

# Skills Network Editor

## 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:

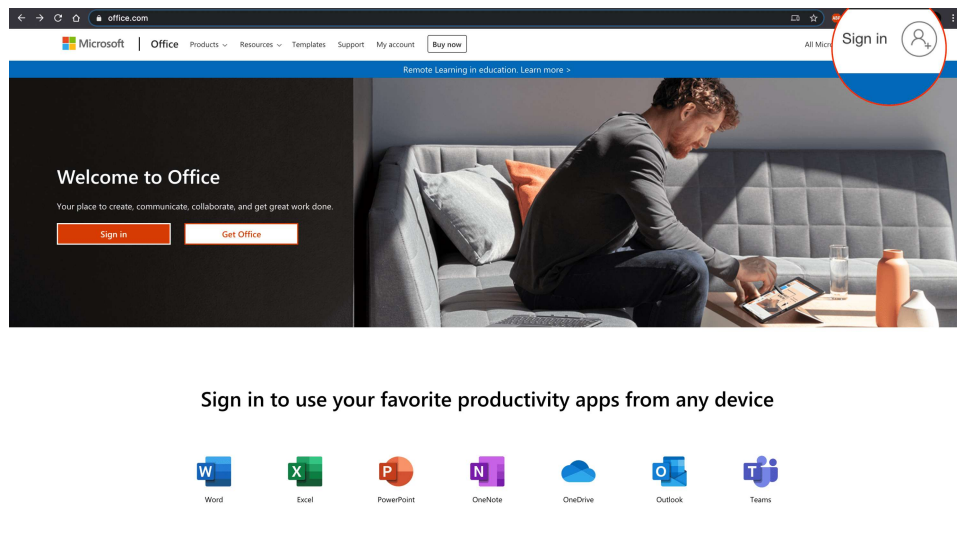
- Sign up for a Microsoft Account to use PowerPoint for the web
- Sign in and open a new blank presentation in PowerPoint for the web

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

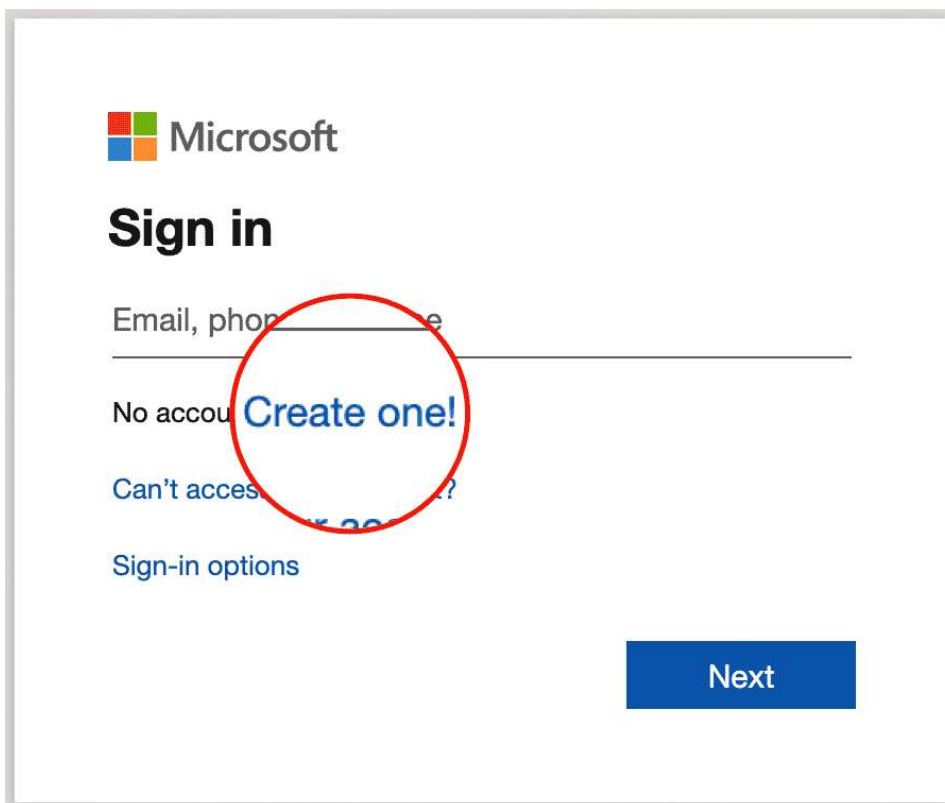
In this exercise, you will sign up for a Microsoft Account to use PowerPoint for the web.

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**



1. Click **Create one!**



Microsoft

## Sign in

Email, phone, or Skype ID

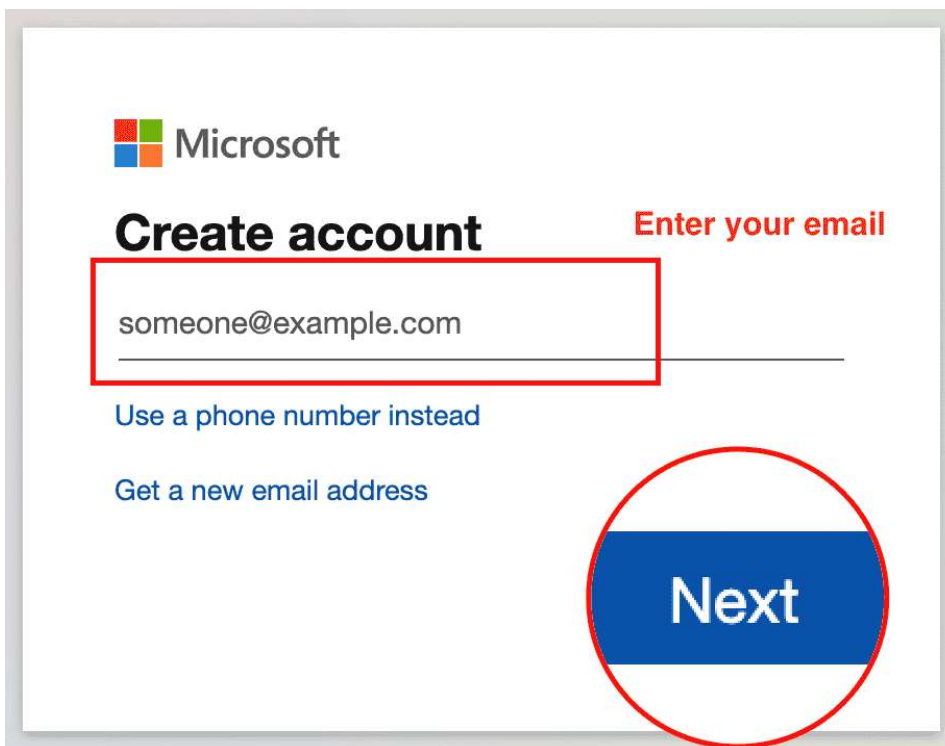
No account? **Create one!**

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

[Sign-in options](#)

**Next**

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



Microsoft

## Create account

**Enter your email**

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

**Next**

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



← [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**

1. 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 code

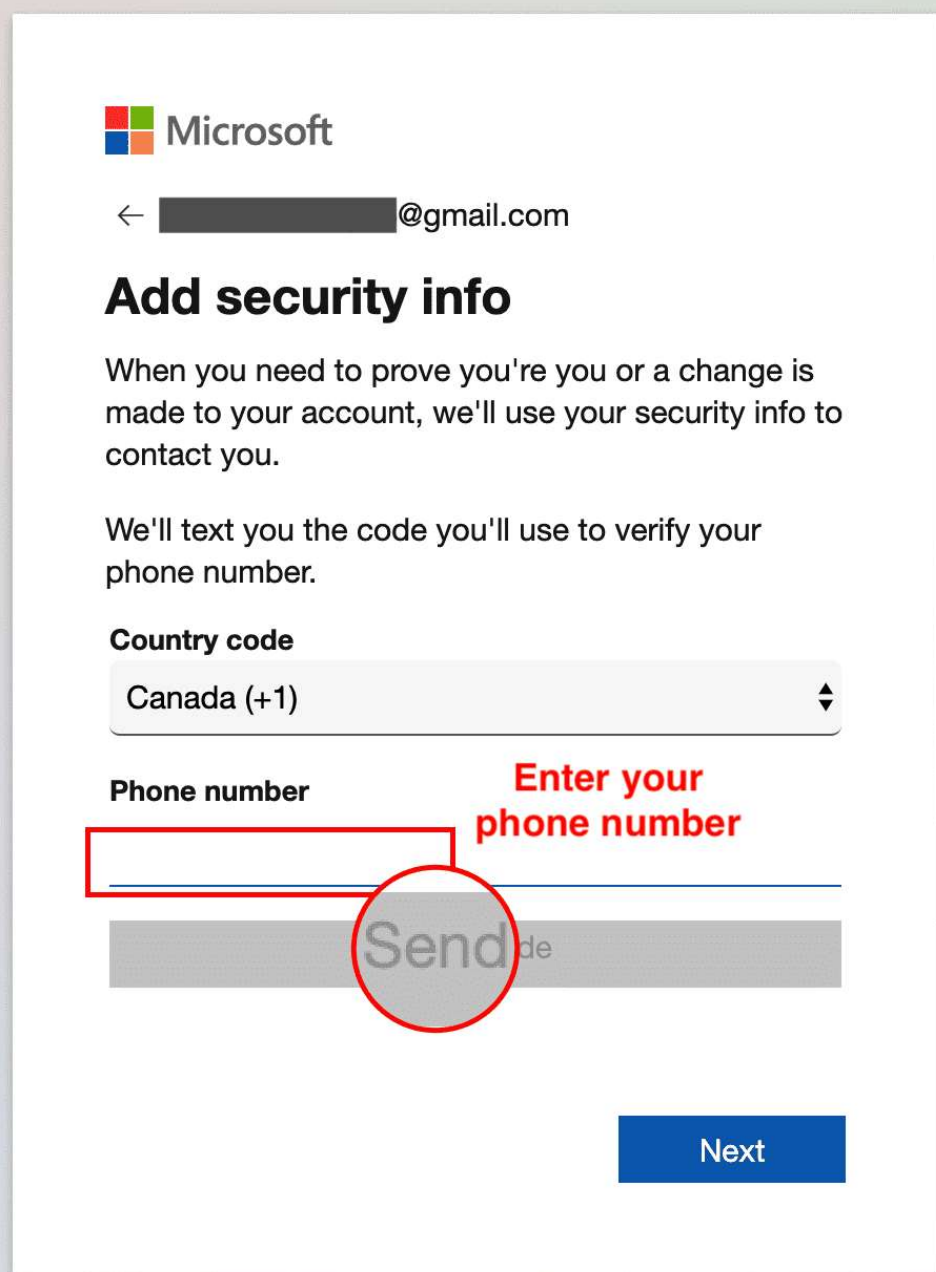
**Enter the verification code sent to your email address**

☒ 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**

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



The screenshot shows the Microsoft account security setup interface. 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 an empty text input field. To the right of the input field, the text "Enter your phone number" is written in red. Below the input field is a grey button with the text "Send de" (partially obscured). A red circle highlights this button. At the bottom right is a blue button labeled "Next".

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



← [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

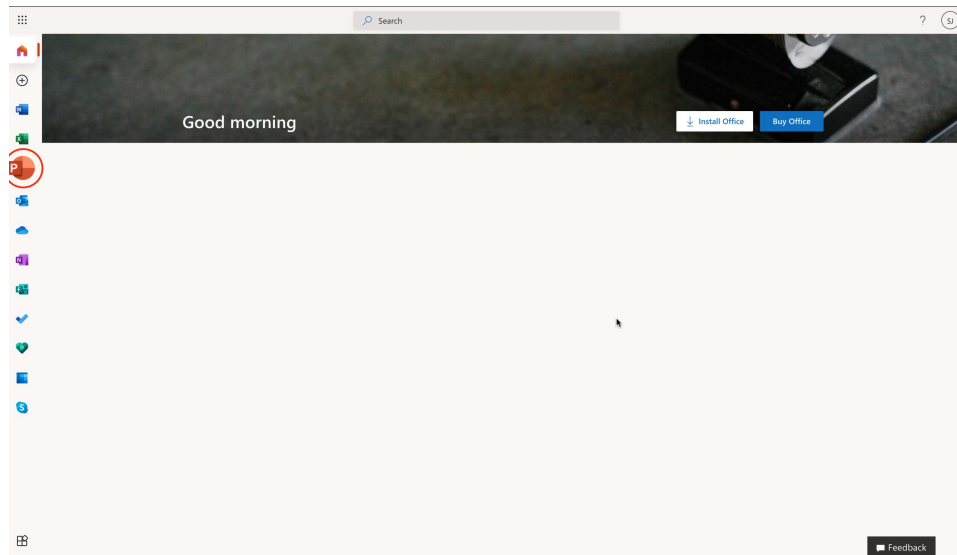
I didn't get a code

Enter the access code

Enter the code  
you received on  
your phone as text

Next

1. 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.**

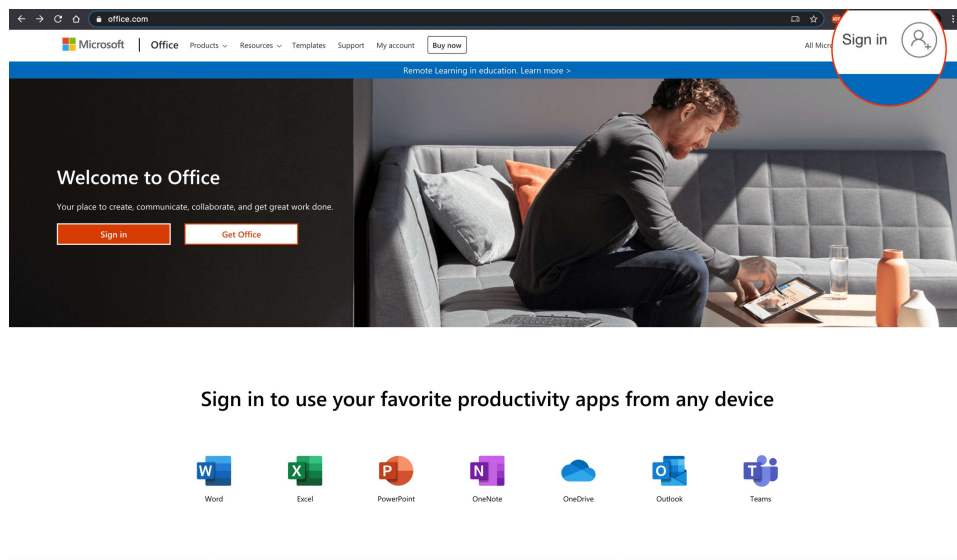


## Exercise 2: Sign-in, Upload and Open presentation in PowerPoint for the Web

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.

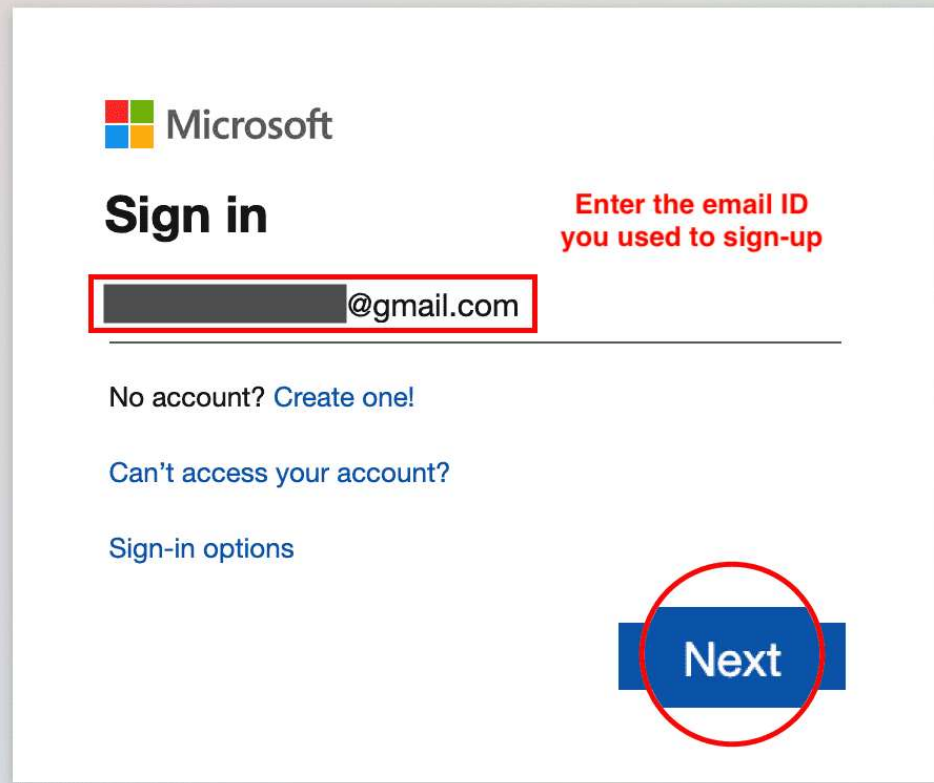
### Task A: Sign in to PowerPoint for the Web

1. Go to [www.office.com](https://www.office.com). Click Sign in.




1. Enter your sign in email.





The image shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold, black font. To the right of "Sign in", the text "Enter the email ID you used to sign-up" is written in red. Below this, there is a text input field containing a redacted email address followed by "@gmail.com". The input field is highlighted with a red rectangular border. Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there is a blue button with the word "Next" in white, which is circled with a red border.

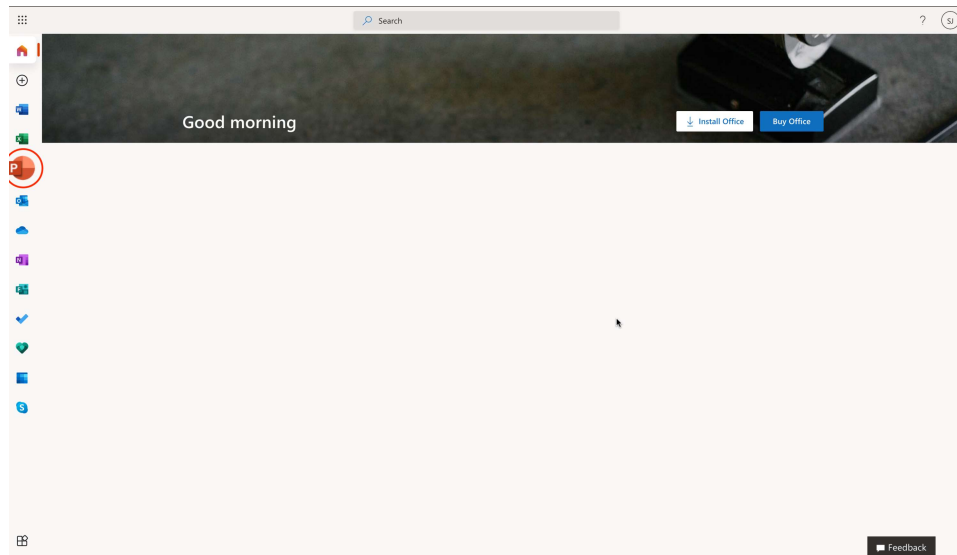
1. Enter your password.



The image shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed in a large, bold, black font. Above this, the email address "@gmail.com" is visible. Below the email address, there is a text input field labeled "Password" in a light gray font. The input field is highlighted with a red rectangular border. To the right of the input field, the text "Enter the password you created" is written in red. Below the input field, there is a checkbox labeled "Keep me signed in". Below the checkbox, there is a link "Forgot password?". At the bottom right, there is a blue button with the words "Sign in" in white, which is circled with a red border.

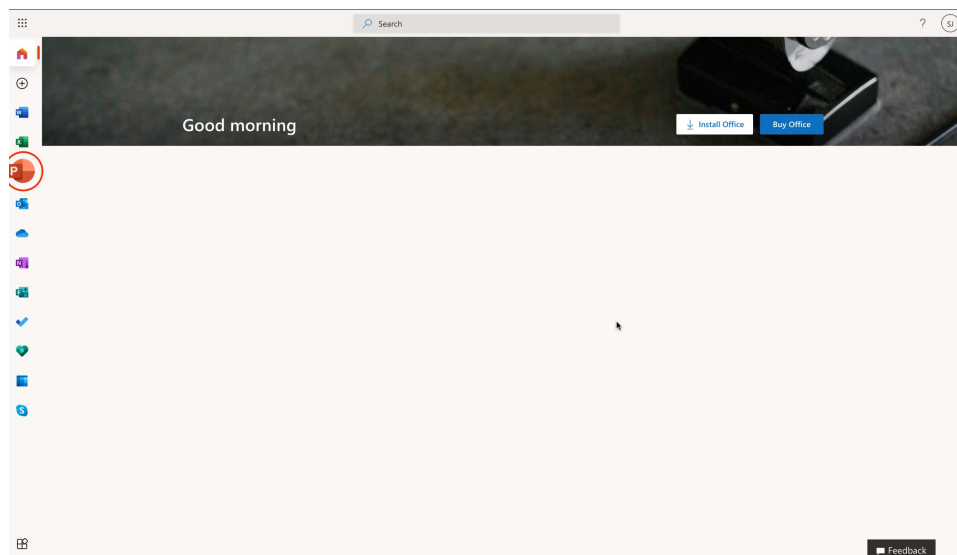
1. You are now signed in.



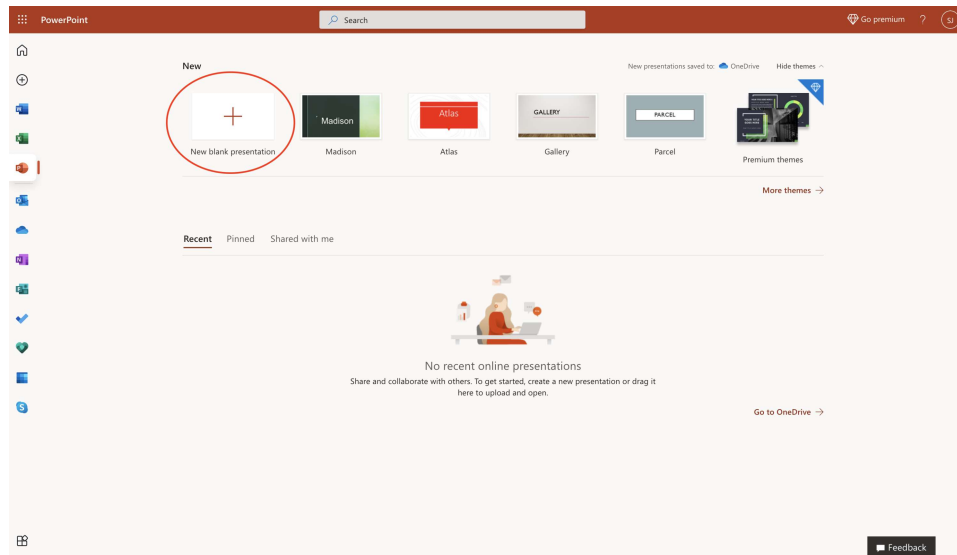


## Task B: Open a new blank presentation in PowerPoint for the Web

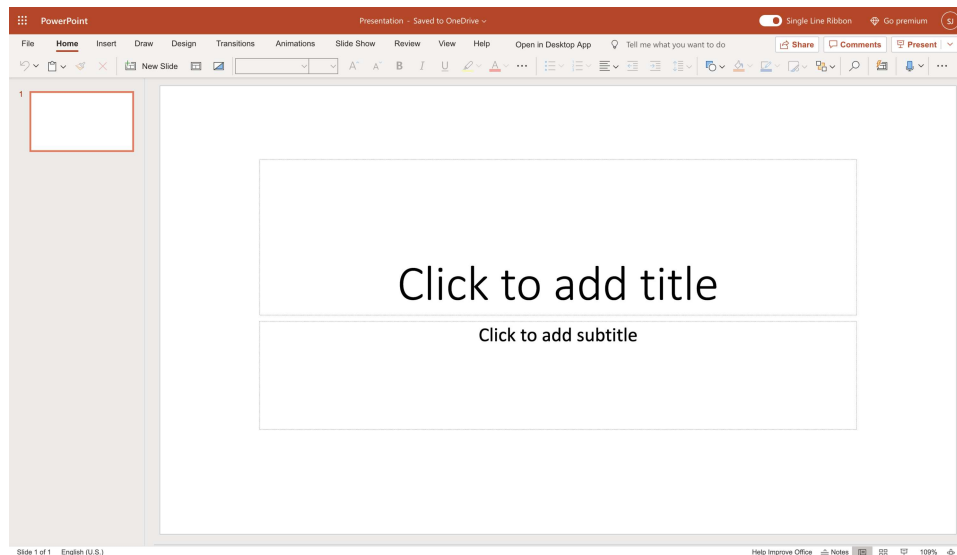
1. Click on the **PowerPoint** icon.



1. Click **New blank presentation**.



1. 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

 OneDrive

 Word

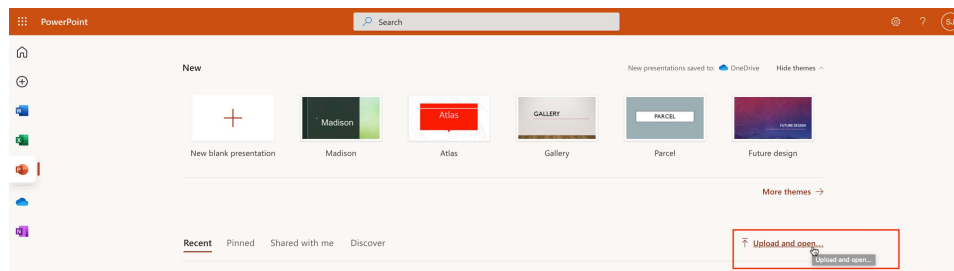
 Excel

 PowerPoint

 OneNote

[All apps →](#)

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



1. 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

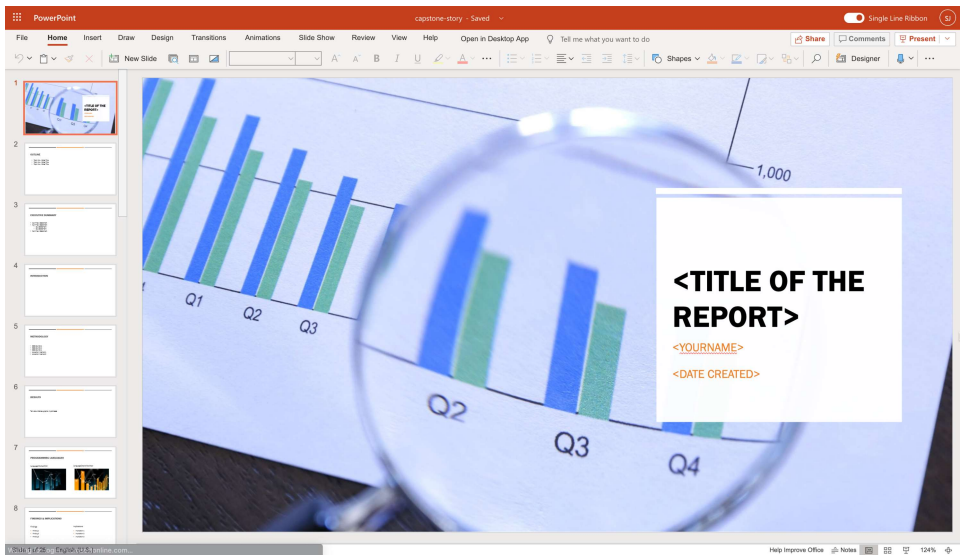
Your file will be opened automatically after upload is complete.

511 KB/511 KB

Tip: You can now drag and drop files to upload them.

Cancel

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



Congratulations! You have completed this Lab.

Author

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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