



## 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

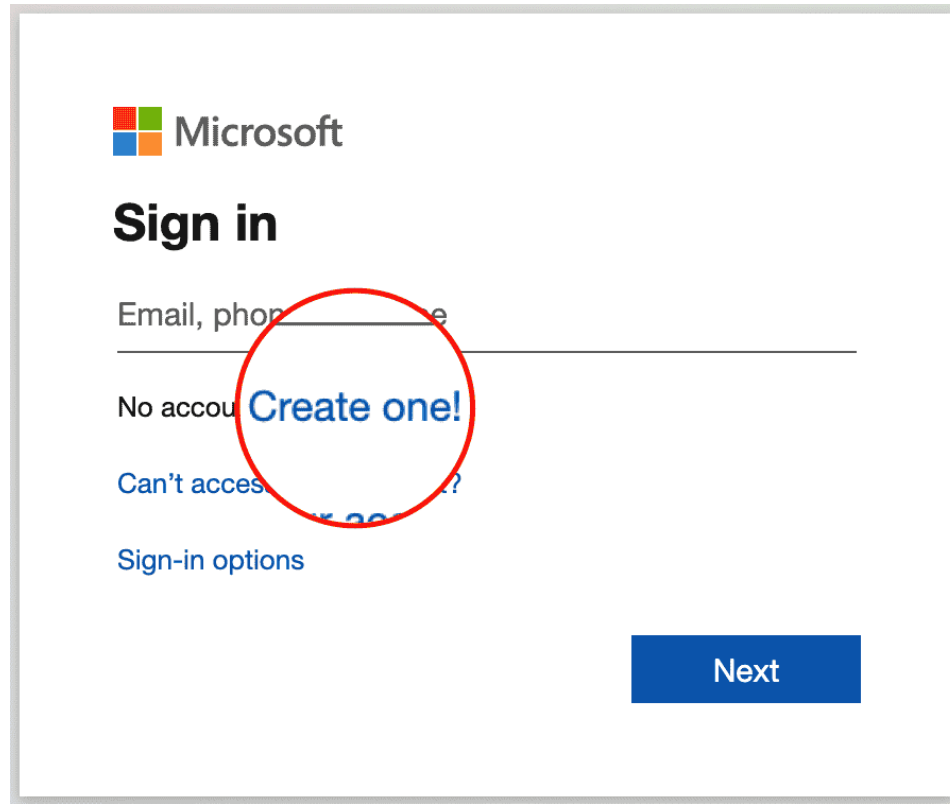
### Exercise 1: Sign-up for a Microsoft Account to use PowerPoint for the Web

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

2. Click **Create one!**



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone". Below the input field, the text "No account" is followed by a blue link "Create one!". Below that is another blue link "Can't access your account?". Further down is a blue link "Sign-in options". At the bottom right is a blue button with the text "Next". A red circle is drawn around the "Create one!" link.

Microsoft

## Sign in

Email, phone

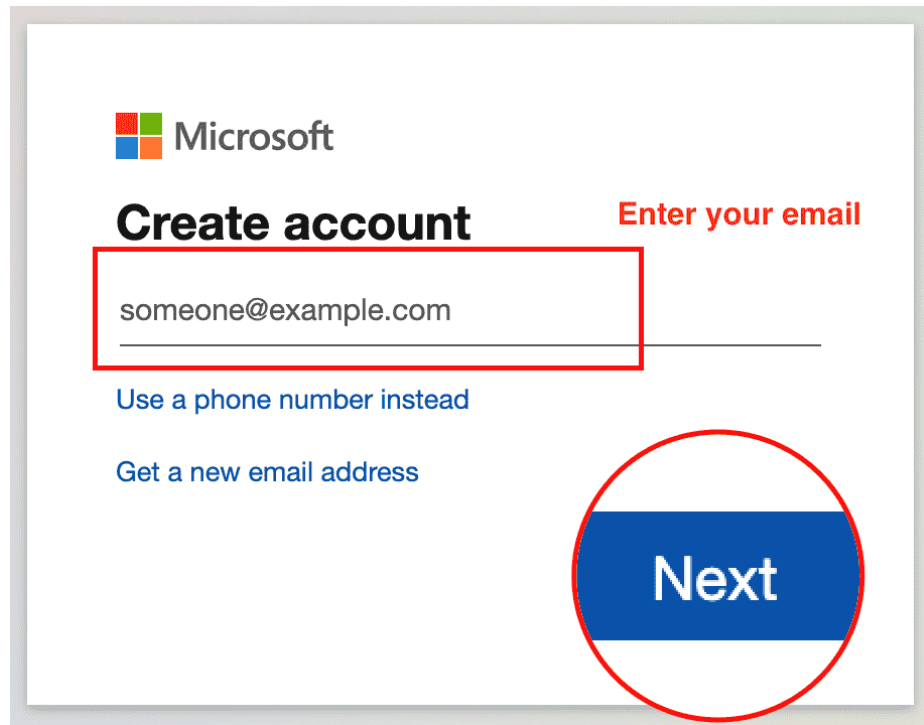
No account [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

[Next](#)

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



The image shows a Microsoft account creation form. At the top left is the Microsoft logo. Below it, the text "Create account" is displayed in a large, bold, black font. To the right of this text, "Enter your email" is written in a smaller, red font. Below the main heading, there is a text input field containing the email address "someone@example.com". This input field is highlighted with a red rectangular border. Below the input field, there are two links in blue text: "Use a phone number instead" and "Get a new email address". At the bottom right of the form is a large blue button with the word "Next" in white text, which is circled with a red border.

Microsoft

## 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.

**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](#).

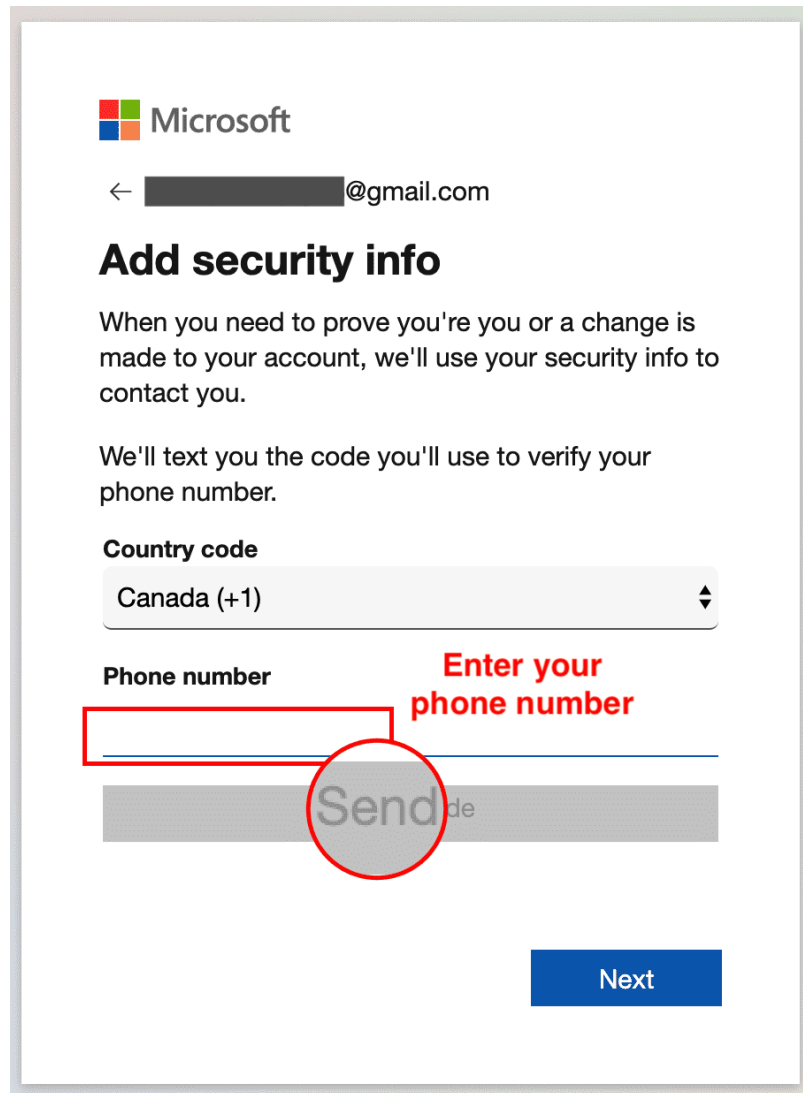
**Enter the verification code sent to your email address**

☒ 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 account security setup screen. At the top is the Microsoft logo. Below it is a back arrow and a partially redacted email address ending in @gmail.com. The main heading is "Add security info". Below this is explanatory text: "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." and "We'll text you the code you'll use to verify your phone number." There is a "Country code" dropdown menu currently set to "Canada (+1)". Below that is a "Phone number" label and a text input field. A red rectangle highlights the input field, and a red circle highlights the "Send" button. A red text label "Enter your phone number" points to the input field. At the bottom right is a blue "Next" button.

Microsoft

← [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**.

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**.

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.

## 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.



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.

5. Now edit the presentation with your information required for this module. Your edits are saved automatically.

**Congratulations! You have completed this Lab.**

## Author

- [Sandip Saha Joy](#)

## 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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