Office 365 PowerPoint Web App

CLOVER CONNECTED CLASSROOM
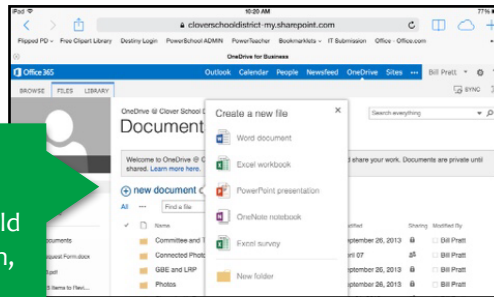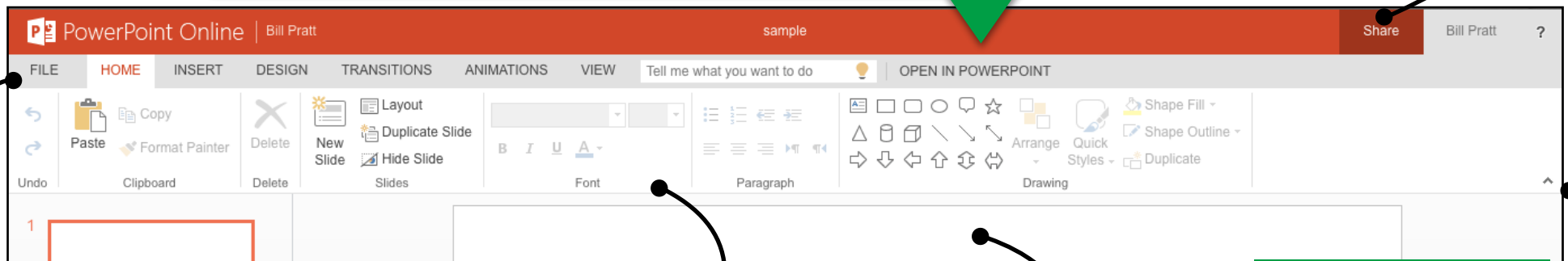
Log in to the Office 365/OneDrive site

Once on the OneDrive site, click "new document" in the middle of the screen and then choose the type of document you would like to create (in this case PowerPoint). Then, name your document and click OK.

Before beginning to use PowerPoint Web App, please understand that this is a limited version of PowerPoint and it does not offer all of the options of the desktop version.

Once the PowerPoint Web App opens, you will see a familiar look. The Windows Ribbon bar is located at the top of the document with options of File, Home, Insert, Design, Transitions, Animations, View, Help, and Open in PowerPoint. Many of the features that you would want to use are located in the different tabs.

Click Share if you want to share your file with others. If multiple people are editing the same document, their names will appear below Share.

PowerPoint Online | Bill Pratt   sample   Share   Bill Pratt   ?

FILE   HOME   INSERT   DESIGN   TRANSITIONS   ANIMATIONS   VIEW   Tell me what you want to do   OPEN IN POWERPOINT

Paste   Copy   Format Painter   Delete   New Slide   Layout   Duplicate Slide   Hide Slide   B I U A   Arrange   Quick Styles   Shape Fill   Shape Outline   Duplicate

Undo   Clipboard   Delete   Slides   Font   Paragraph   Drawing

1

Familiar ribbon tabs including contextual ribbon tabs when you need them. For example, Draw tools and Picture tools.

Familiar buttons and commands that change with the ribbon tab chosen.
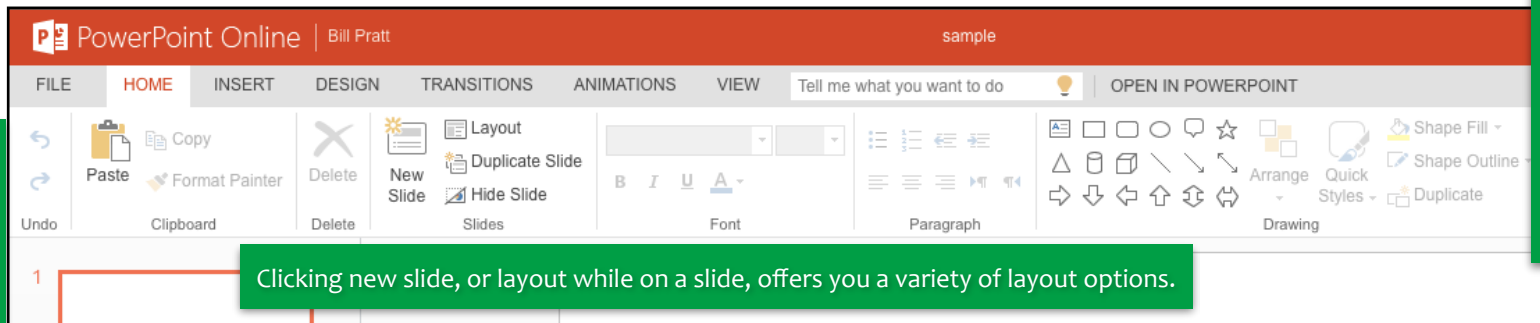
Document work space

Need more screen space? Click the ribbon bar minimizer. Need your buttons back? Click it again.

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Specific Ribbon Buttons and Commands

The Home tab contains buttons for undo, redo, copy, paste, new slide, layout, duplicate slide, and hide slide.

The Home tab also contains buttons for font and paragraph formatting and to add shapes.

Clicking new slide, or layout while on a slide, offers you a variety of layout options.

The Insert tab is where you can add pictures, hyperlinks, headers, footers, a new slide, picture or clipart, shape, text box, or comment.
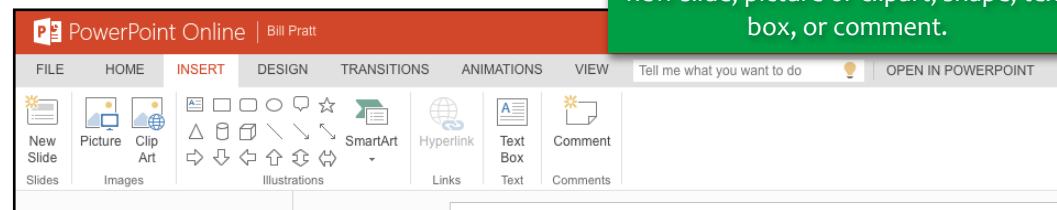
Working with pictures in the online version can be cumbersome. At this time, there is not a way to wrap text around a picture. When adding a picture or shape, a contextual tab opens to allow you to work with the picture or shape. You can add text to a shape by right clicking in the shape and choose Edit Text from the popup window.
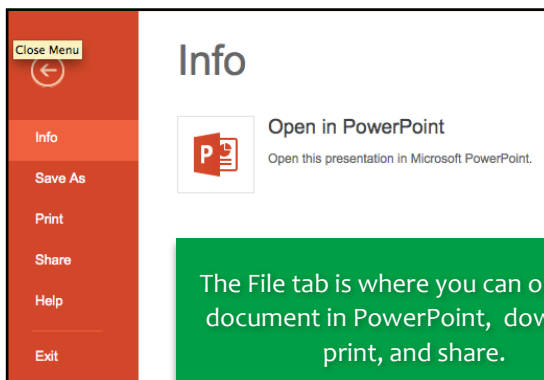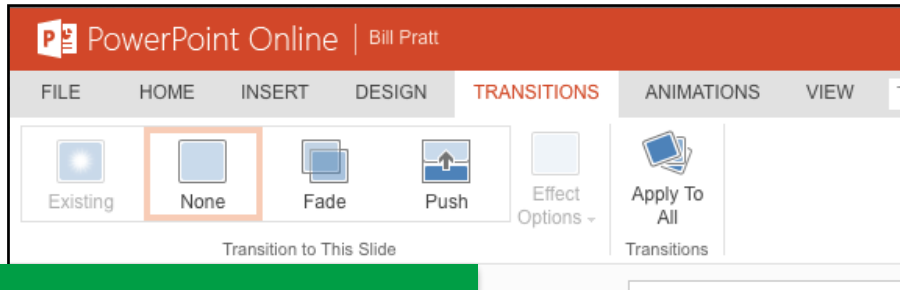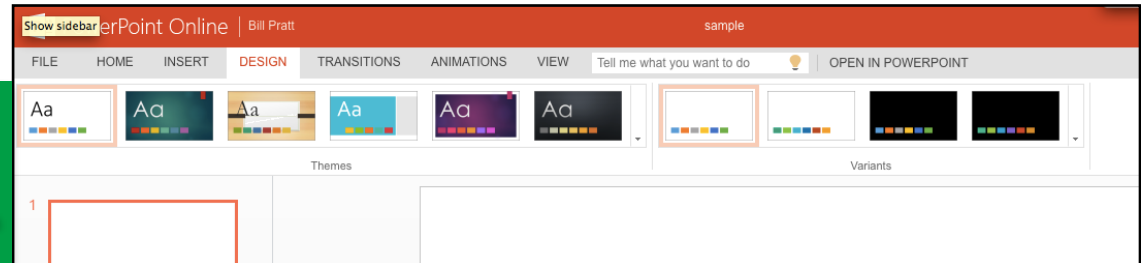
The File tab is where you can open the document in PowerPoint, download, print, and share.
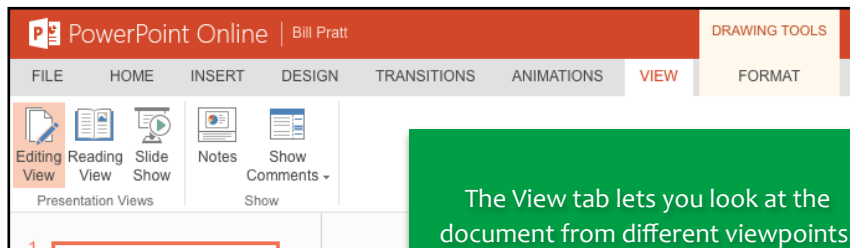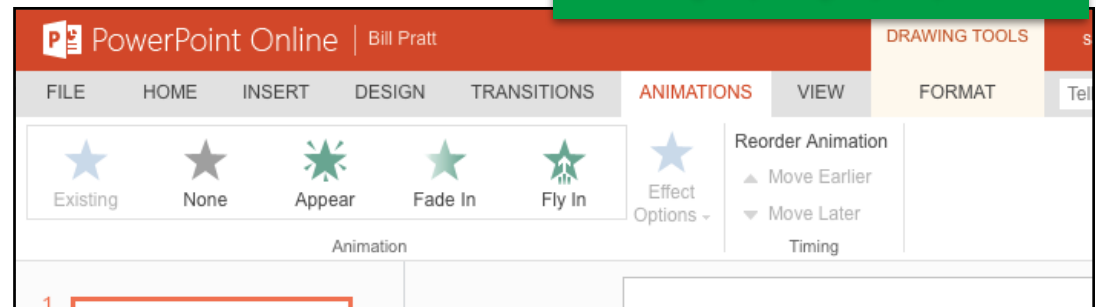
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Specific Ribbon Buttons and Commands

The Design Tab allows you to add a background theme to your presentation. Once you select a theme, you can choose a variation of that them to the right. Adding a theme adds it to the whole presentation.

The Transitions tab lets you pick from two options to add an effect when moving from slide to slide: Fade and Push. Depending on which you choose, the Effect Options button will light up and give you options.

The Animations tab lets you pick from three options to animate objects on your slide: Appear, Fade In, and Fly In. Depending on which you choose, the Effect Options button will light up and give you options.

The View tab lets you look at the document from different viewpoints.

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Comments and working collaboratively on a document

Working collaboratively online allows for multiple people to edit and share in the creation of documents. The use of comments while working creates a chat atmosphere where people not in the same room can explain and discuss portions of the document.

To collaborate on a document, you must first share the file by clicking Share. When prompted, enter the person's name, ensure the drop down next to their name says "Can Edit" and they will be able to click on the document from their OneDrive account.

To see the comments, click the View tab and Show Comments.
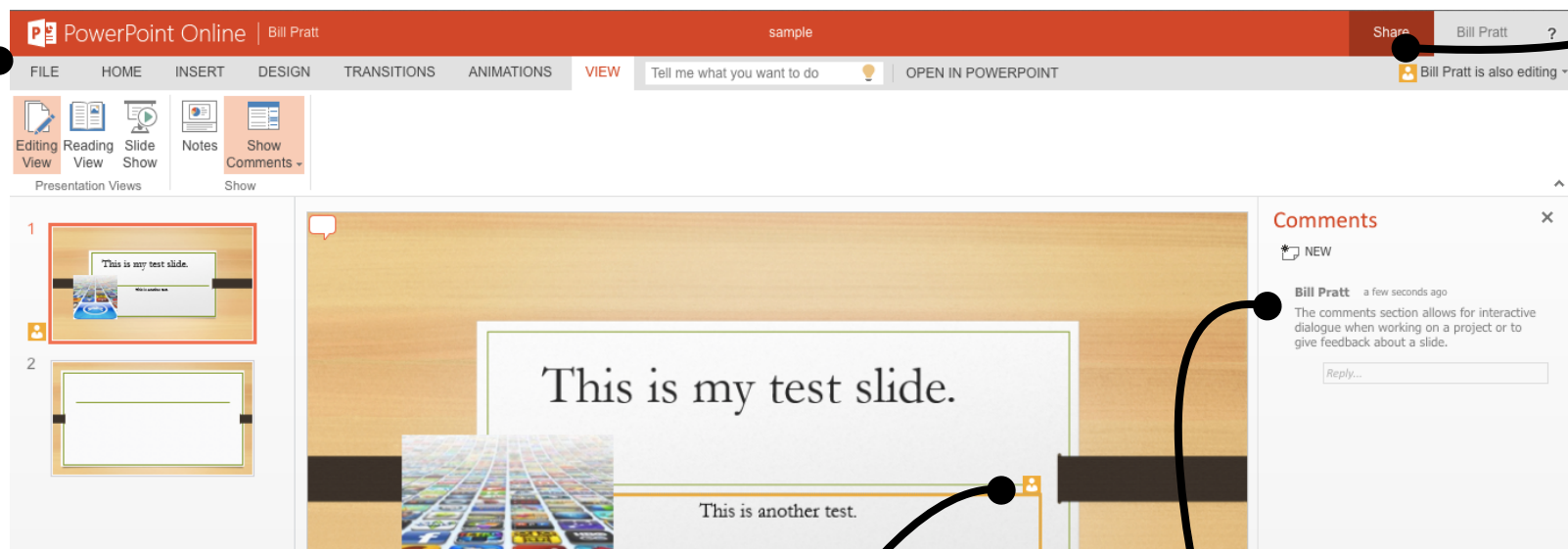
As another contributor is typing, you will see flag of the person. The flag color is represented by looking under the Share button at the top. Multiple contributors can type at the same time; which can be confusing at first so make sure that you know where your cursor is.

The comments section shows the comments after a person posts the comment-not as they type. Contributors can even reply directly to another contributor's comment by typing the reply space.

REMEMBER: Working collaboratively online saves the document as you type. There are undo and redo buttons on the Home tab but be careful.