



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:

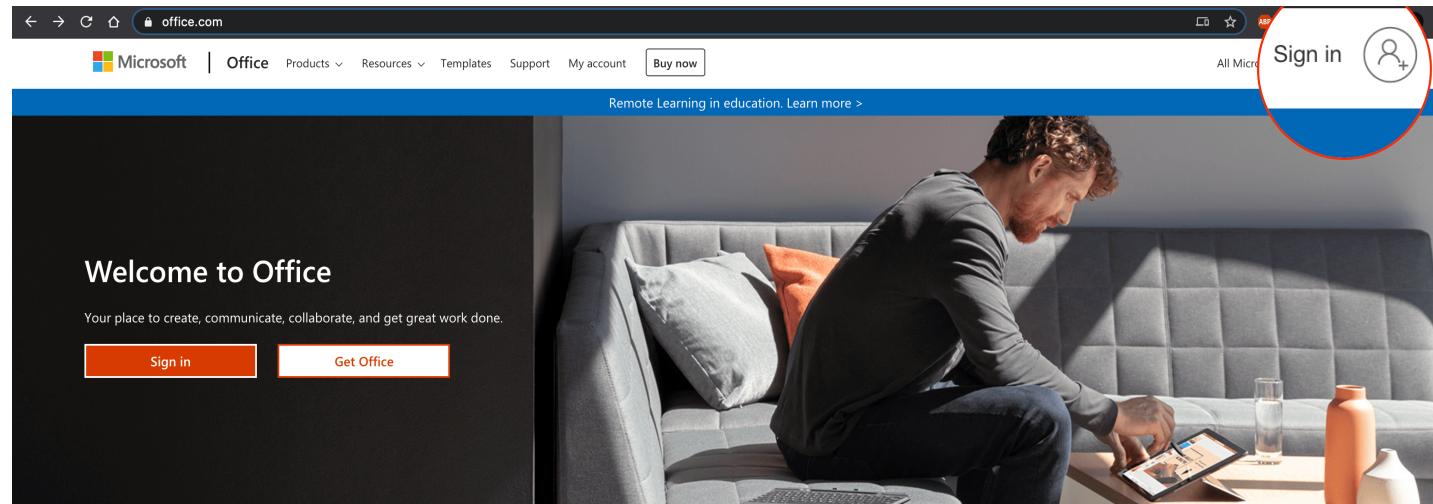
- Sign up for a Microsoft Account to use PowerPoint for the web
- Sign in and open a new blank presentation in PowerPoint for the web

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

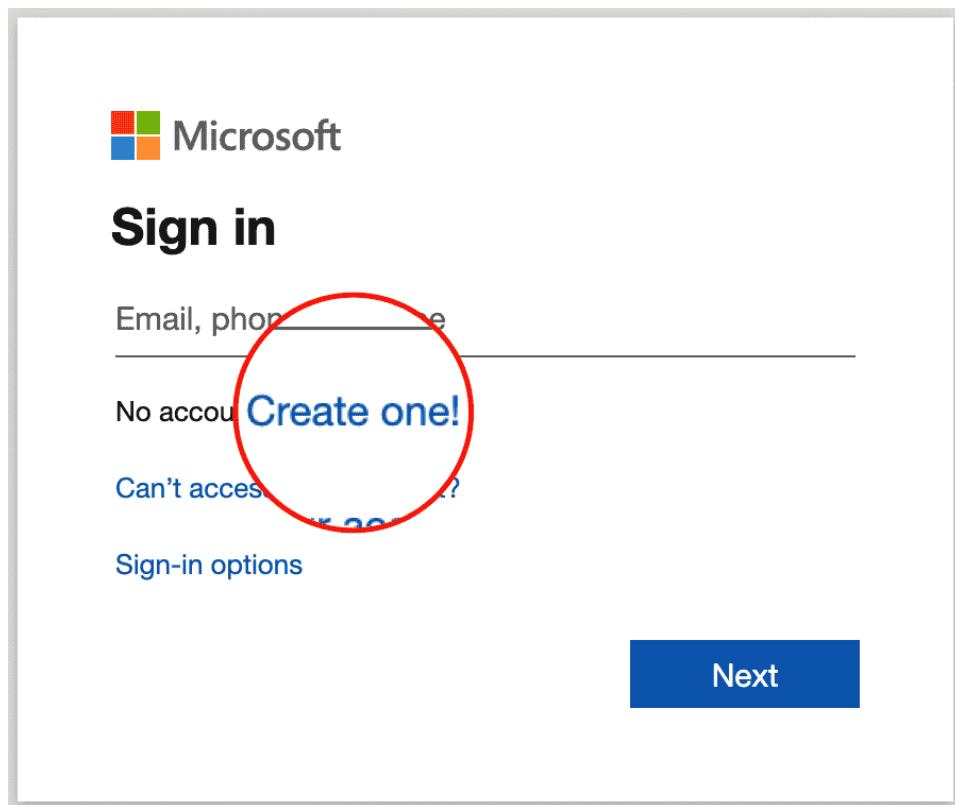


Outlook

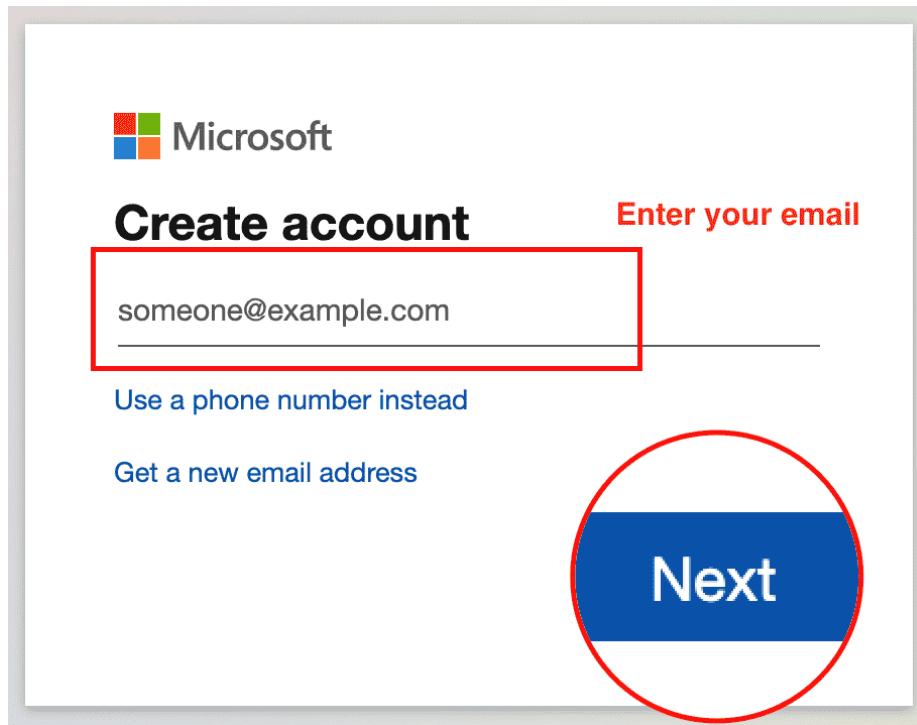


Teams

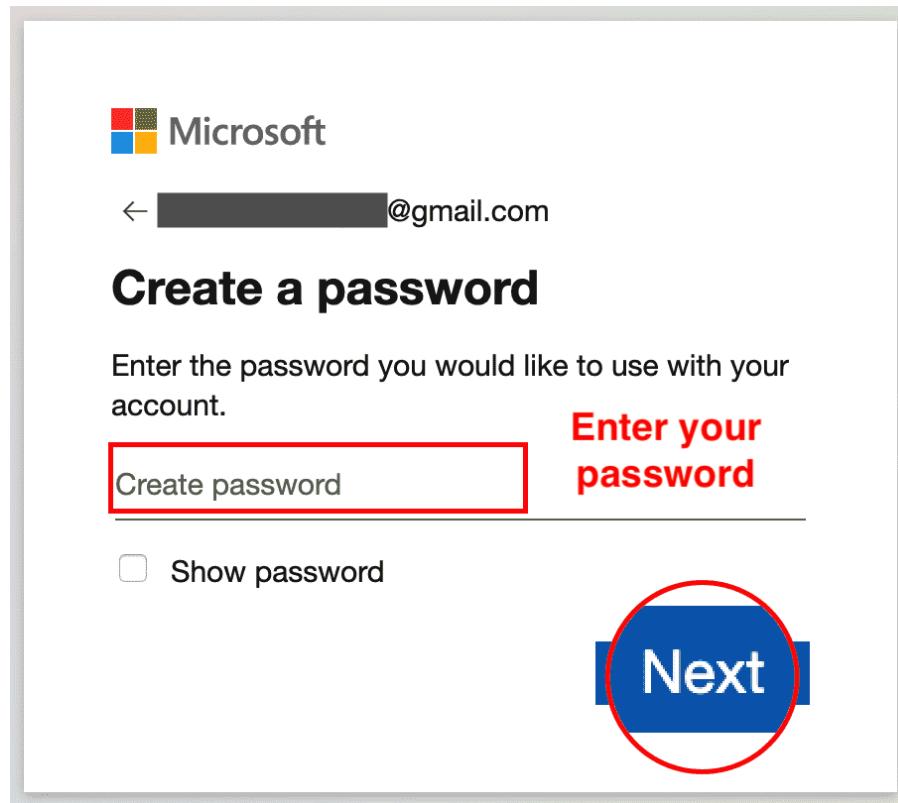
2. Click **Create one!**



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



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



The image shows a Microsoft account creation page. At the top left is the Microsoft logo. Below it is an email address placeholder: ← [REDACTED]@gmail.com. The main title is "Create a password". A sub-instruction says "Enter the password you would like to use with your account." To the right of this instruction is a red box containing the text "Enter your password" in red. Below the instruction is a text input field labeled "Create password" with a red border. To the right of the input field is a "Show password" checkbox. At the bottom center is a large blue button with the word "Next" in white. A red circle highlights the "Next" button.

← [REDACTED]@gmail.com

Create a password

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

Enter your password

Create 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](#).

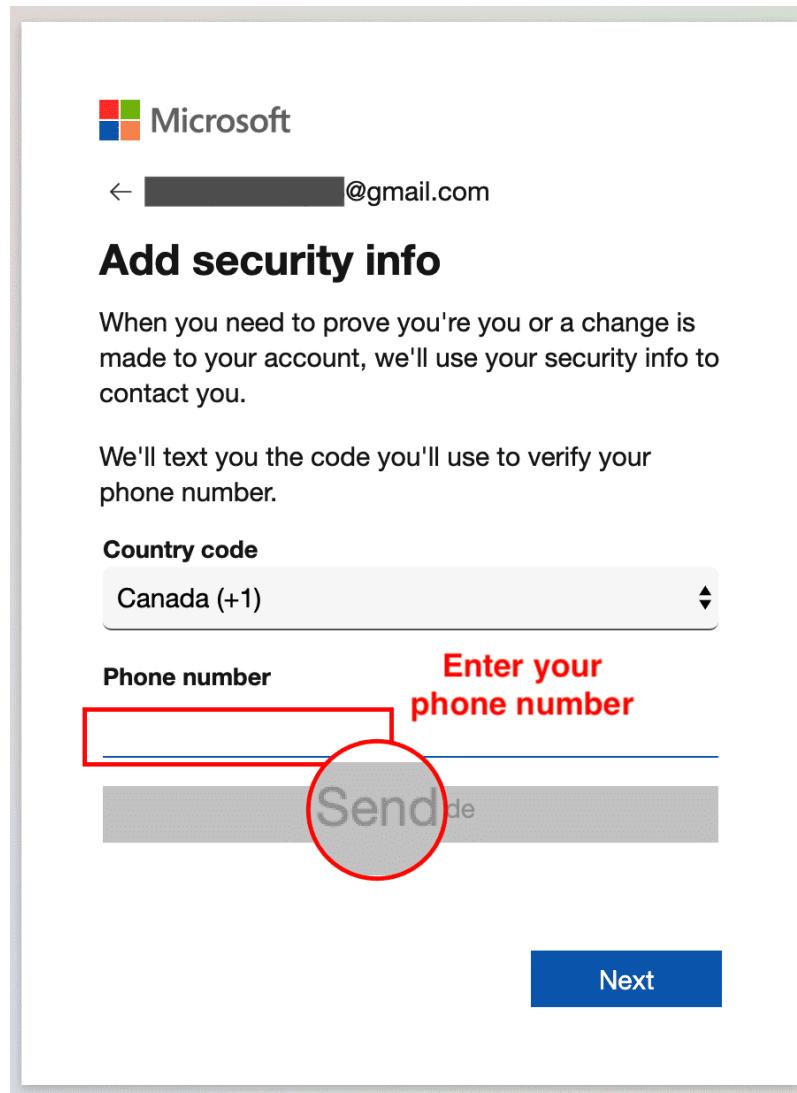
[Enter the verification code
sent to your email address](#)

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 image shows a Microsoft 'Add security info' page. At the top left is the Microsoft logo. Below it is an email address placeholder '← [REDACTED]@gmail.com'. A large bold heading 'Add security info' is centered. Below the heading is a text block: '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 text block below 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)'. Below it is a 'Phone number' input field with a red border and a red circle around the 'Send' button. A red box highlights the 'Enter your phone number' placeholder text. A blue 'Next' button is at the bottom.

← [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)

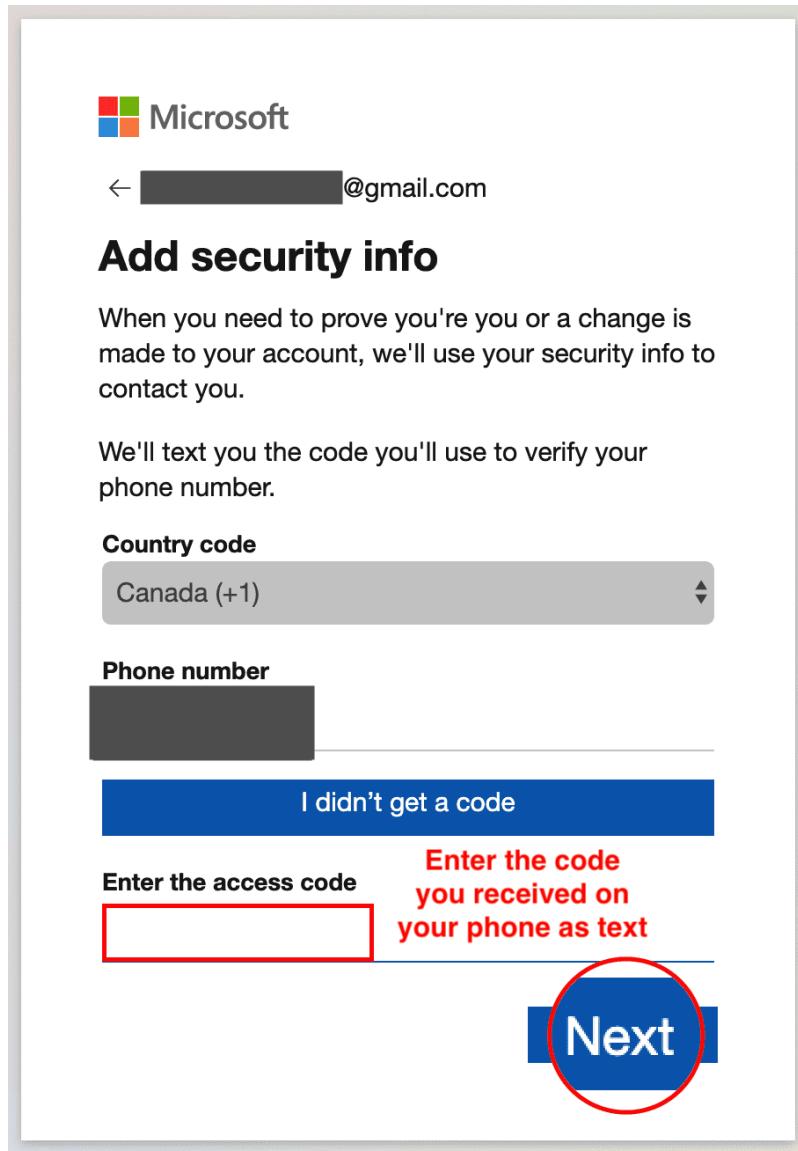
Phone number

Enter your phone number

Send

Next

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



The image shows a Microsoft sign-in page titled "Add security info". The page includes a Microsoft logo, a back arrow, and the email address "← [REDACTED]@gmail.com". A sub-section titled "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." is present. Below it, a message states "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)". A "Phone number" field is followed by a redacted phone number. A blue button labeled "I didn't get a code" is available. A red-bordered input field for "Enter the access code" is shown, with a red callout text "Enter the code you received on your phone as text" positioned above it. A large blue "Next" button at the bottom is circled in red.

← [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]

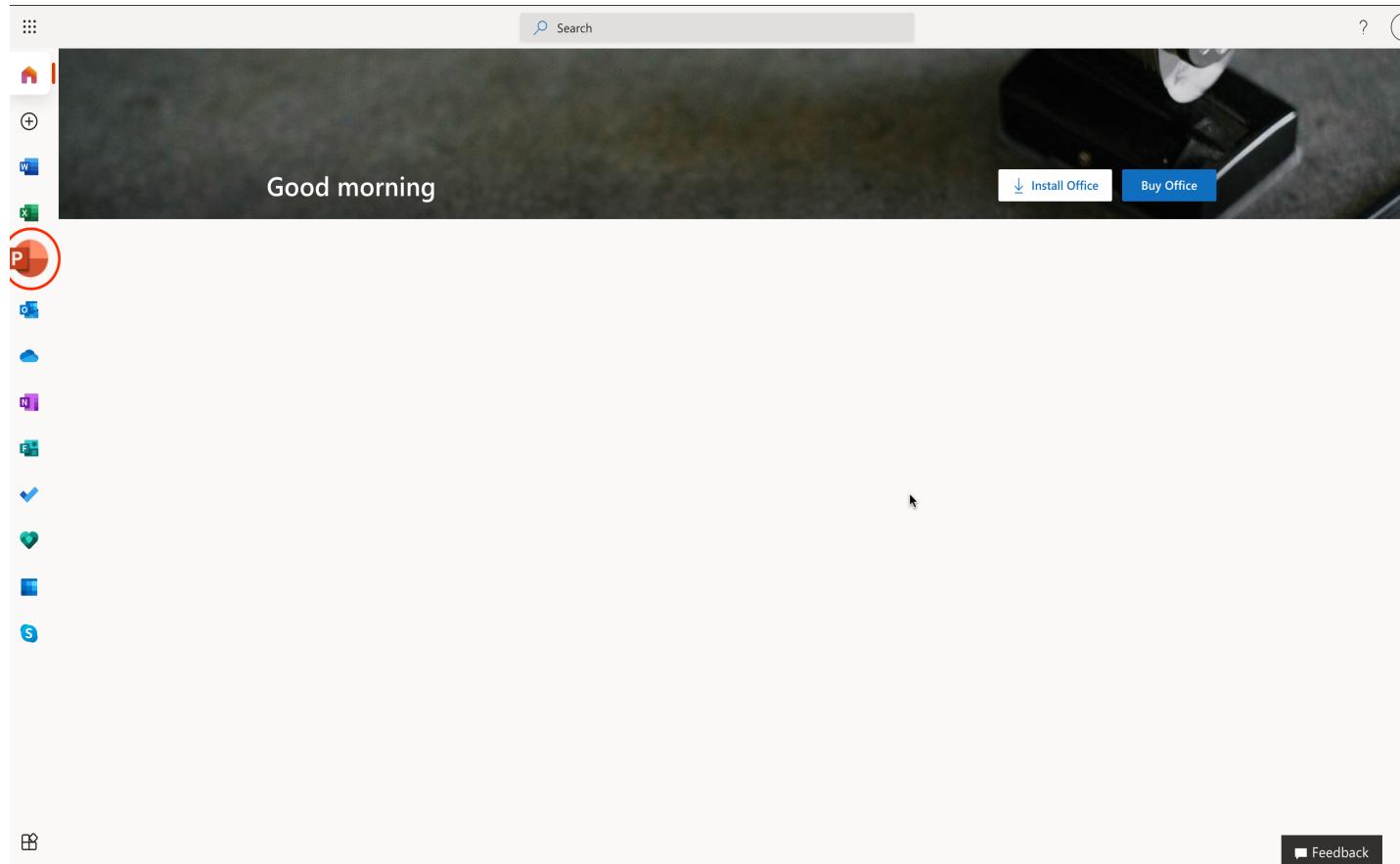
I didn't get a code

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**.

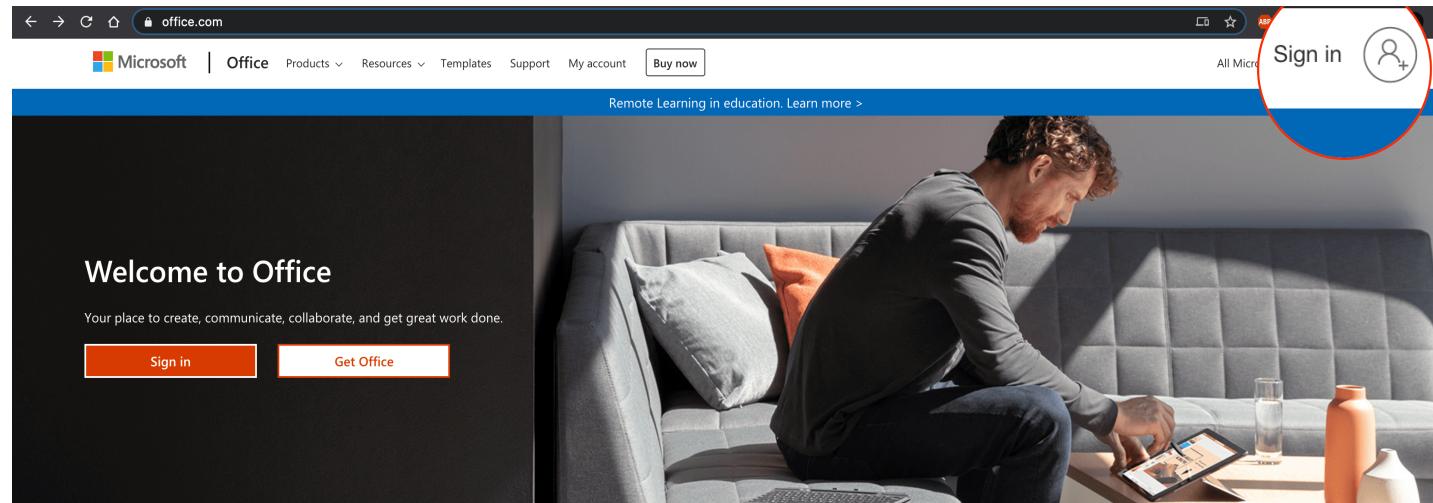


Exercise 2: Sign-in, Upload and Open presentation in PowerPoint for the Web

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



Word



Excel



PowerPoint



OneNote



OneDrive

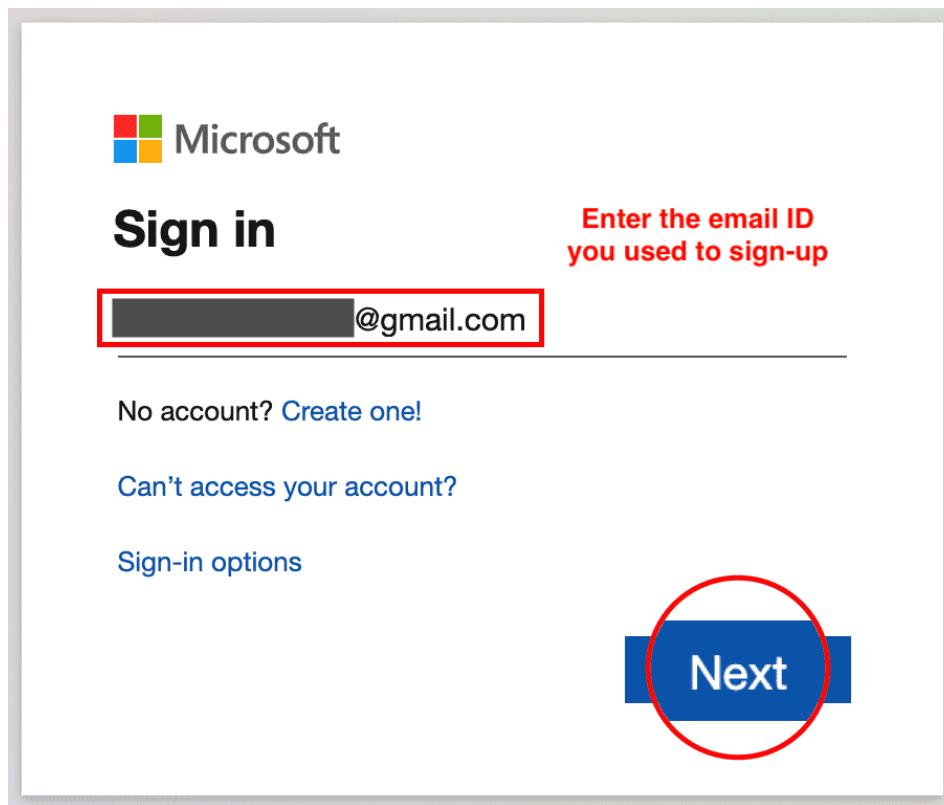


Outlook



Teams

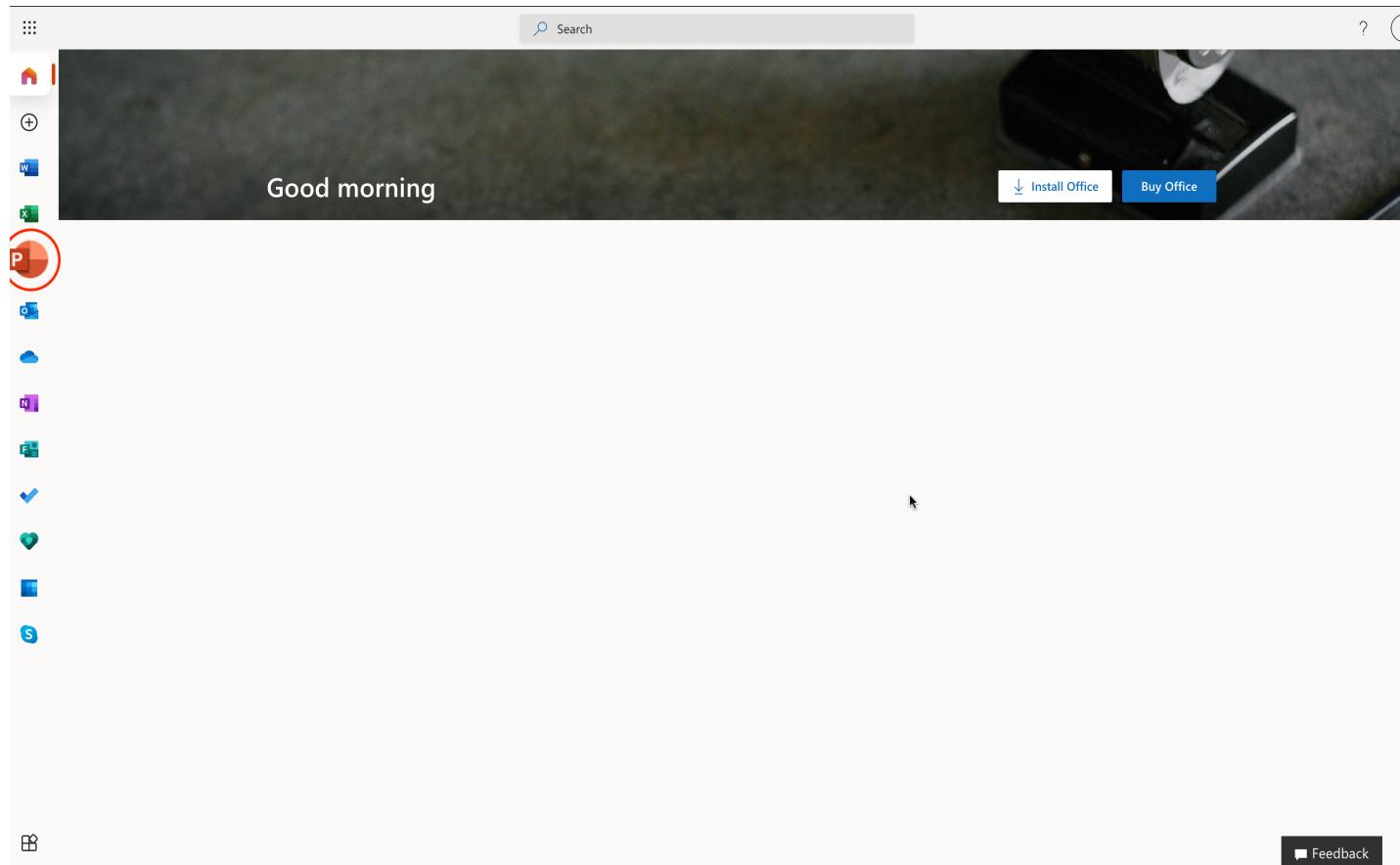
2. Enter your sign in email.



3. Enter your password.

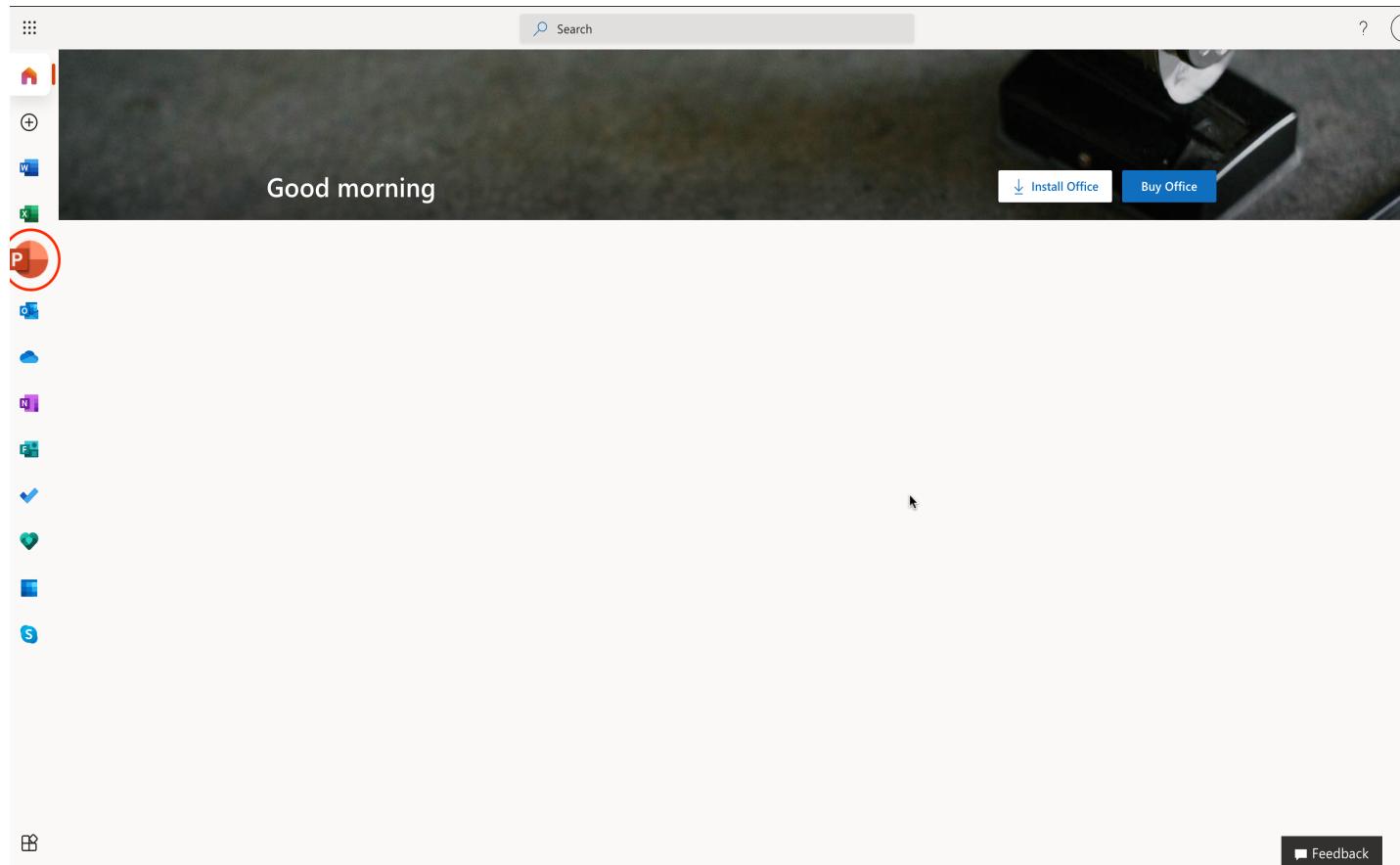
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is an email address placeholder: [REDACTED]@gmail.com. A large, bold heading says "Enter password". Below this is a password input field with the placeholder "Password". To the right of the input field is the instruction "Enter the password you created". Underneath the input field is a checkbox labeled "Keep me signed in". Below the checkbox is a link "Forgot password?". At the bottom center is a blue "Sign in" button, which is circled with a red marker.

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.

The screenshot shows the Microsoft PowerPoint for the web interface. At the top, there's a navigation bar with icons for Home, Plus, Word, Excel, and a red circular icon. A search bar is located at the top center. On the right side of the top bar, there are links for "Go premium", a question mark icon, and a user profile icon.

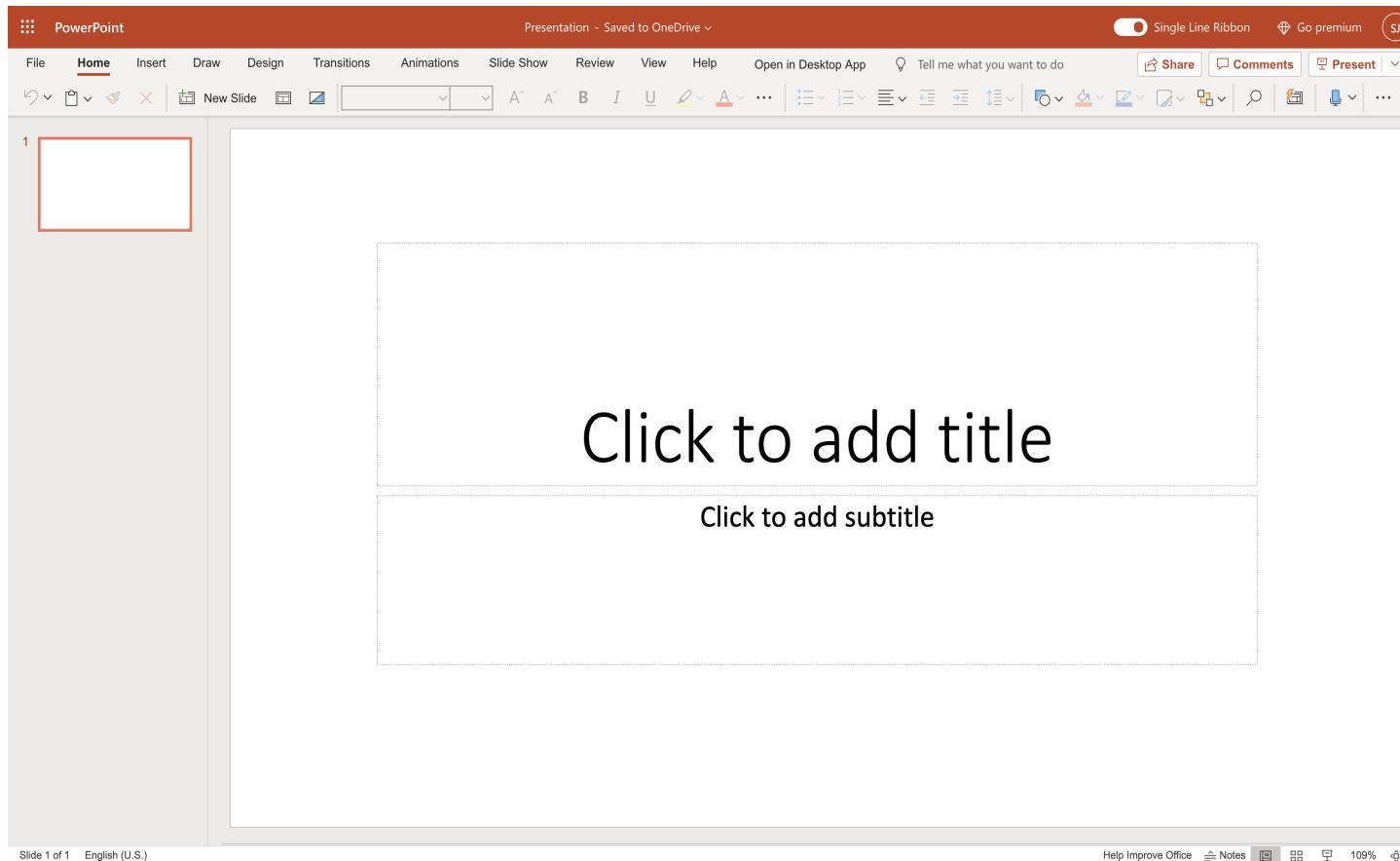
In the main area, under the heading "New", there are several options:

- "New blank presentation" (circled in red)
- "Madison" (dark blue theme)
- "Atlas" (red theme)
- "Gallery" (light gray theme)
- "Parcel" (gray theme)
- "Premium themes" (link)

Below this, there are tabs for "Recent", "Pinned", and "Shared with me". A central message says "No recent online presentations" and "Share and collaborate with others. To get started, create a new presentation or drag it here to upload and open." There's also a link "Go to OneDrive →".

On the left side, there's a vertical sidebar with icons for Home, Recent, Pinned, Shared with me, and a feedback button.

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



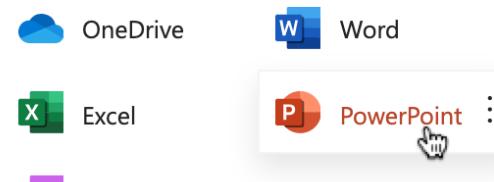
Task C: Upload, Open and Edit a Presentation

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



All apps →

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

A screenshot of the Microsoft PowerPoint web interface. The top navigation bar includes the 'PowerPoint' logo, a search bar, and various settings icons. Below the bar, there's a 'New' section with options like 'New blank presentation', 'Madison', 'Atlas', 'Gallery', 'Parcel', and 'Future design'. A 'Recent' tab is selected at the bottom left. On the right side, there's a 'More themes' link and a 'Upload and open...' button, which is highlighted with a red box and has a mouse cursor pointing at it.

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.

The screenshot shows a Microsoft PowerPoint slide titled "TITLE OF THE REPORT". The slide contains a bar chart with four bars labeled Q1, Q2, Q3, and Q4. The chart has blue and green bars. A callout bubble points to the Q3 bar with the number "1,000". Below the chart is a slide placeholder with the text "<TITLE OF THE REPORT>" and fields for "<YOURNAME>" and "<DATE CREATED>". The left sidebar shows a list of slides numbered 1 to 8, each with a thumbnail preview. The top ribbon menu is visible, showing "PowerPoint" and various tabs like Home, Insert, Draw, etc. The status bar at the bottom indicates "Slide 1 of 25 | English (U.S.) | online.com..." and "124%".

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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