



## Hands-on Lab : Basics of PowerPoint

**Estimated time needed:** 15 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. If you do not yet have access to PowerPoint for the Web, you can follow the instructions in the following lab to get started with it: [Hands-on Lab - Getting Started with PowerPoint for the Web](#)

## Objectives

After completing this lab, you will be able to:

- Create presentations from scratch / template
- Add new slide and change slide layout and design
- Add text, images, art, and videos

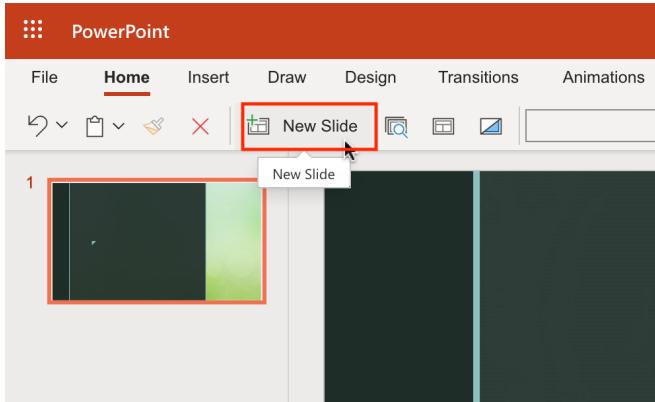
## Exercise 1: Create presentations from scratch / template

1. Go to [www.office.com](http://www.office.com). Sign in and go to PowerPoint for the Web.
2. On the PowerPoint homepage, you can either select **New blank presentation** to start from scratch or some templates. Select **Madison** as a template.

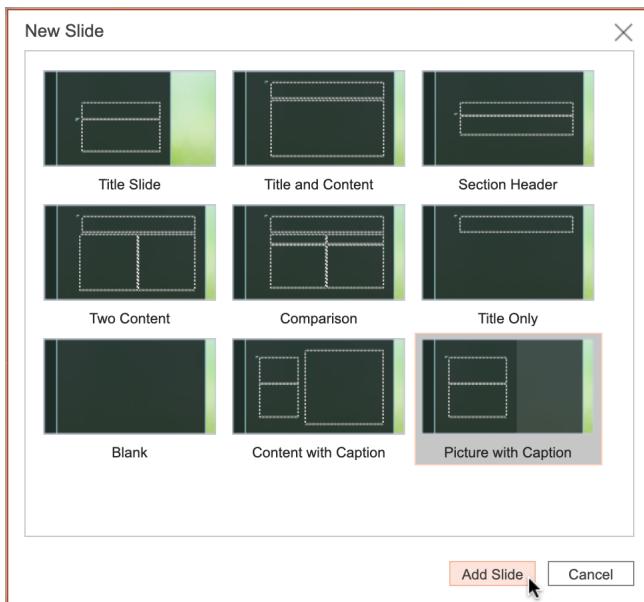
A screenshot of the PowerPoint for the Web interface. At the top, there's a navigation bar with icons for back, forward, search, and help. Below the bar, the title 'PowerPoint' is visible. The main area is divided into sections: 'New' (which is currently selected), 'Recent', and 'Recommended'. In the 'New' section, there's a large button for 'New blank presentation' with a plus sign icon. Next to it are five template cards: 'Madison' (selected, highlighted with a red border), 'Atlas', 'GALLERY', 'Parcel', and 'WOODTYPE'. Each card shows a preview image and the template name. On the far left, there's a vertical sidebar with icons for Home, Insert, Page Layout, Design, and View. At the bottom, there's a footer with the text 'New presentations saved to: OneDrive' and a link to 'More themes'.

## Exercise 2: Add new slide and change slide layout and design

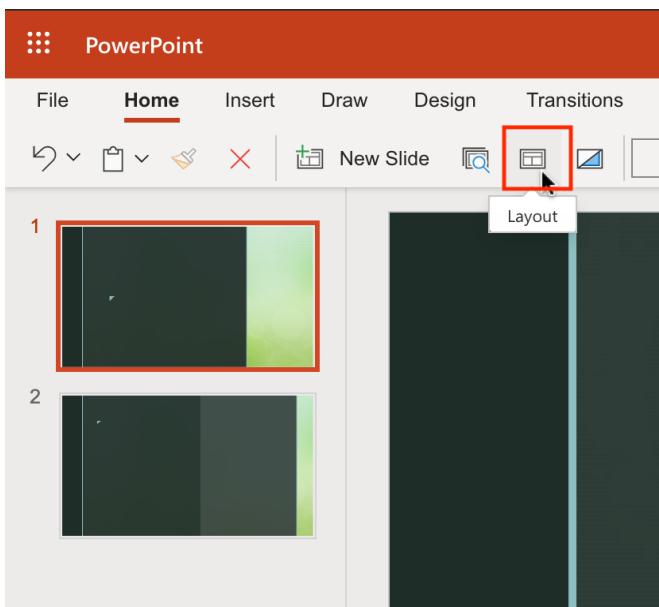
1. Click **New Slide**



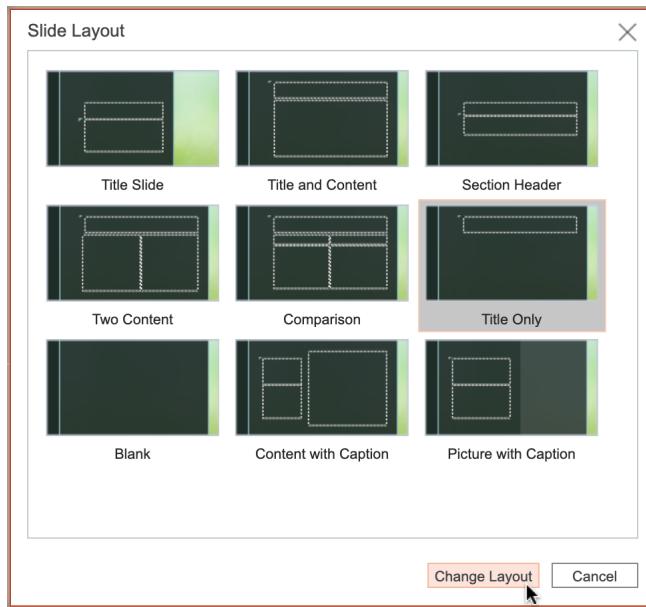
2. Select **Picture with Caption** type slide and click **Add Slide**.



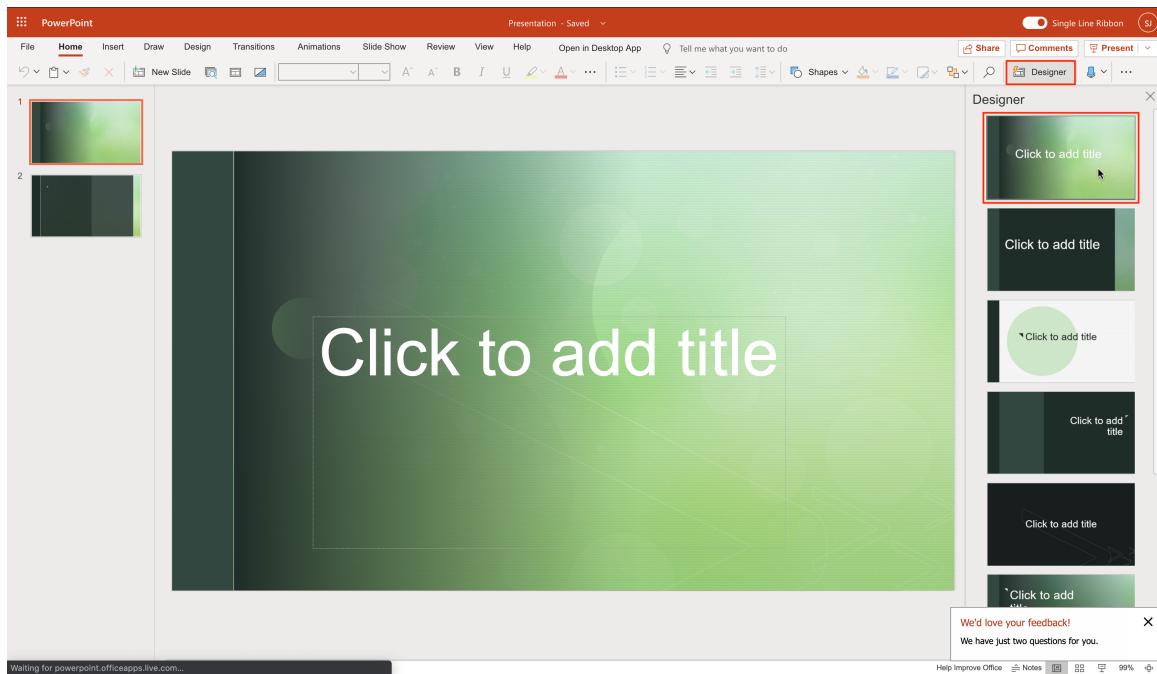
3. Go back to slide 1 and click **Layout** icon.



4. Select **Title Only** layout and click **Change Layout**.

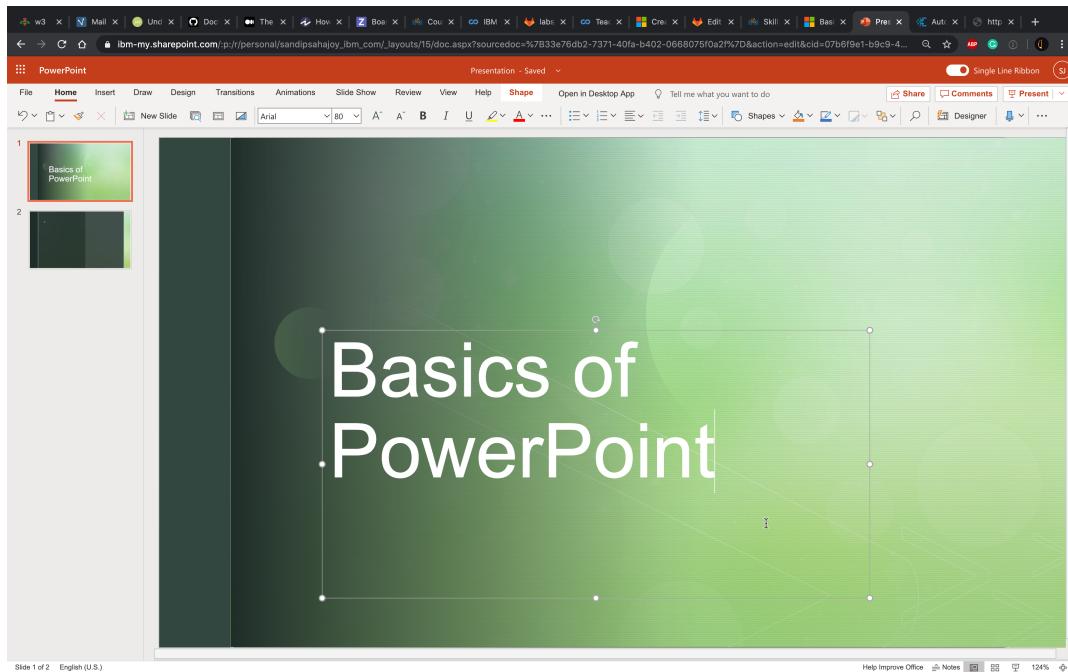


5. Select **Designer**. Select any design from the right **Designer** pane to change the design of slide 1.



## Exercise 3: Add text, images, art, and videos

1. Switch to slide 1 if needed. Click on the textbox **Click to add title** and type “Basics of PowerPoint” as title.

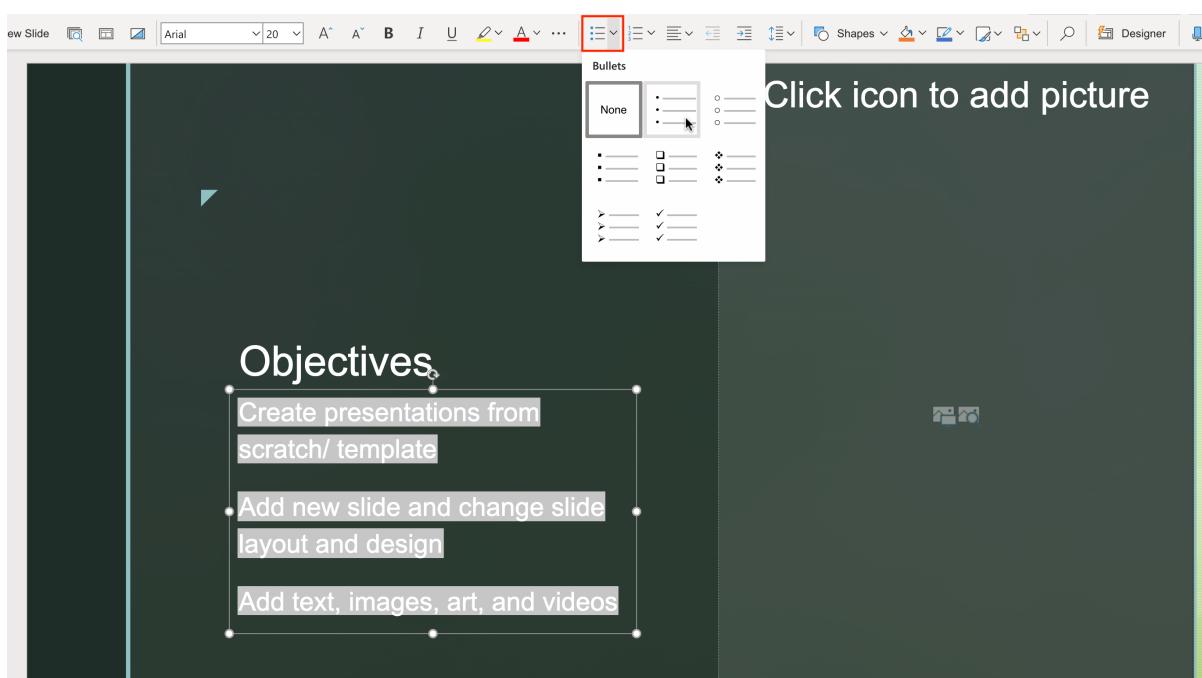


2. Switch to slide 2. Click on the textbox **Click to add title** and type “Objectives” as title.

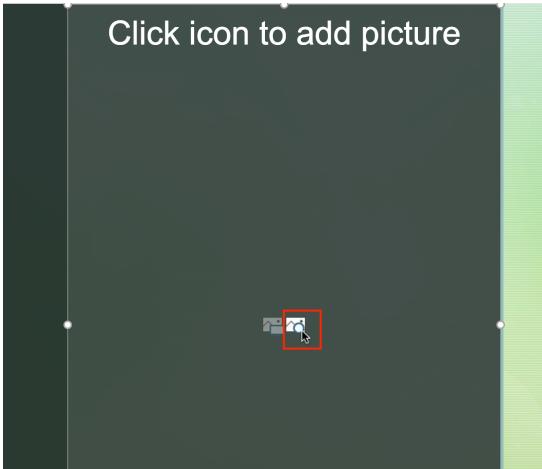
3. Click on the textbox **Click to add text** and type:

- Create presentations from scratch/ template
- Add new slide and change slide layout and design
- Add text, images, art, and videos

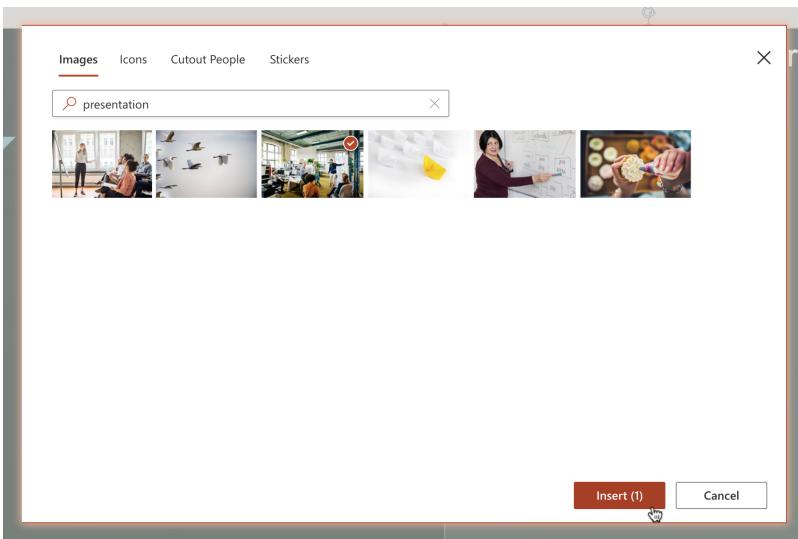
4. Select all text from second textbox and click **Bulleted Library** to select a bullet option.



5. Now click the web search option like below from the right-hand section of the slide.



6. Type “presentation” and select an appropriate picture you like to add to your slide. Then click **Insert**.



7. From the right **Designer** pane , select a design you like to visualize the inserted picture on the slide.

The screenshot shows a Microsoft PowerPoint slide titled "Objectives". The slide content includes the title "Objectives" and a bulleted list: "Create presentations from scratch/ template", "Add new slide and change slide layout and design", and "Add text, images, art, and videos". To the left of the main slide, there is a smaller thumbnail of the same slide with the number "2" above it, also enclosed in a red box. On the far right, there is a "Designer" pane containing five different design preview cards, each showing a different layout or theme for the slide. The card in the fourth position from the top is highlighted with a red box.

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

**Author**

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## Other Contributor(s)

### Changelog

Date	Version	Changed by	Change Description
2020-11-06	1.0	Sandip Saha Joy	Initial version created

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