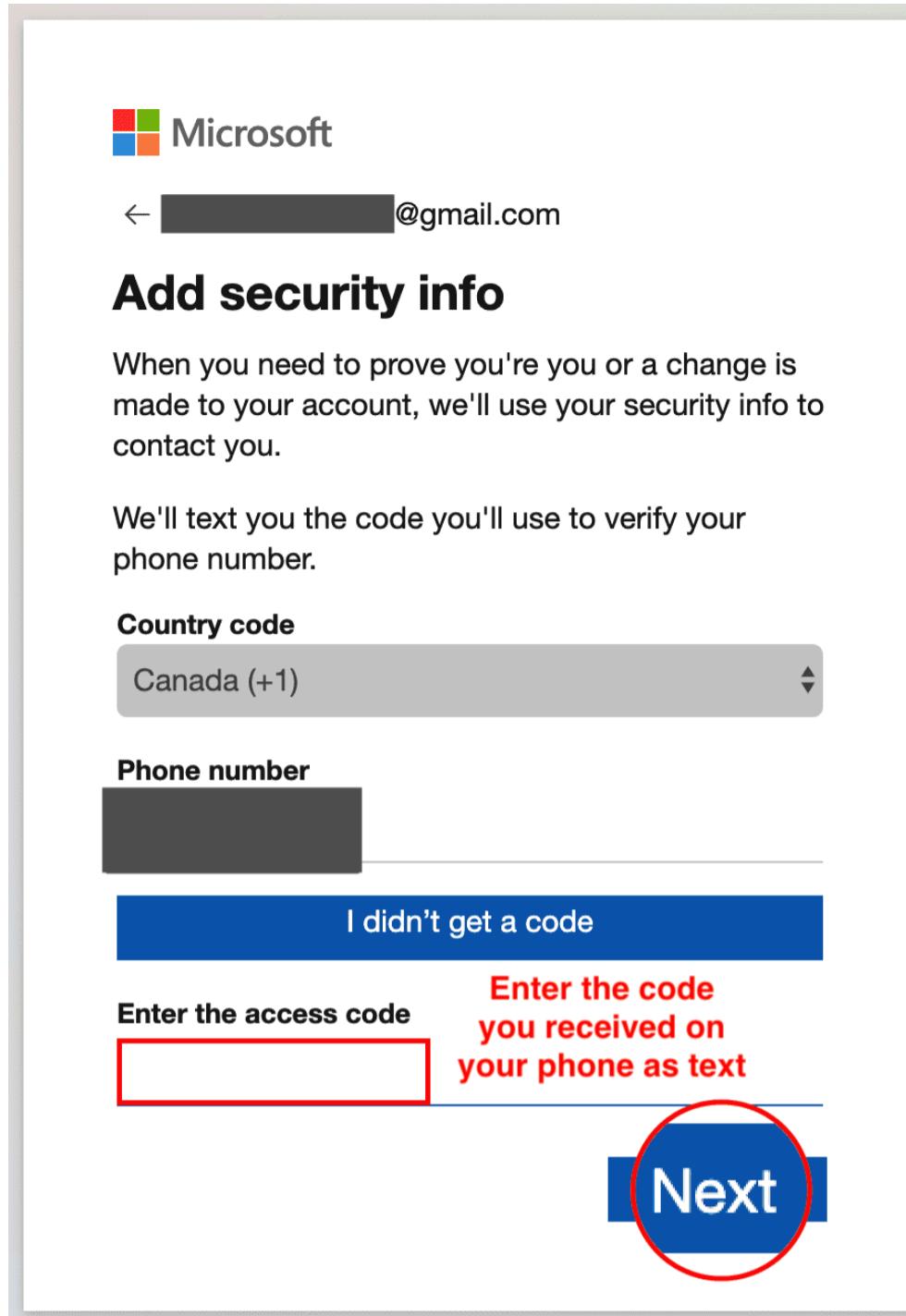
The screenshot shows the Microsoft Verify email page. At the top left is the Microsoft logo. Below it is the user's email address: ← [REDACTED]@gmail.com. A large heading says "Verify email". A sub-instruction says "Enter the code we sent to [REDACTED]@gmail.com. If you didn't get the email, check your junk folder or [try again](#)". There are two input fields: "Enter code" (highlighted with a red box) and "Enter the verification code sent to your email address". A checkbox is checked, followed by the text "I would like information, tips, and offers about Microsoft products and services". Below this is a note: "Choosing Next means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#)". A large blue "Next" button is at the bottom, with a red circle highlighting its center.

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

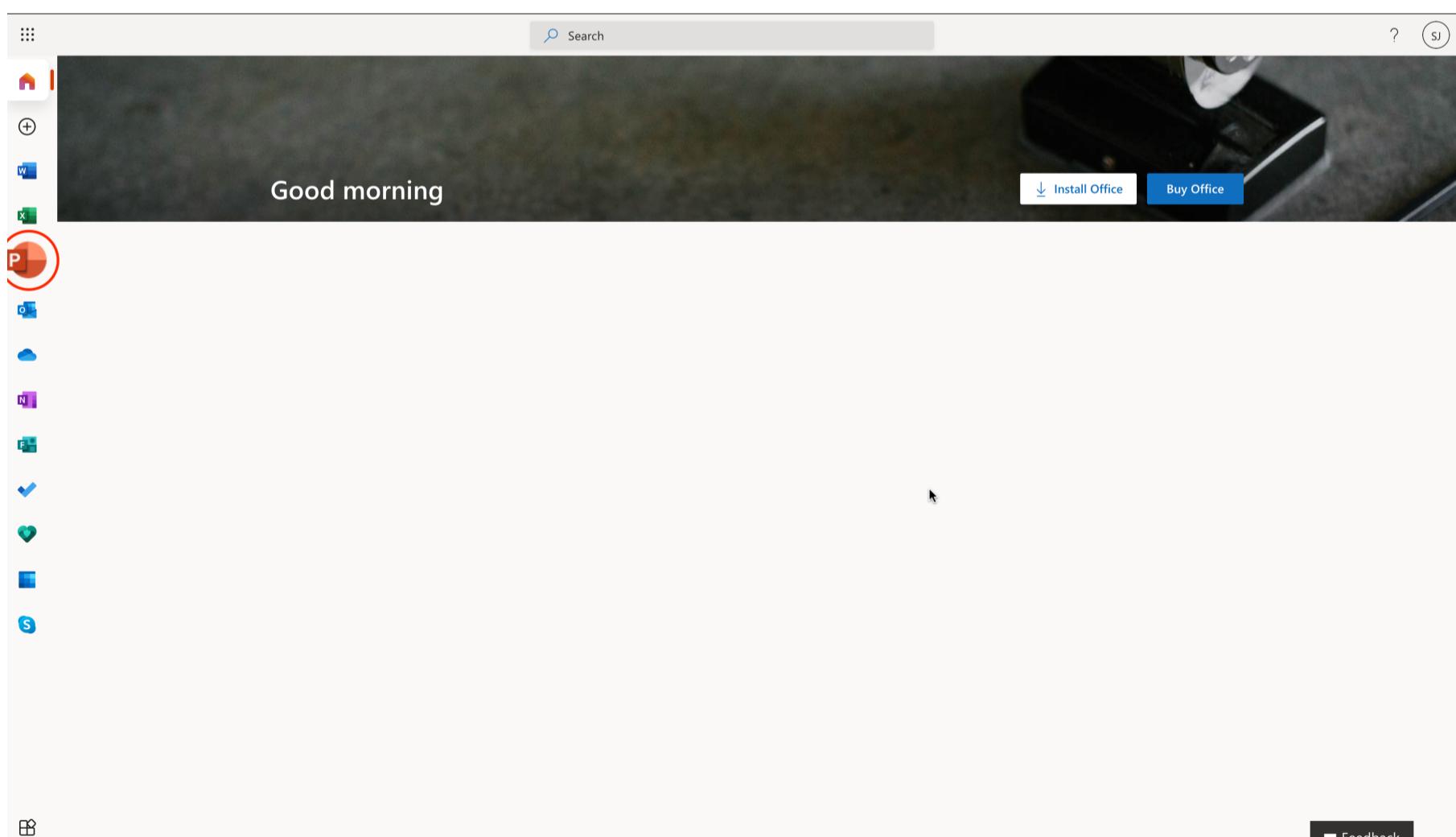


The screenshot shows the Microsoft Add security info page. At the top left is the Microsoft logo. Below it is the user's email address: ← [REDACTED]@gmail.com. A large heading says "Add security info". A sub-instruction says "When you need to prove you're you or a change is made to your account, we'll use your security info to contact you." Another sub-instruction says "We'll text you the code you'll use to verify your phone number." A dropdown menu for "Country code" is set to "Canada (+1)". An input field for "Phone number" is highlighted with a red box and has the placeholder "Enter your phone number". A "Send" button is below it, with a red circle highlighting its center. A "Next" button is at the bottom right.

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

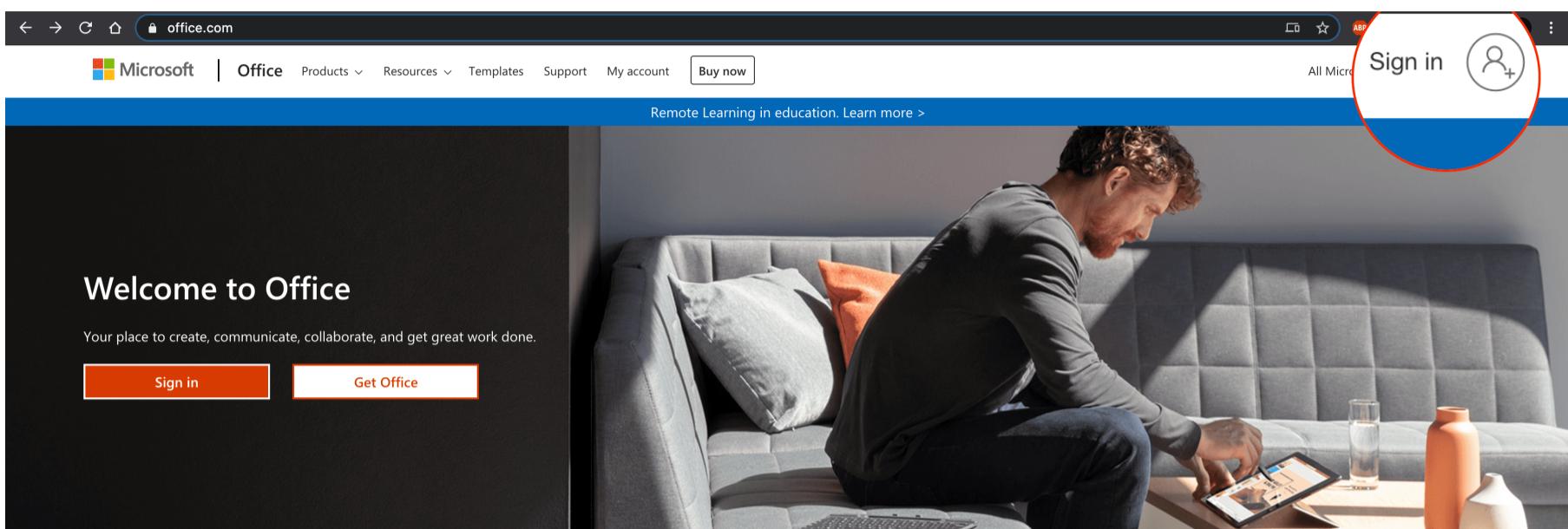


Exercise 2: Sign-in, Upload and Open presentation in PowerPoint for the Web

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

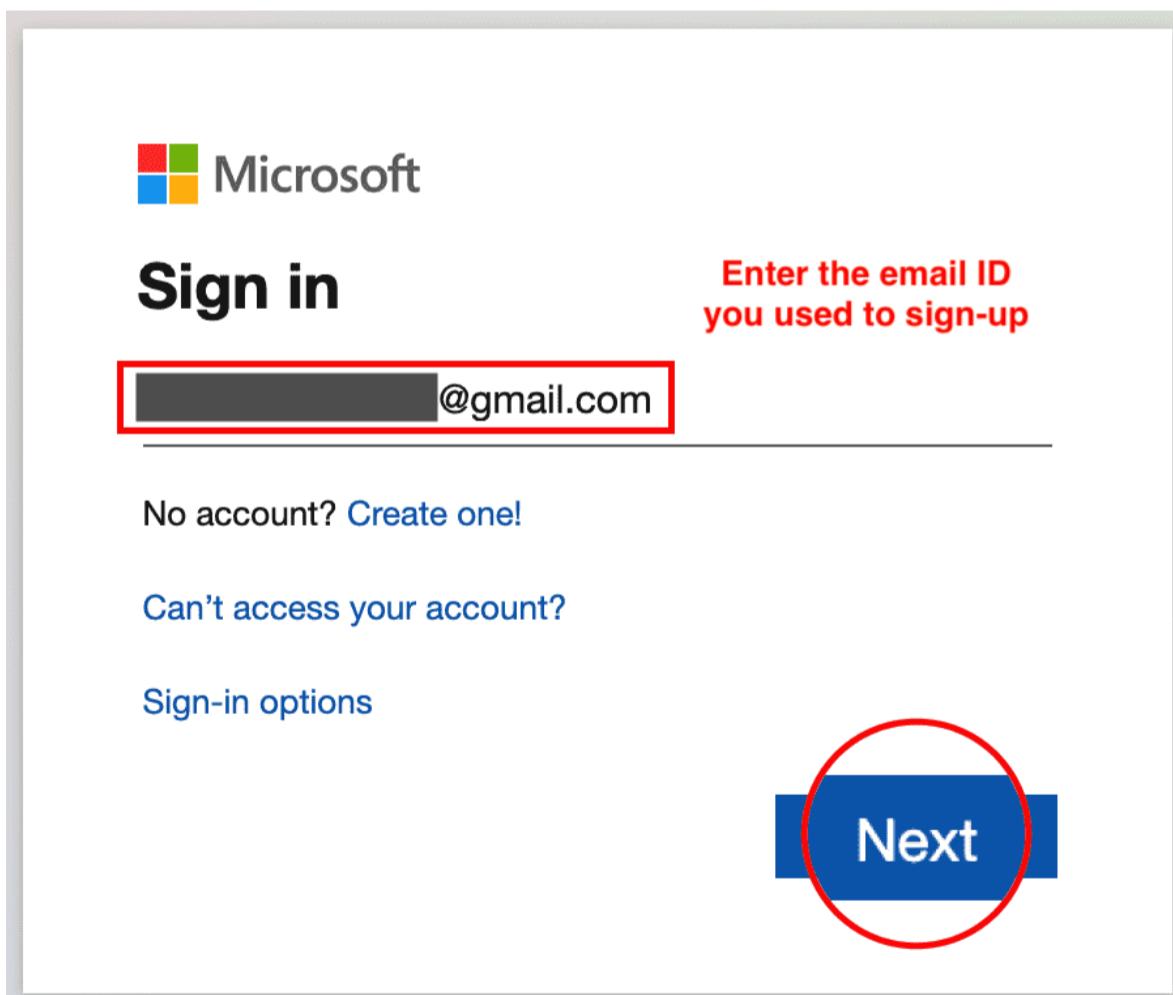
1. Go to www.office.com. Click **Sign in**.



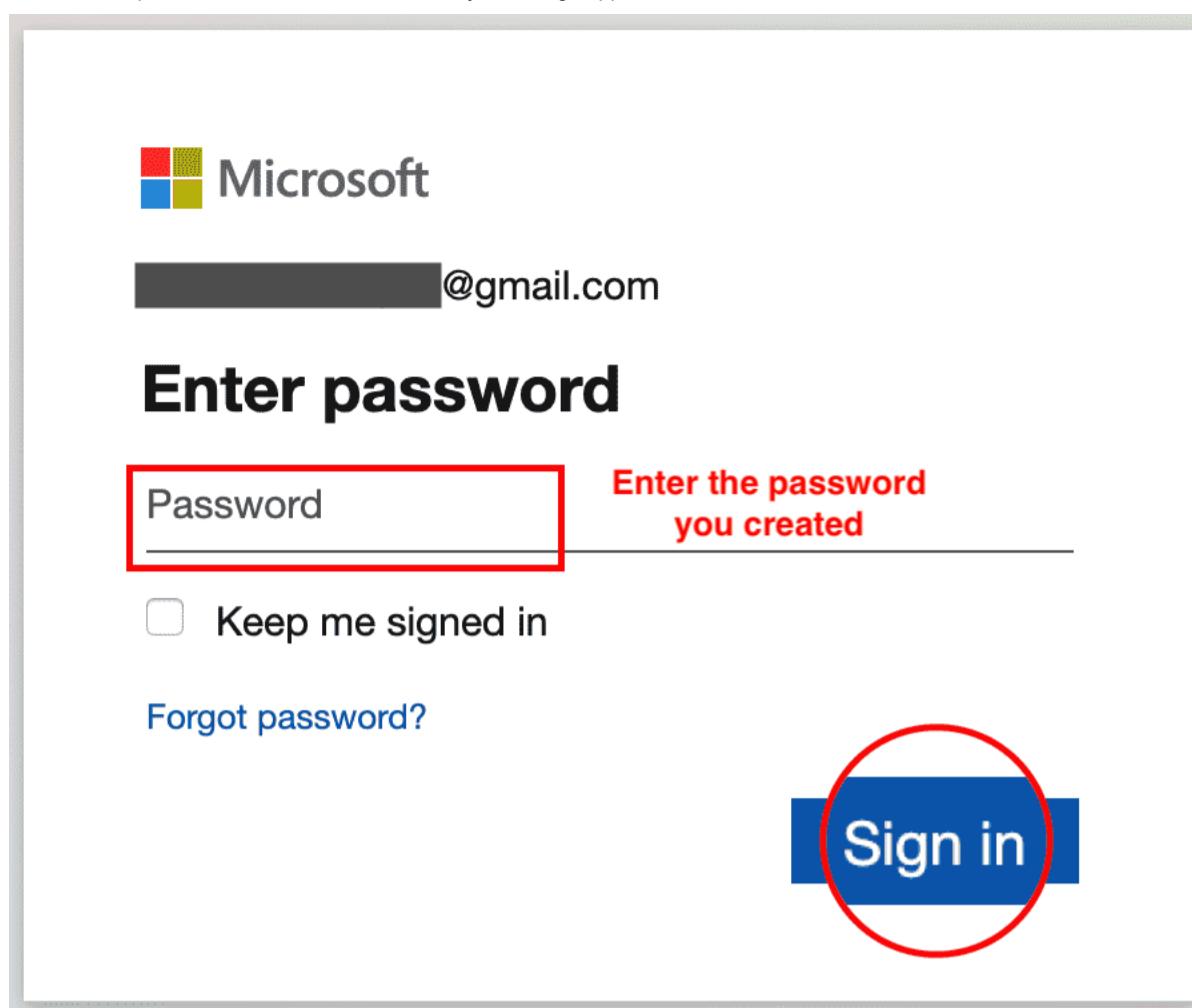
Sign in to use your favorite productivity apps from any device



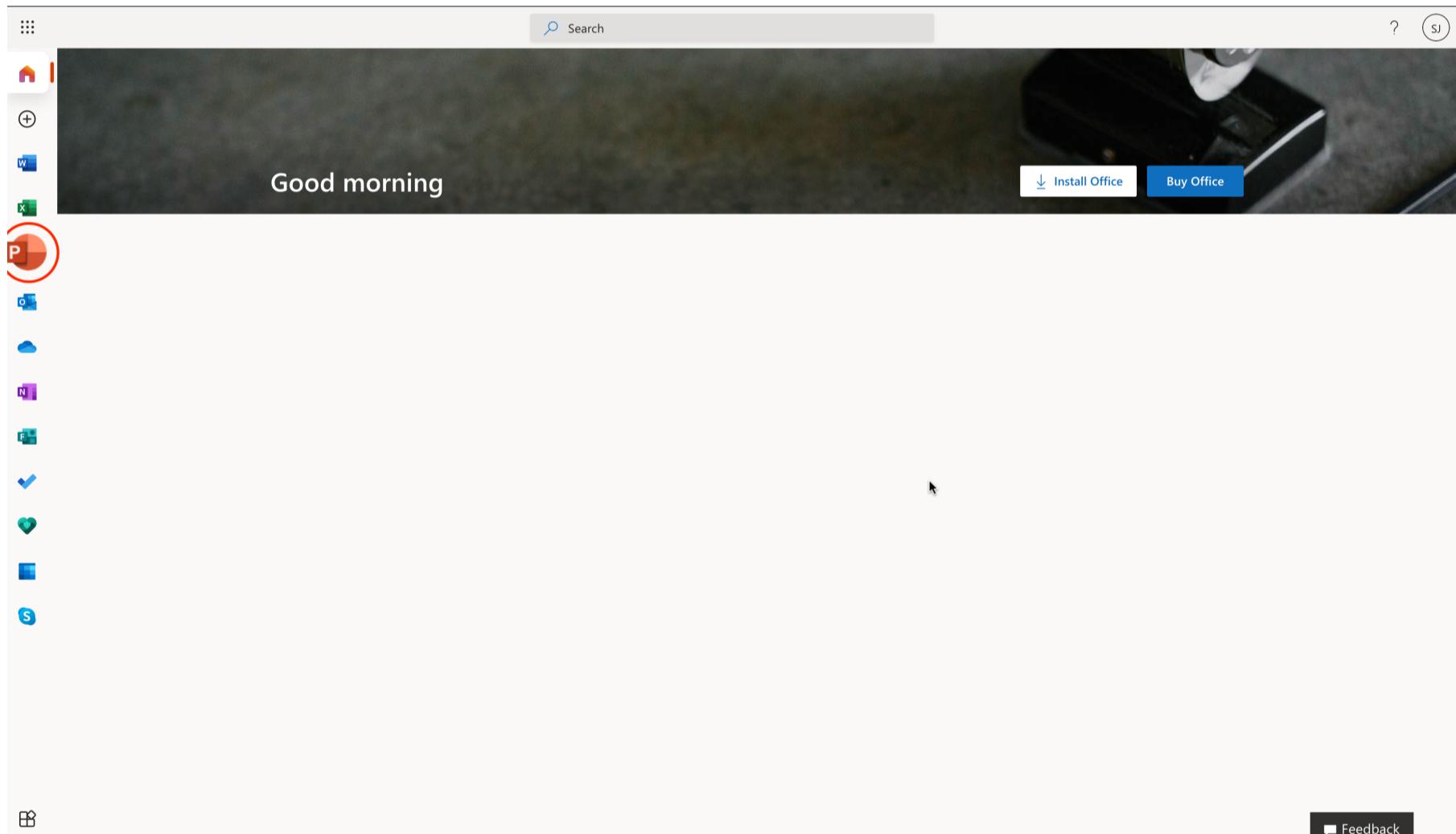
2. Enter your sign in email.



3. Enter your password.

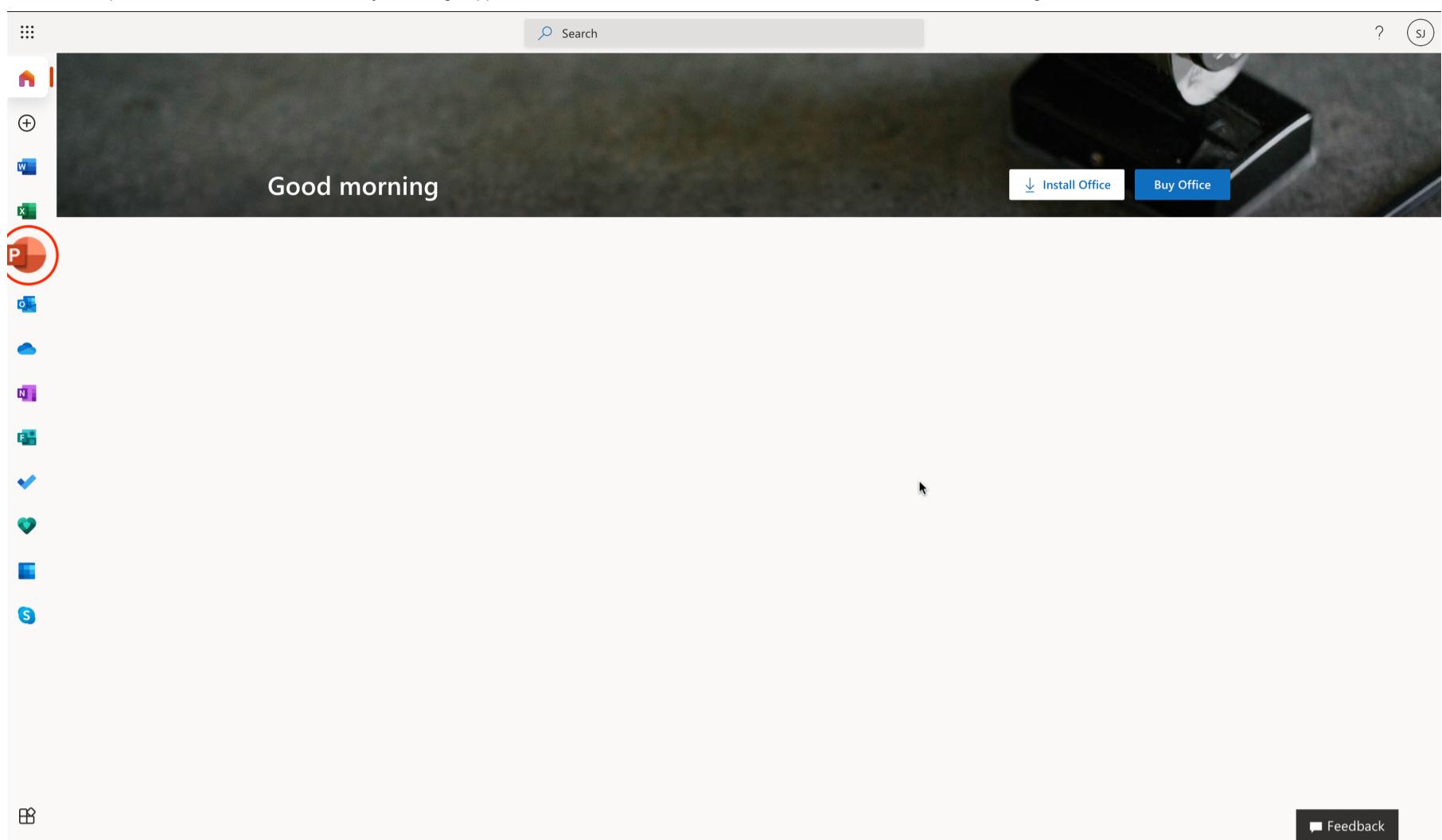


4. You are now signed in.

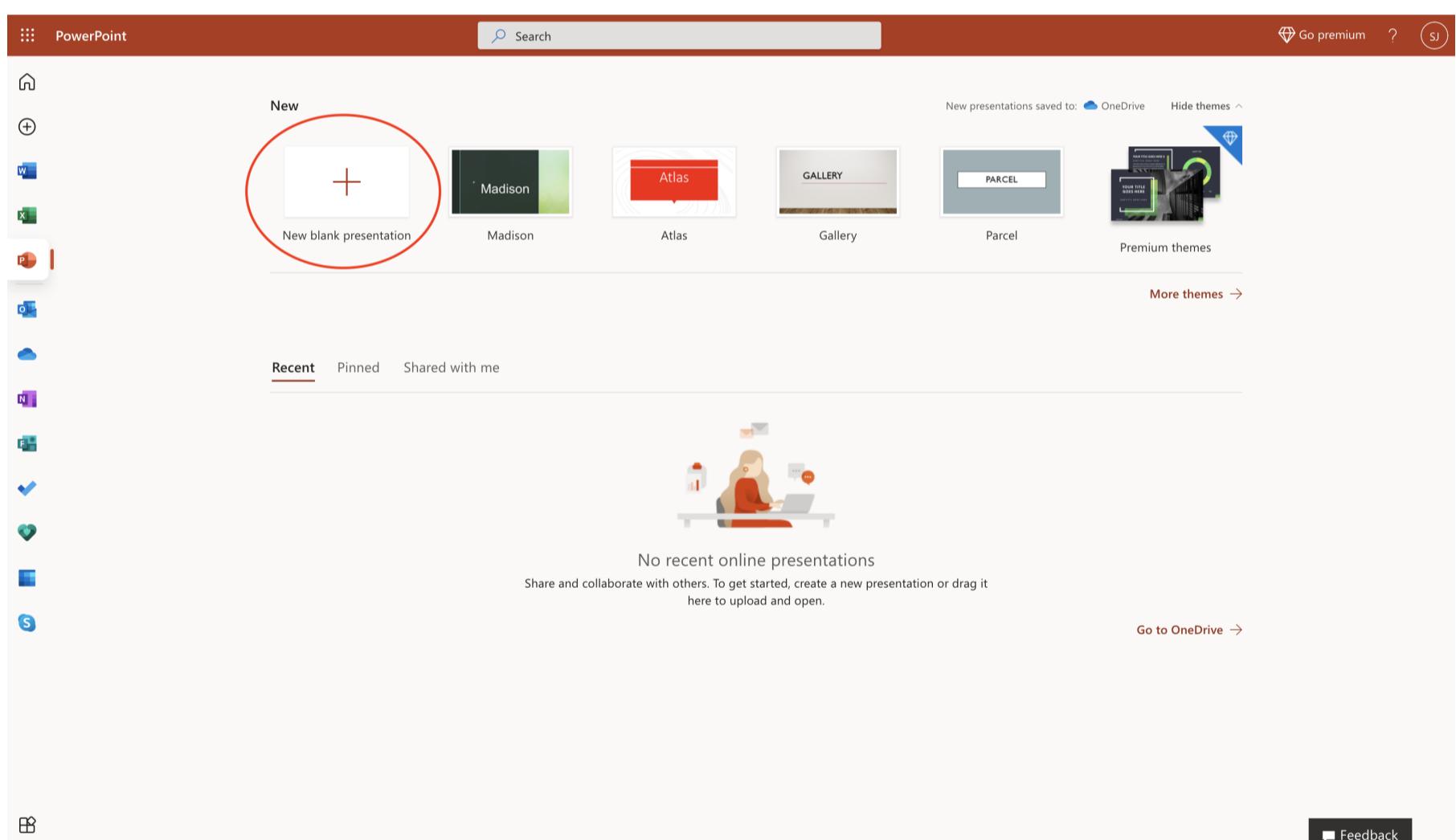


Task B: Open a new blank presentation in PowerPoint for the Web

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.

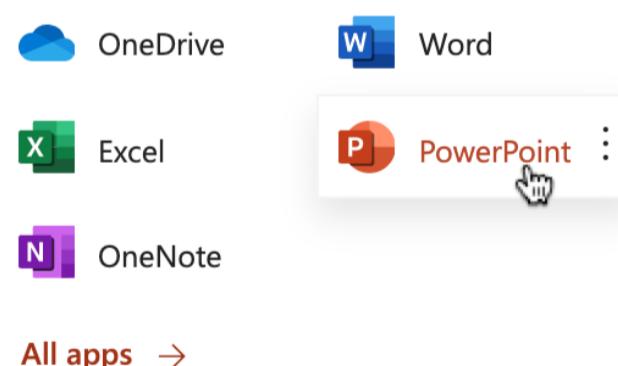
A screenshot of the Microsoft PowerPoint for the web interface. The window title is "PowerPoint" and the tab bar shows "Home" is selected. The main area displays a slide with a title placeholder "Click to add title" and a subtitle placeholder "Click to add subtitle". The status bar at the bottom indicates "Slide 1 of 1 English (U.S.)" and "109%".

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.

A screenshot of the Microsoft PowerPoint for the web home screen. The "Recent" tab is selected. In the bottom right corner, there is a red box highlighting the "Upload and open..." button, which is located next to the "Upload and open..." link.

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

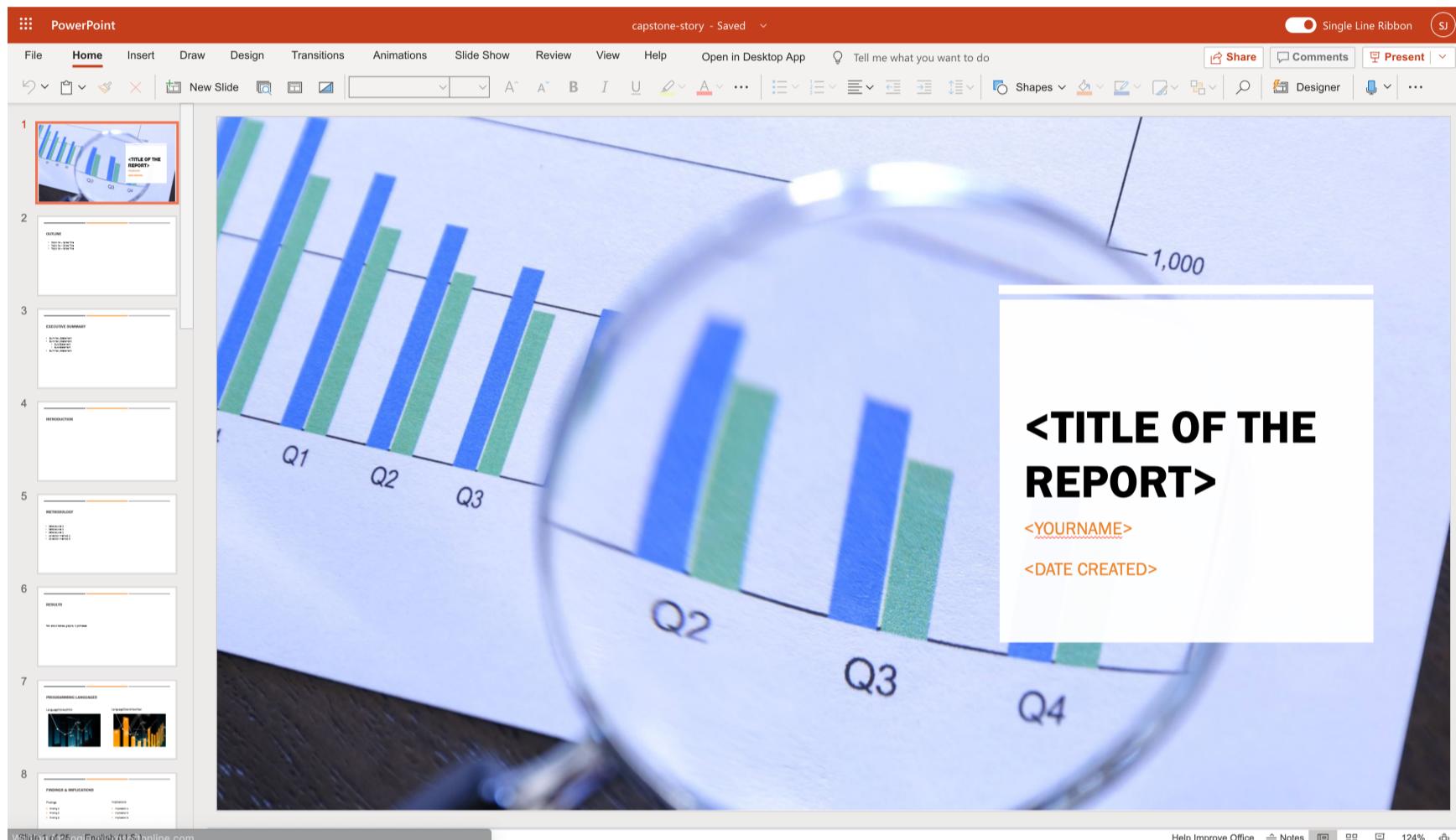
Your file will be opened automatically after upload is complete.

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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