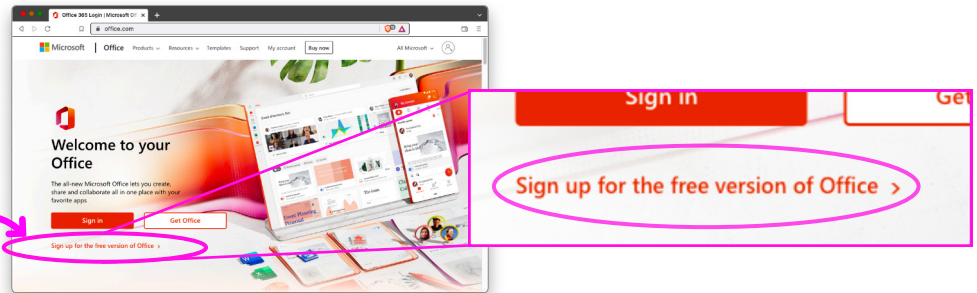


PowerPoint Presentation Quick Start Guide

1 Setup a Free Microsoft Office Account: Microsoft offers free *online apps* when you create an online account with Office.com; setup a free account here: <https://www.office.com/> look for the text link, "Sign up for the free version of Office"...

Select the Text link



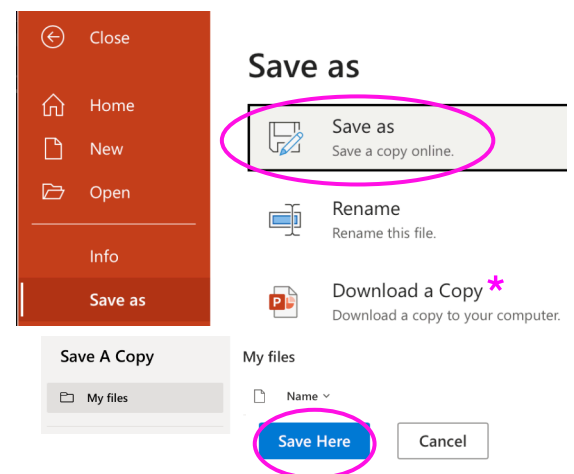
2 Your Free Account: Includes Apps like *PowerPoint* and *OneDrive*. You will need these two apps to facilitate the online presentation from a web browser.*



3 Get the Presentation file link from Patriot Academy: Your Patriot Academy team will share a link to the presentation file from their *OneDrive App*. The link will open in your free Microsoft Office account within your *PowerPoint Online App*.



4 Save a Copy to Your OneDrive App: The *PowerPoint Online App* will allow you to save the presentation directly to your *OneDrive App*. From the *File* menu select "Save As" and then select "Save as... Save a copy online" this directs you to your *OneDrive App*. Pick a place and press "Save Here" button. (see next step)



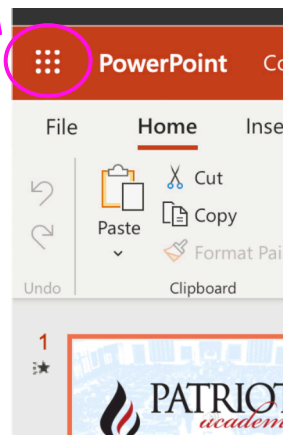
*Alternatively, if you have the *PowerPoint Desktop App* version, then you can "Download a Copy..." of the file to your computer and present from your computer desktop.

PowerPoint Presentation Quick Start Guide

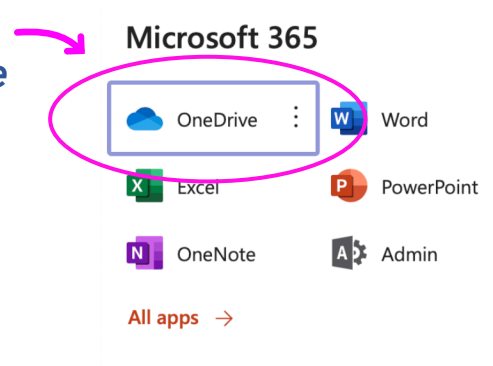
5 Open Presentation from your **OneDrive App**:*
Open your OneDrive app and navigate to the presentation file that you just saved.

The OneDrive App can be listed from the upper left corner button that looks like a bunch of dots in a square shape.

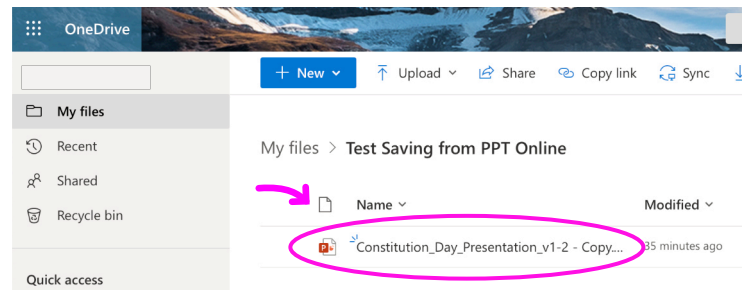
Press Apps Icon button to show all Office Apps



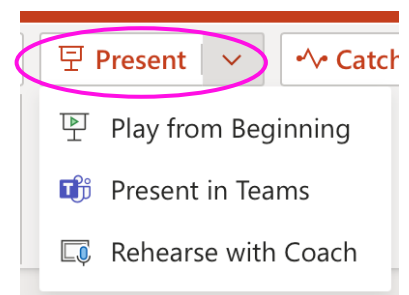
Select OneDrive App



From **OneDrive**, select the file you just saved and it will open in your **PowerPoint Online App**



6 Presenting: The **PowerPoint Online App** will allow you to present directly from the online file by pressing the "Present" button. Follow the presentation guidebook; document provided separately.



*Alternatively, if you have the **PowerPoint Desktop App** version, then you can "Download a Copy..." of the file to your computer and present from your computer desktop.