

# 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 are 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:

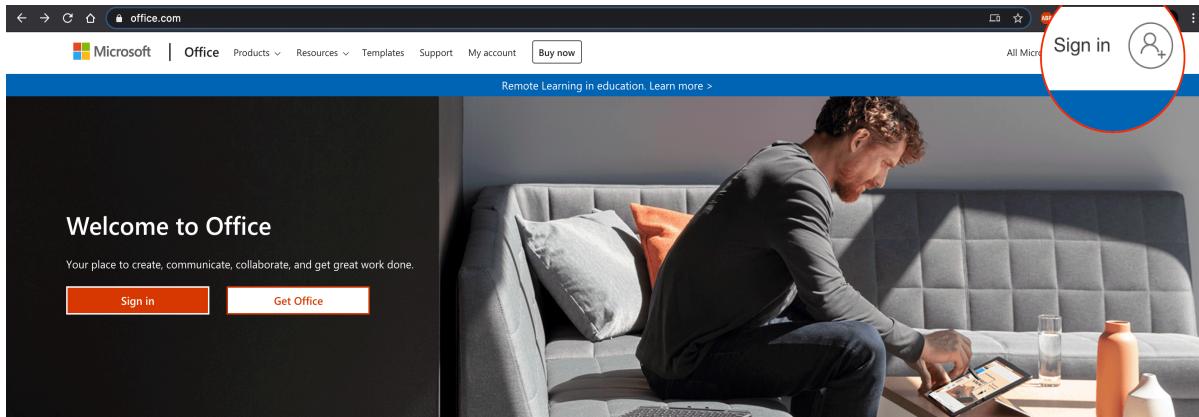
- Sign up for a Microsoft Account to use PowerPoint for the web
- Sign in and open a new blank presentation in PowerPoint for the web

## 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](http://www.office.com). Click **Sign in**



Sign in to use your favorite productivity apps from any device



2. Click **Create one!**



## Sign in

Email, phone

No accou

Create one!

Can't acces

Sign-in options

Next

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



## Create account

Enter your email

someone@example.com

Use a phone number instead

Get a new email address

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.

Create password 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](#).

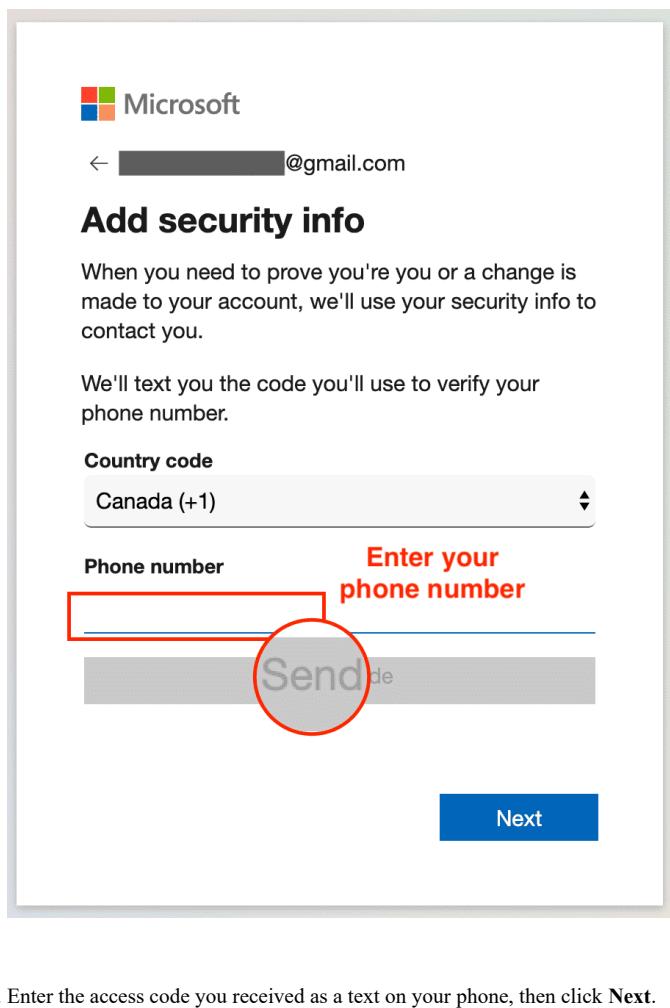
Enter code Enter the verification code sent to your email address

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](#).

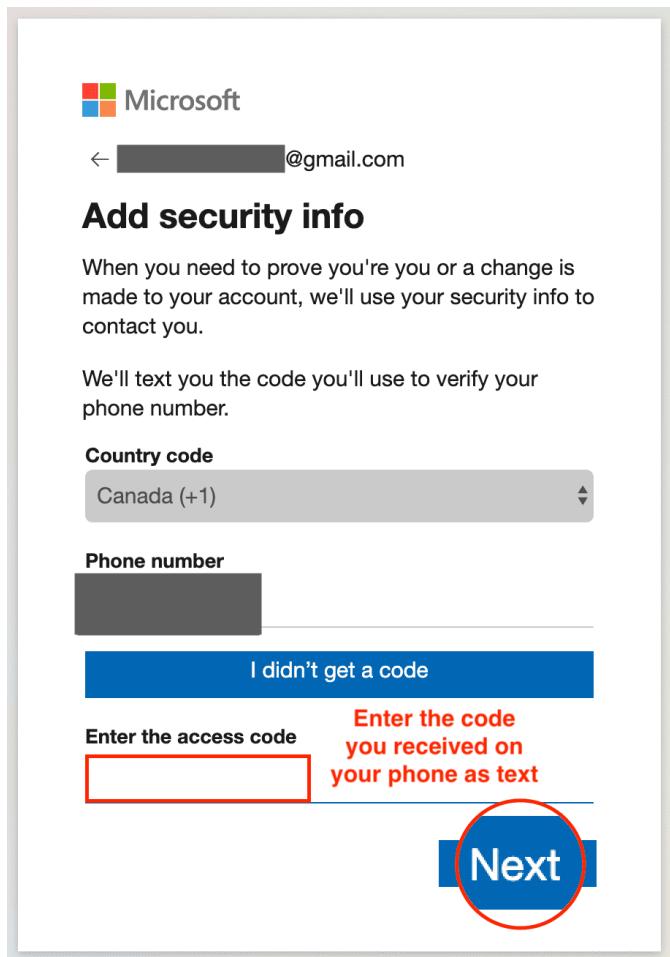
**Next**

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



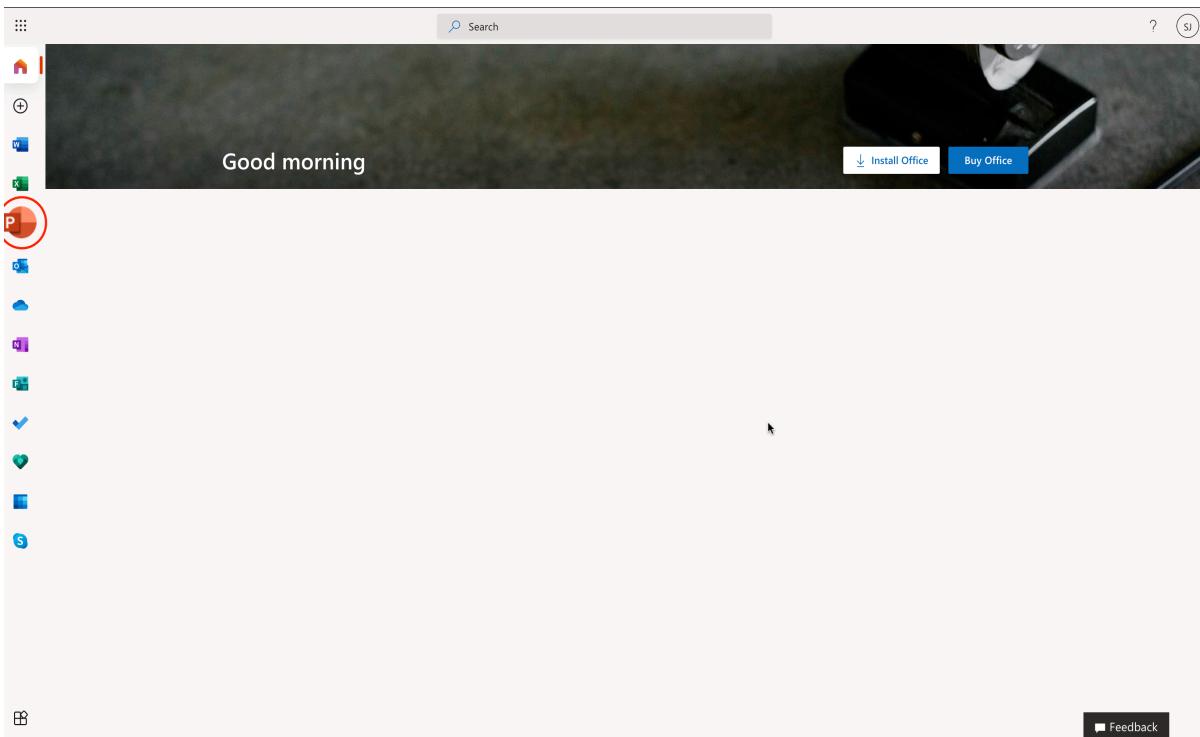
The screenshot shows the Microsoft sign-in page for adding security info. At the top left is the Microsoft logo and the email address '@gmail.com'. Below it is the heading 'Add security info'. A text block explains that when a change is made to the account, Microsoft will use security info to contact the user. It states that a code will be sent to the phone number provided. A dropdown menu shows 'Country code' set to 'Canada (+1)'. Below it is a 'Phone number' input field, which is highlighted with a red border and has a red circle around the 'Send' button. The 'Send' button is grey with white text. A blue 'Next' button is at the bottom right.

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



The screenshot shows the Microsoft sign-in page for entering the access code. The layout is identical to the previous step, with the Microsoft logo, email address '@gmail.com', 'Add security info' heading, and explanatory text. The 'Country code' dropdown is still set to 'Canada (+1)'. The 'Phone number' input field is now dark grey, indicating it has been entered. Below it is a blue button labeled 'I didn't get a code'. Further down is another input field labeled 'Enter the access code', which is highlighted with a red border. To its right is a red instruction: 'Enter the code you received on your phone as text'. At the bottom is a large blue 'Next' button, which 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**.

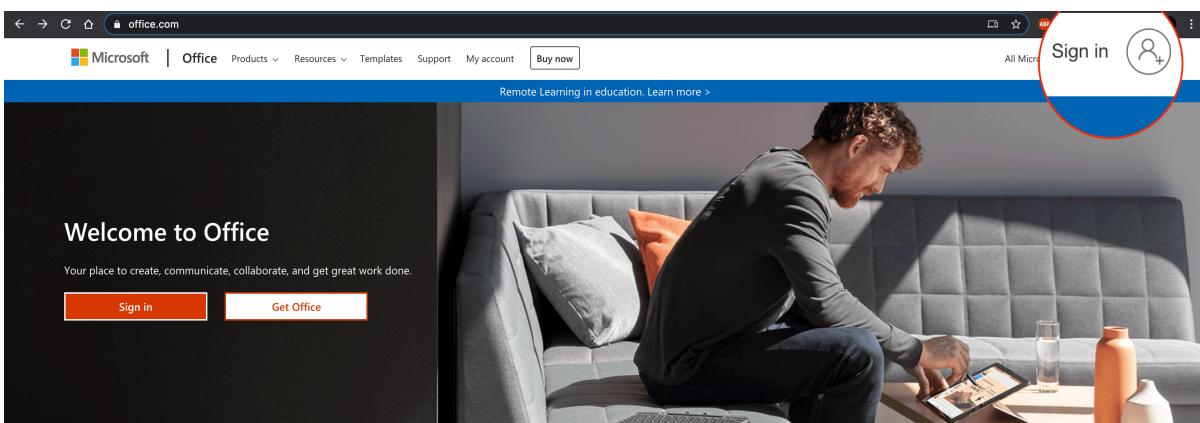


## Exercise 2: Sign-in, Upload and Open presentation in PowerPoint for the Web

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](https://www.office.com). Click Sign in.



Sign in to use your favorite productivity apps from any device



2. Enter your sign in email.



## Sign in

Enter the email ID  
you used to sign-up

[REDACTED] @gmail.com

No account? [Create one!](#)

Can't access your account?

[Sign-in options](#)

Next

3. Enter your password.



[REDACTED] @gmail.com

## Enter password

Password

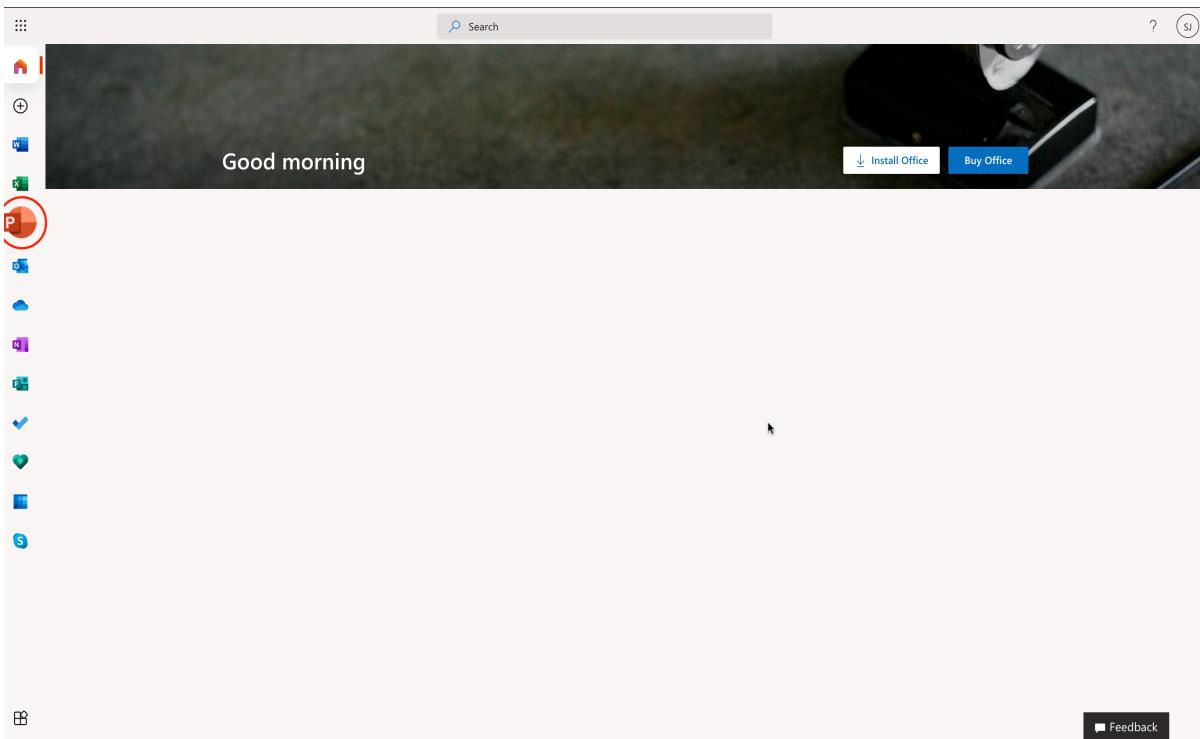
Enter the password  
you created

Keep me signed in

[Forgot password?](#)

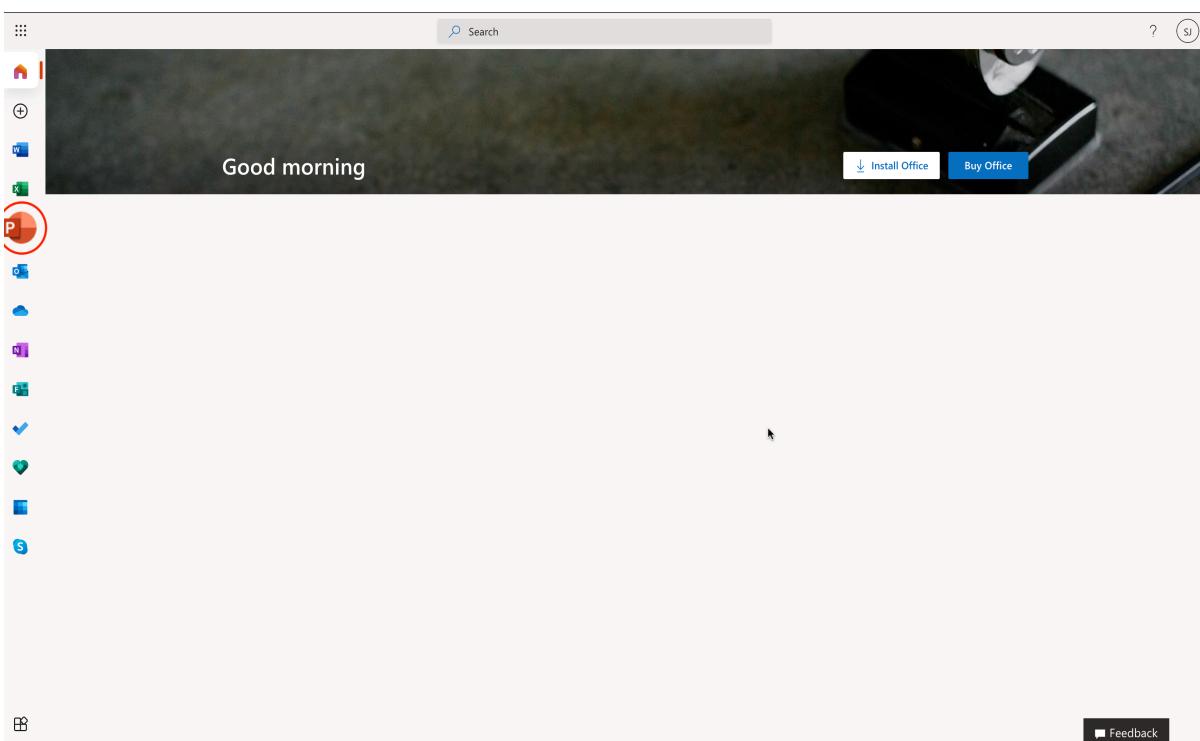
Sign in

4. You are now signed in.

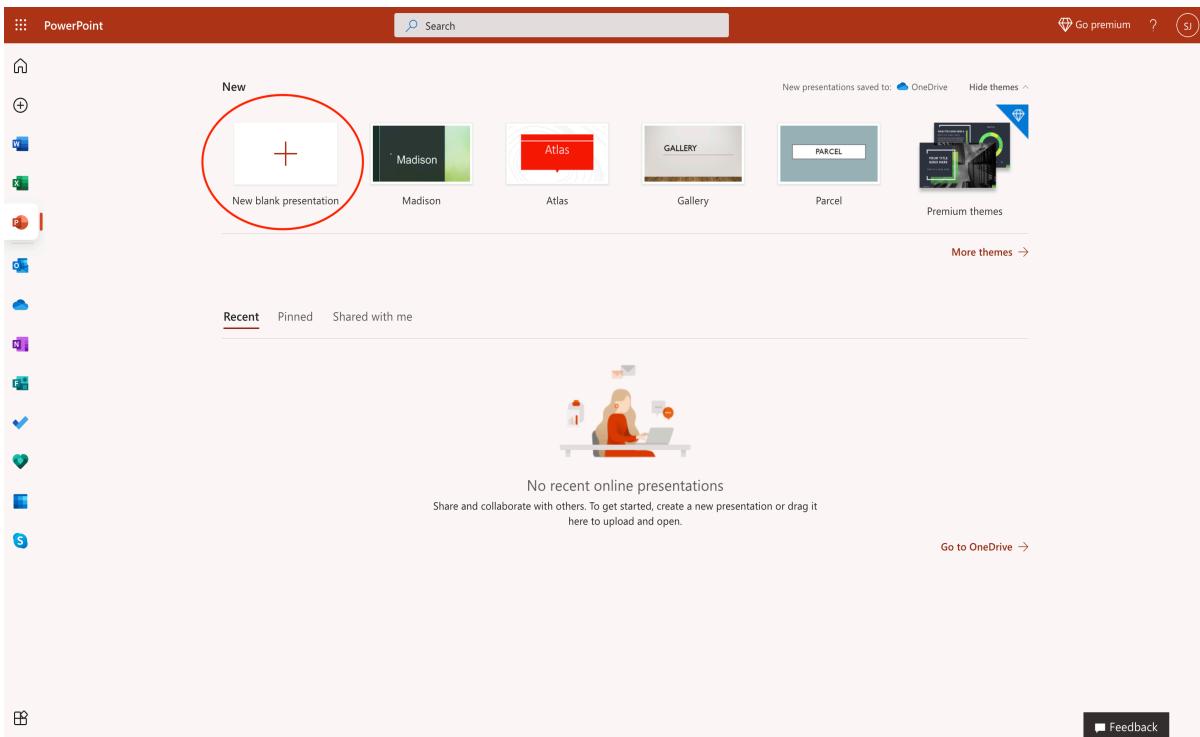


## Task B: Open a new blank presentation in PowerPoint for the Web

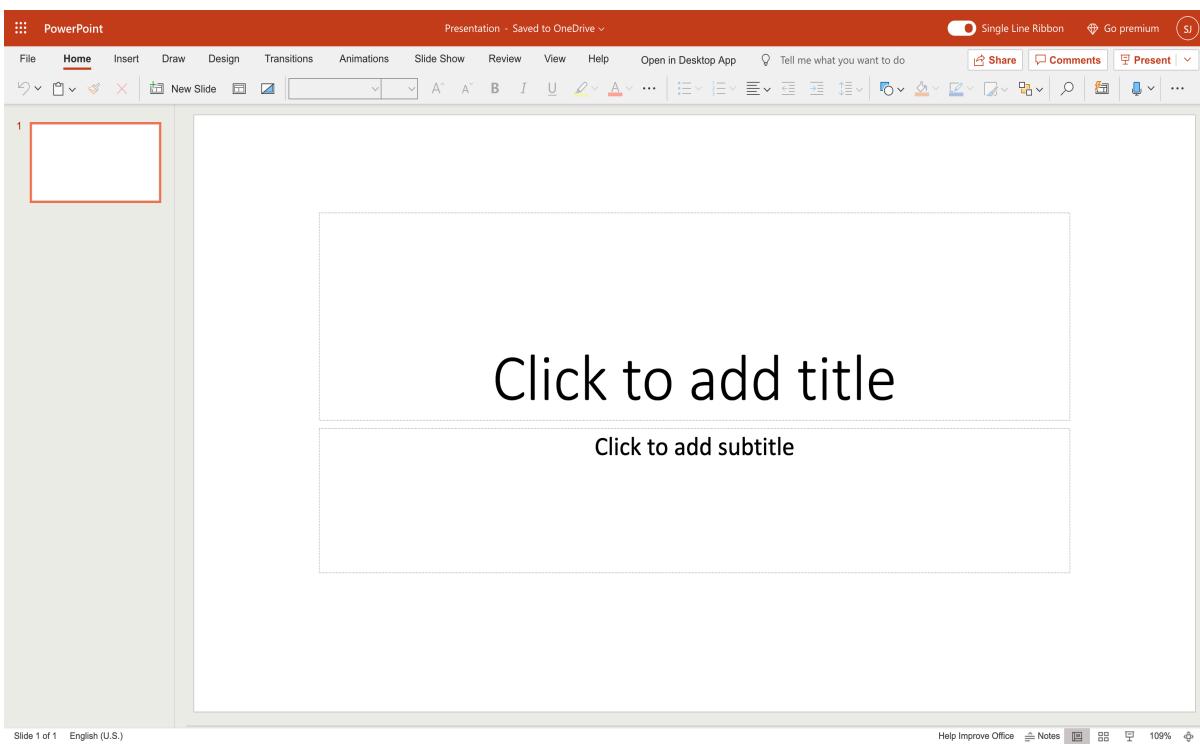
1. Click on the **PowerPoint** icon.



2. Click **New blank presentation**.



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



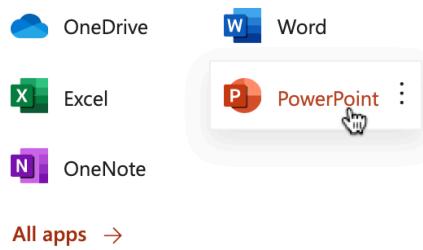
## Task C: Upload, Open and Edit a Presentation

1. Right click to 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.



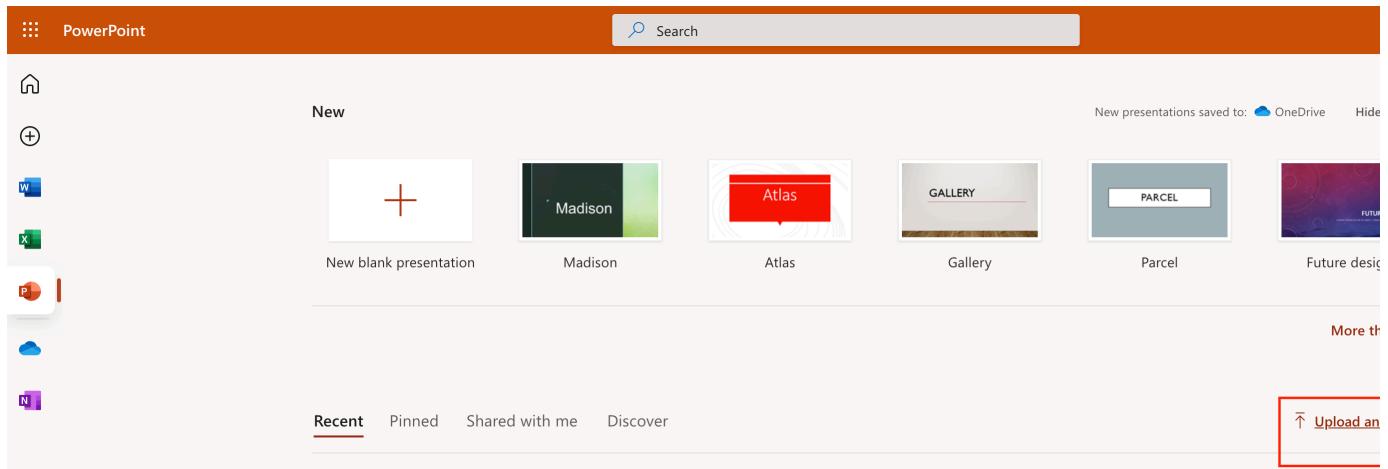
Office 365 →

## Apps



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

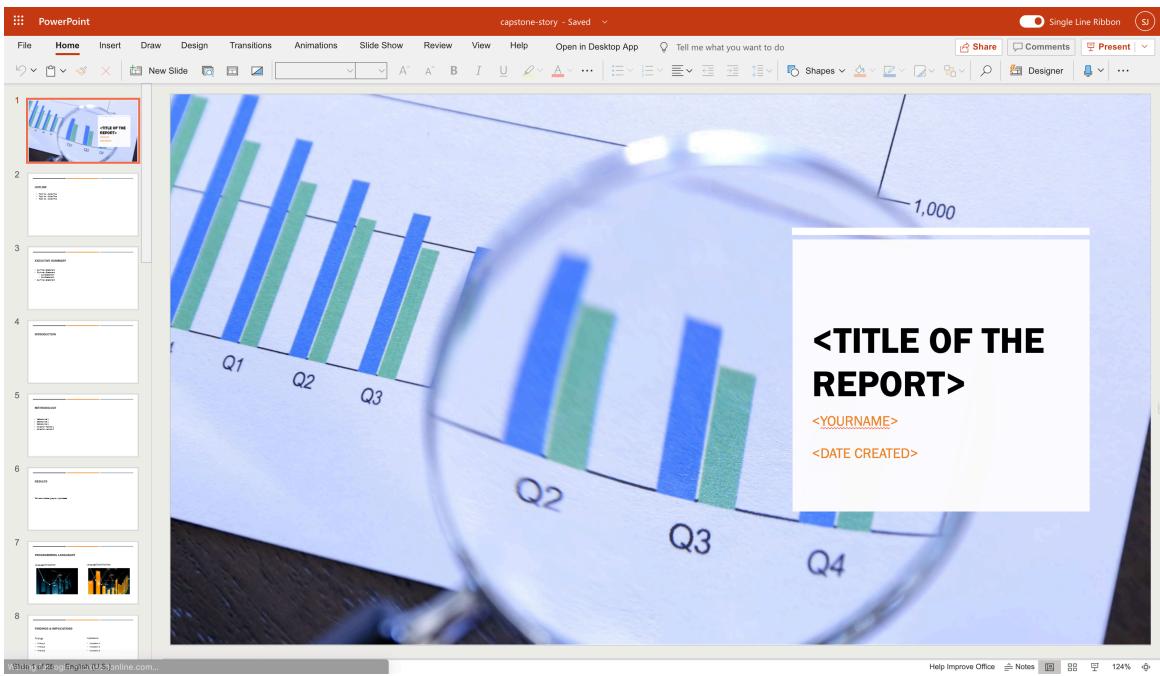
Your file will be opened automatically after upload is complete.

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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