



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.

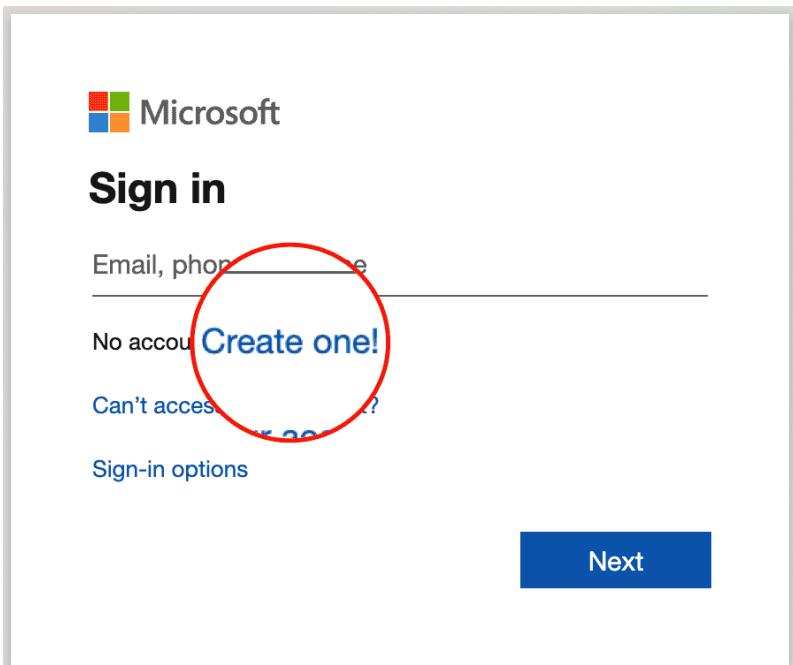
1. Go to www.office.com. Click **Sign in**

A screenshot of a web browser displaying the Microsoft Office website at office.com. The page features a dark header with the Microsoft logo and navigation links for Microsoft, Office, Products, Resources, Templates, Support, My account, and Buy now. On the right side of the header is a 'Sign in' button with a user icon, which is circled in red. Below the header, a banner reads 'Remote Learning in education. Learn more >'. The main content area has a dark background with a photograph of a man sitting on a couch, looking at a tablet. On the left, there's a sidebar with the text 'Welcome to Office' and 'Your place to create, communicate, collaborate, and get great work done.' It includes two buttons: 'Sign in' and 'Get Office'. At the bottom of the page, there's a row of icons for various Microsoft productivity apps: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

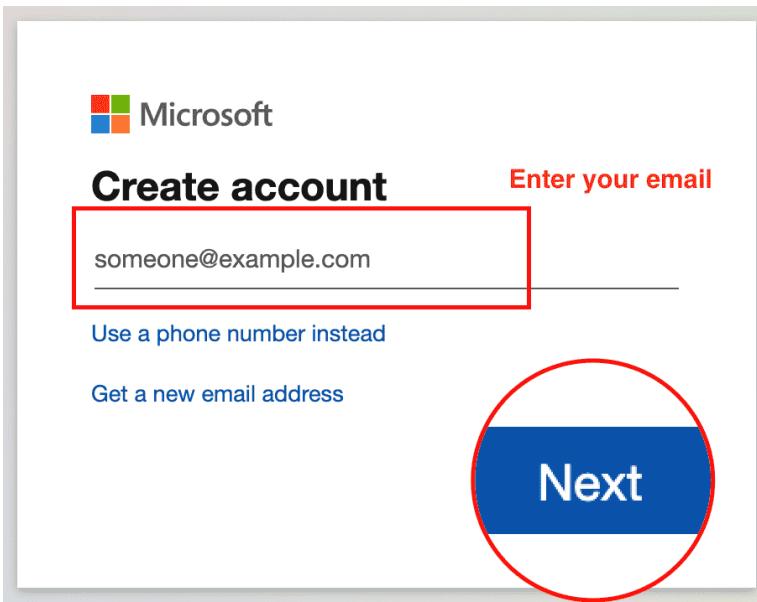
Sign in to use your favorite productivity apps from any device



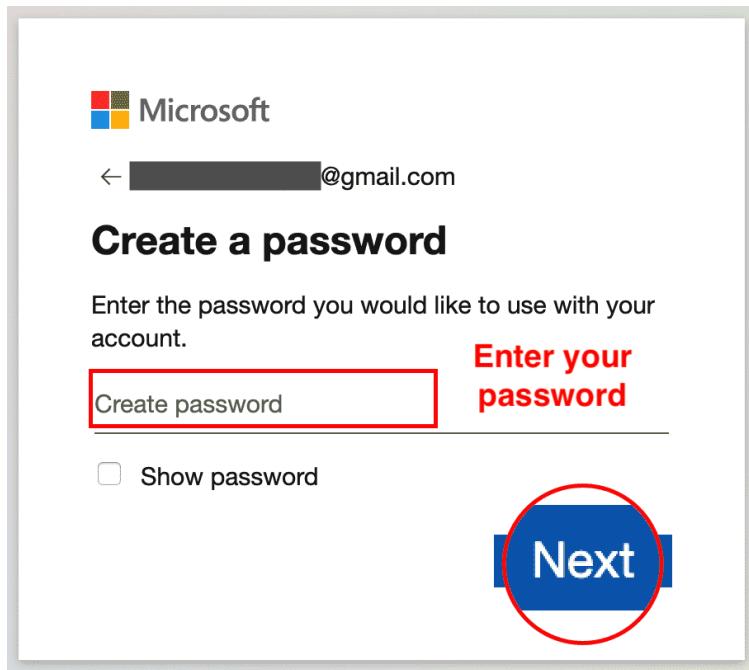
2. Click **Create one!**



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

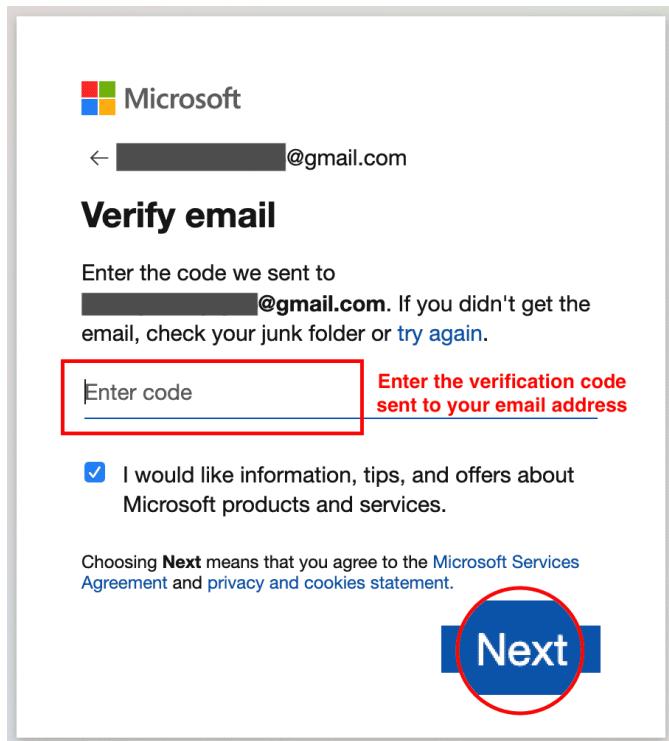


4. Enter your password and click **Next**.



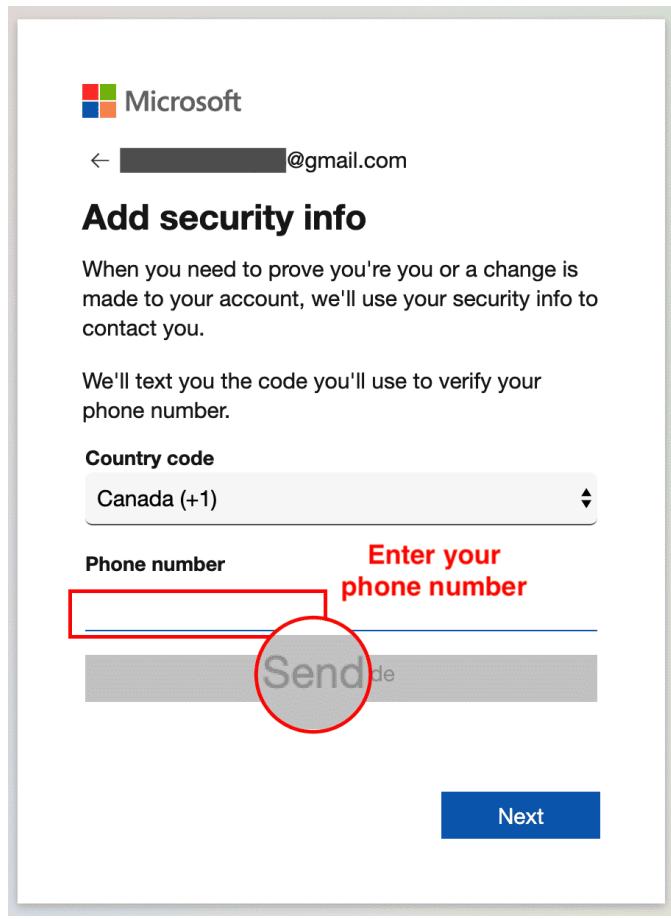
The screenshot shows the Microsoft 'Create a password' page. At the top left is the Microsoft logo. Below it is an email address placeholder: ← [REDACTED]@gmail.com. The main title is 'Create a password'. A sub-instruction says 'Enter the password you would like to use with your account.' To the right of this is a red-bordered input field labeled 'Create password' and a red text overlay 'Enter your password'. Below these is a checkbox labeled 'Show password'. At the bottom is a large blue 'Next' button, which is circled in red.

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



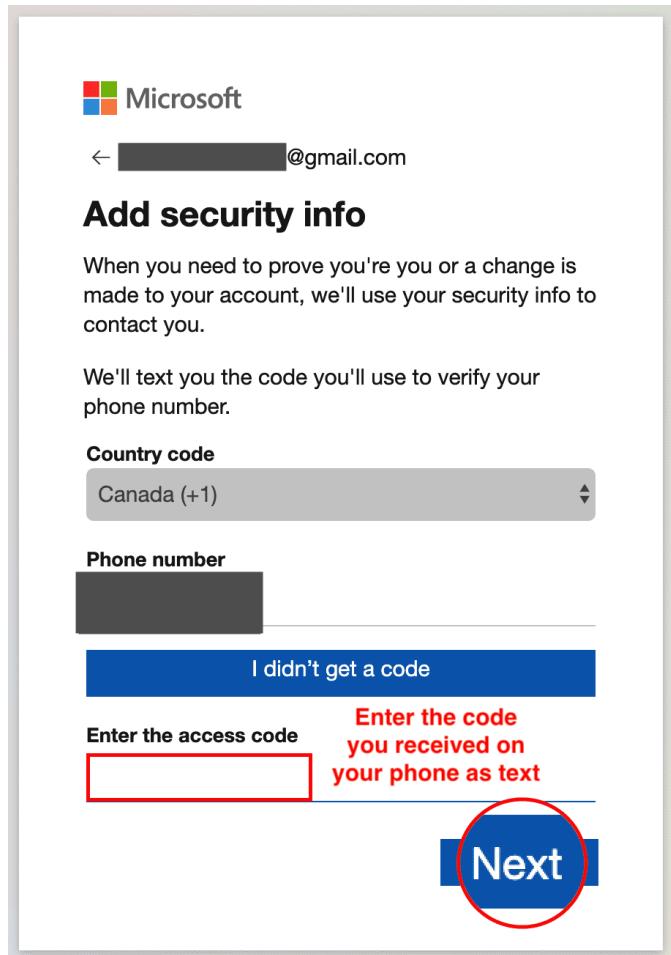
The screenshot shows the Microsoft 'Verify email' page. At the top left is the Microsoft logo. Below it is an email address placeholder: ← [REDACTED]@gmail.com. The main title is 'Verify email'. A sub-instruction says 'Enter the code we sent to [REDACTED]@gmail.com. If you didn't get the email, check your junk folder or [try again](#)'. To the right of this is a red-bordered input field labeled 'Enter code' and a red text overlay 'Enter the verification code sent to your email address'. Below these is a checked checkbox labeled 'I would like information, tips, and offers about Microsoft products and services.' A note below says 'Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#)'. At the bottom is a large blue 'Next' button, which is circled in red.

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



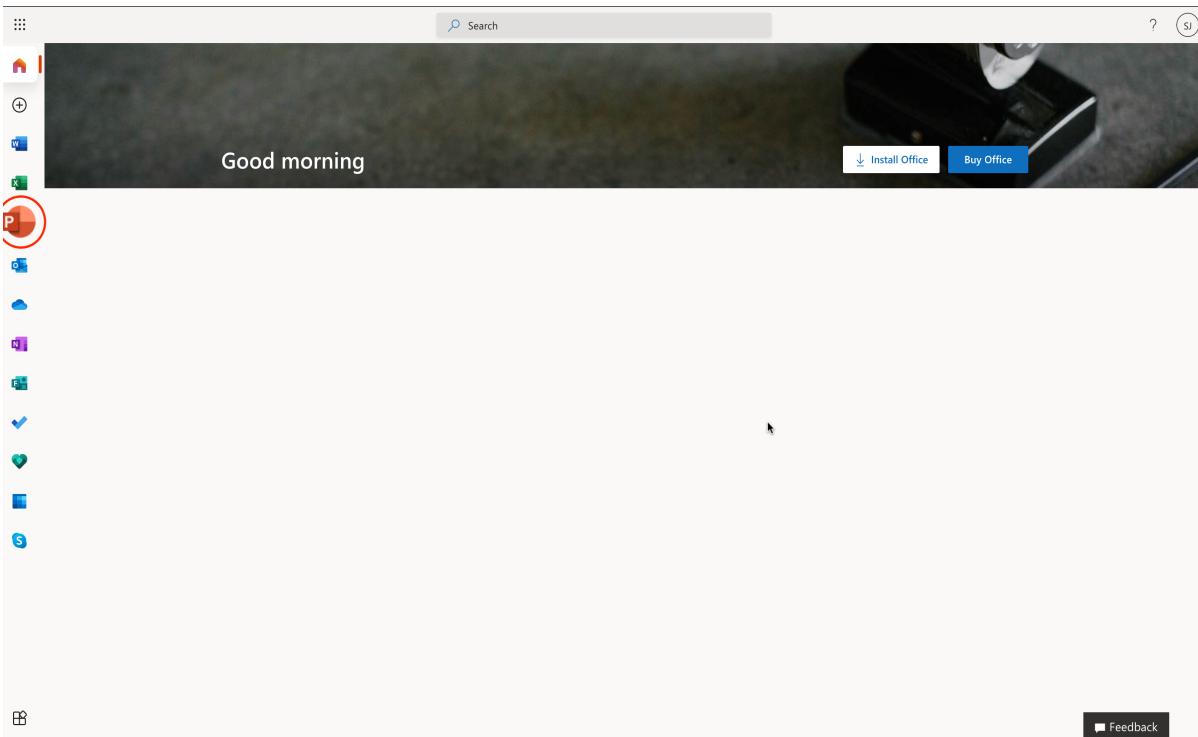
The screenshot shows a Microsoft sign-up page titled "Add security info". At the top left is the Microsoft logo and the email address "← [REDACTED]@gmail.com". Below the title, a paragraph explains that the service will use security info to contact the user if needed. A note below states that a code will be sent via text message. A dropdown menu for "Country code" is set to "Canada (+1)". A red box highlights the "Phone number" input field, which is currently empty. A red circle highlights the "Send" button. A red box highlights the "Next" button at the bottom.

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



The screenshot shows the same Microsoft sign-up page, but now the "Phone number" field is filled with "[REDACTED]". A blue button labeled "I didn't get a code" is visible. A red box highlights the "Enter the access code" input field, which is empty. A red circle highlights the "Next" button at the bottom.

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**.

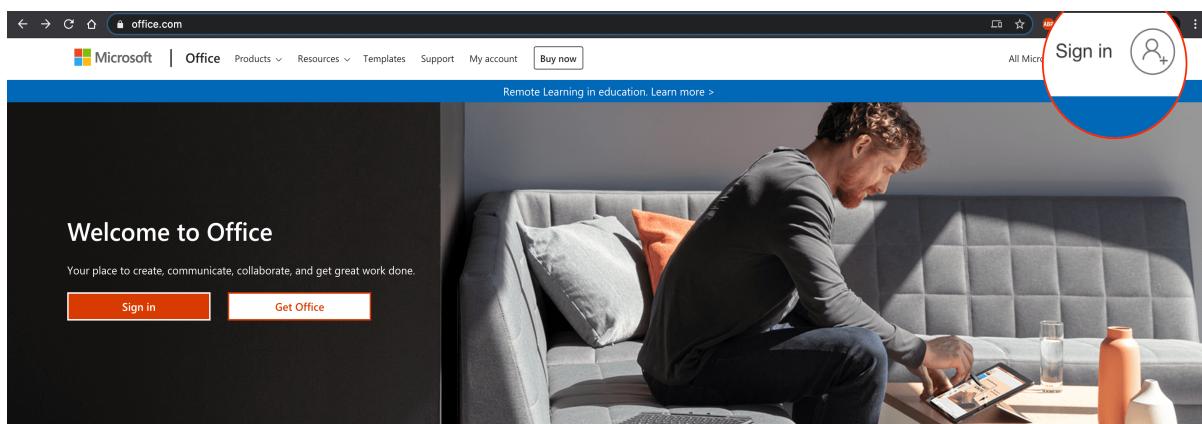


Exercise 2: Sign-in, Upload and Open presentation in PowerPoint for the Web

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

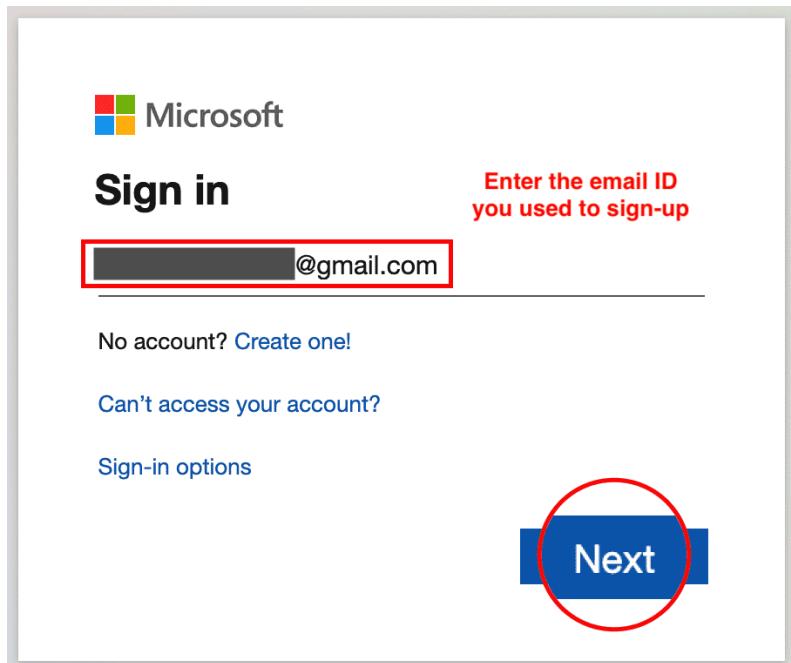
1. Go to www.office.com. Click **Sign in**.



Sign in to use your favorite productivity apps from any device



2. Enter your sign in email.



The Microsoft sign-in page shows a red box around the email input field containing "████████@gmail.com". A red circle highlights the "Next" button.

Microsoft

Sign in

Enter the email ID you used to sign-up

████████@gmail.com

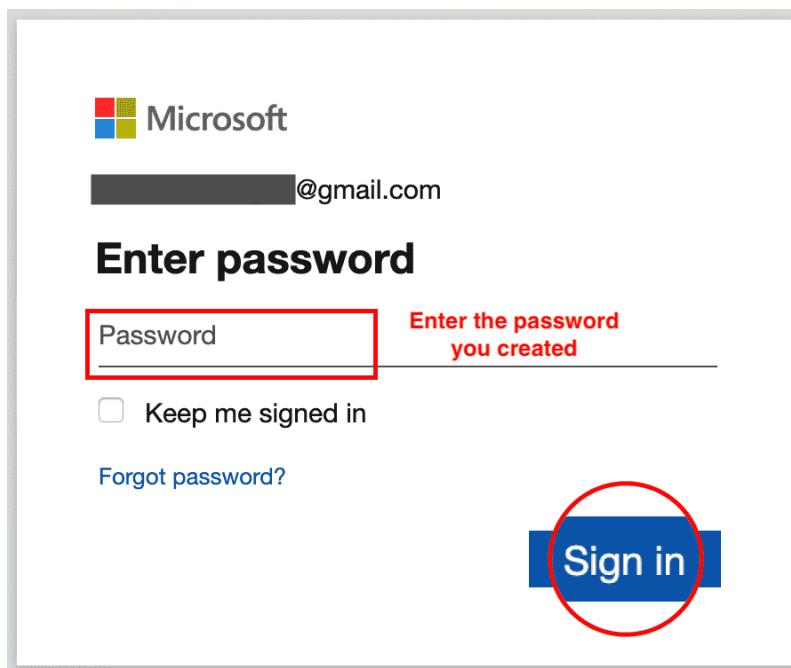
No account? [Create one!](#)

Can't access your account?

Sign-in options

Next

3. Enter your password.



The Microsoft password entry page shows a red box around the password input field. A red circle highlights the "Sign in" button.

Microsoft

████████@gmail.com

Enter password

Enter the password you created

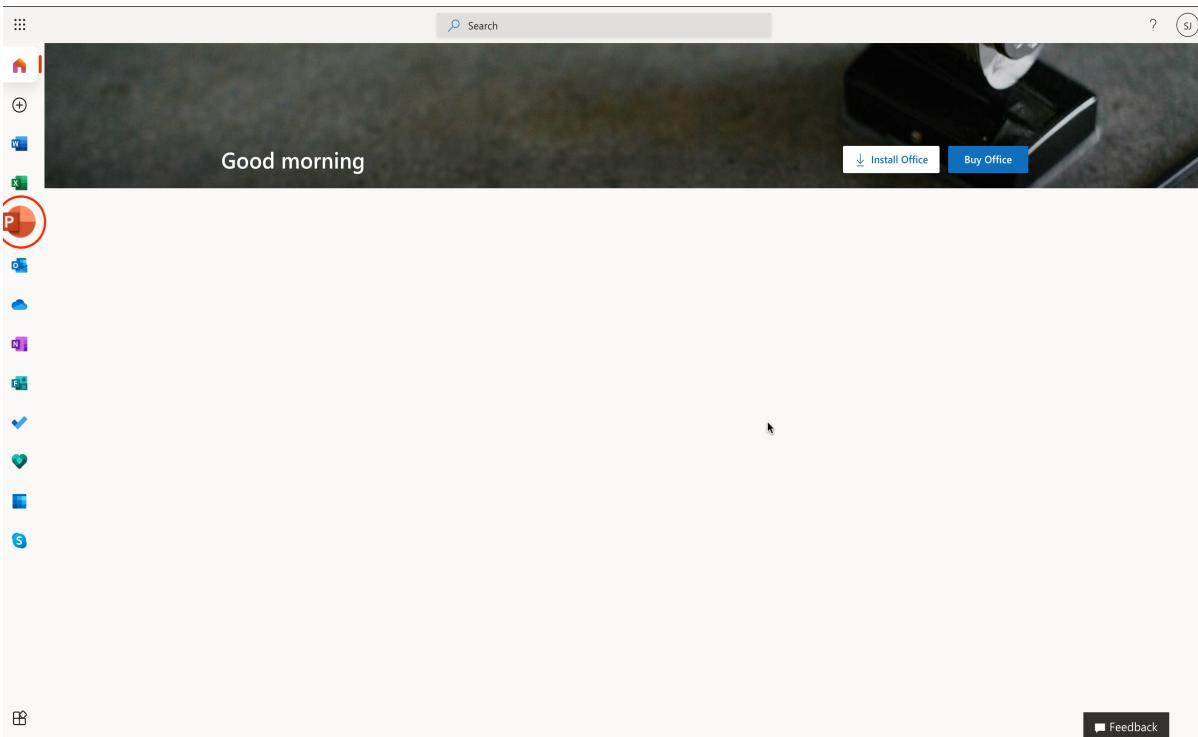
Password

Keep me signed in

[Forgot password?](#)

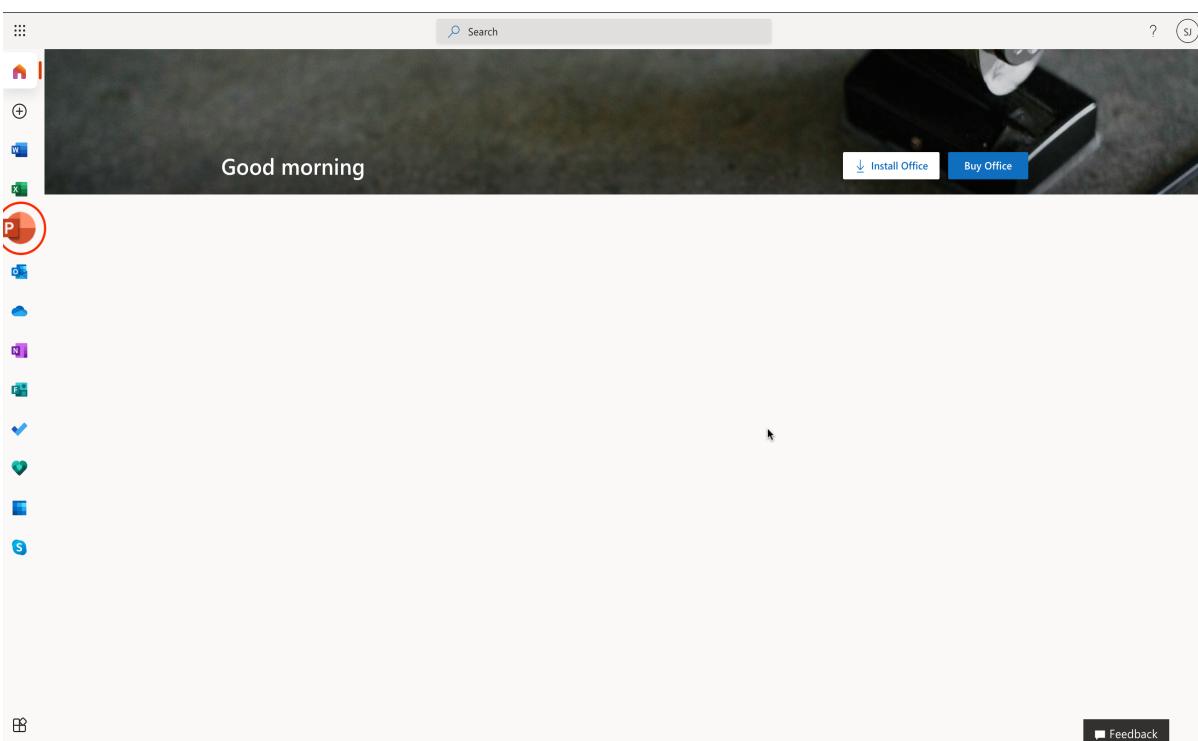
Sign in

4. You are now signed in.

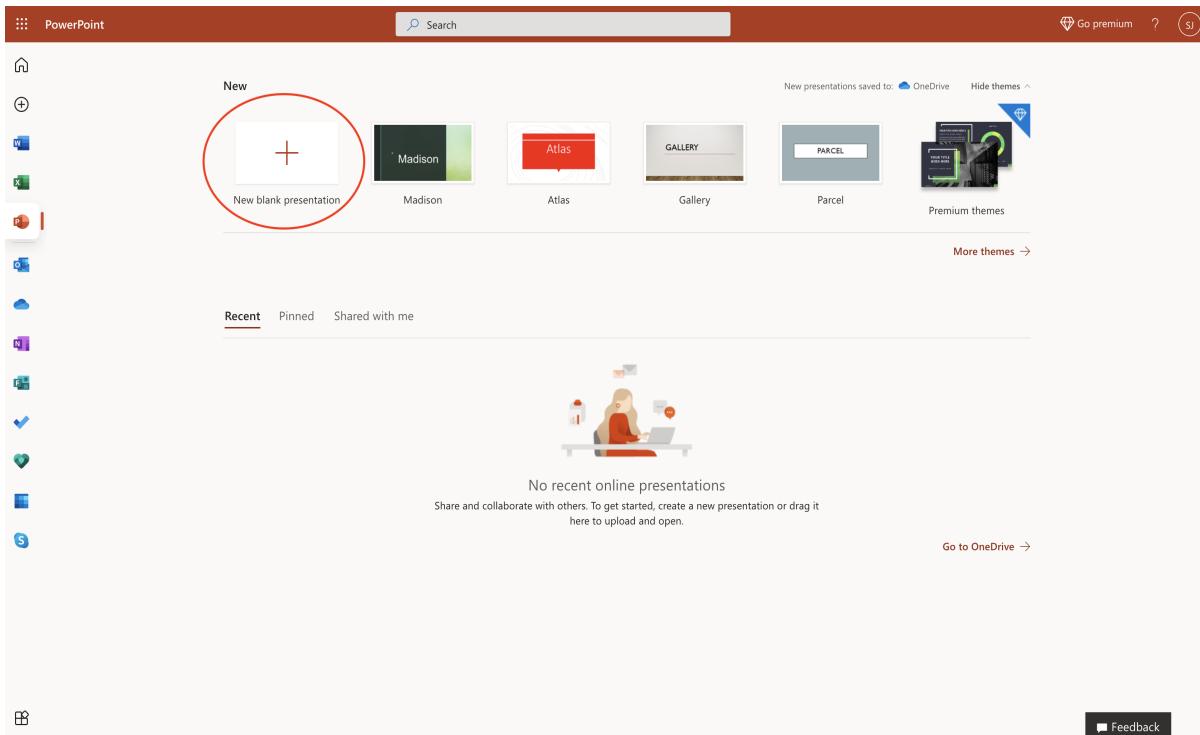


Task B: Open a new blank presentation in PowerPoint for the Web

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.

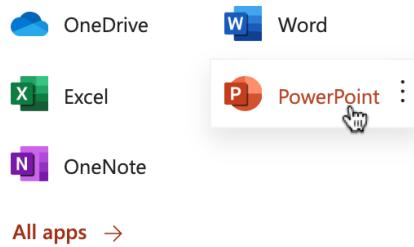
Task C: Upload, Open and Edit a Presentation

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.

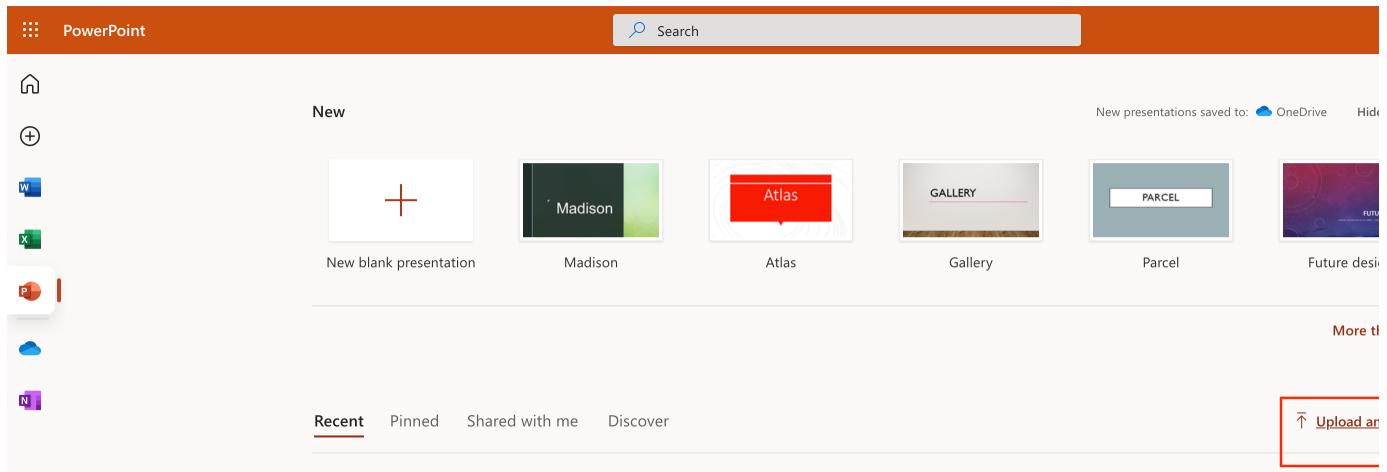


Office 365 →

Apps



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

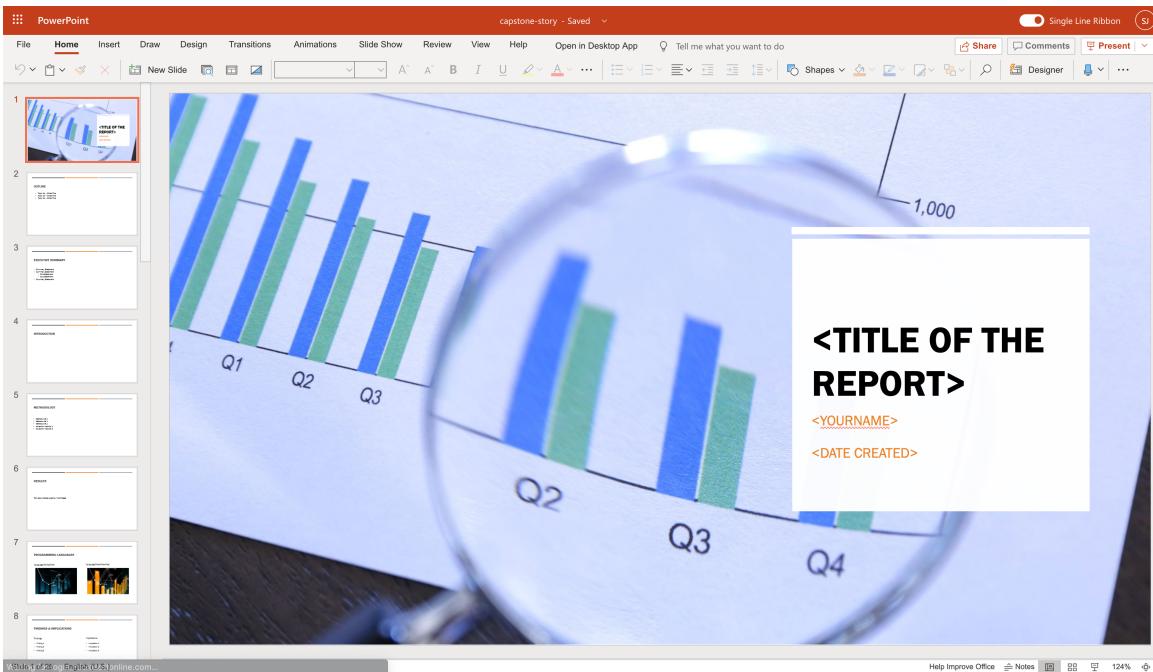
Your file will be opened automatically after upload is complete.

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)

Changelog

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

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