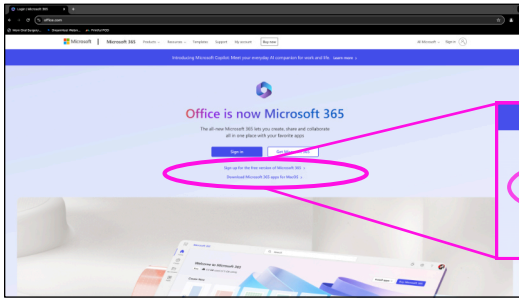


PowerPoint Presentation Quick Start Guide

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 at <https://www.office.com/> by clicking on the text link, "Sign up for the free version of ..."



Select the Text link

2

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

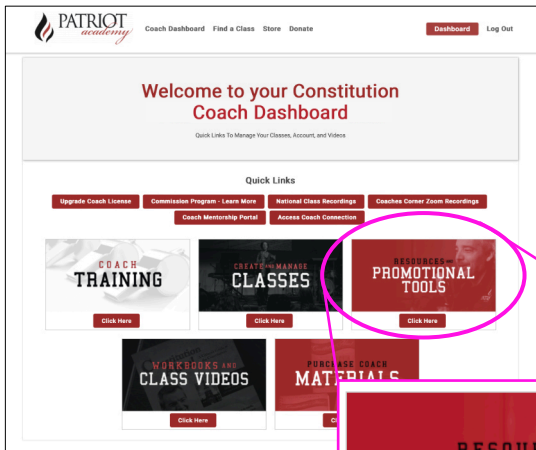
Next we need to get the Presentation.



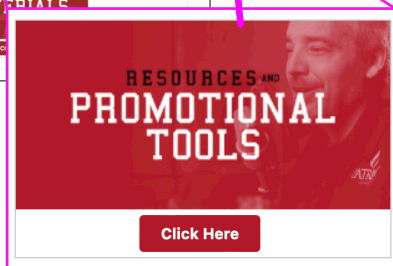
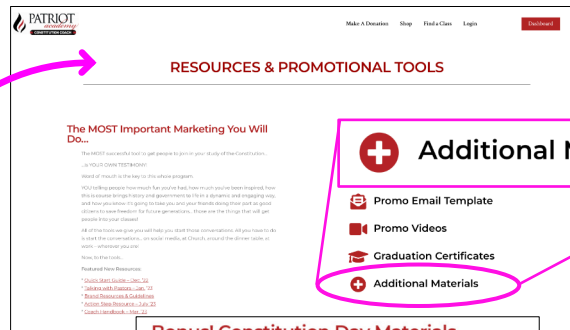
3

Get the Presentation files from Patriot Academy: The files will be available through the Patriot Academy "Coach Dashboard".

Coach Dashboard



Promotional Tools



Constitution Day Materials

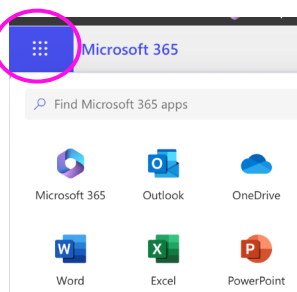
PowerPoint Presentation Quick Start Guide

4 OneDrive App - Used to Store Presentation Files:

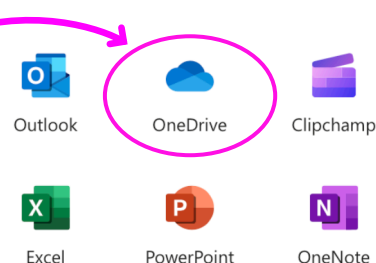
Open your OneDrive app and upload the files that you downloaded from the Patriot Academy website.

The OneDrive App can be found from your Office.com account by using the upper left corner button that looks like a bunch of dots.

Press Apps Icon button to show all Office Apps

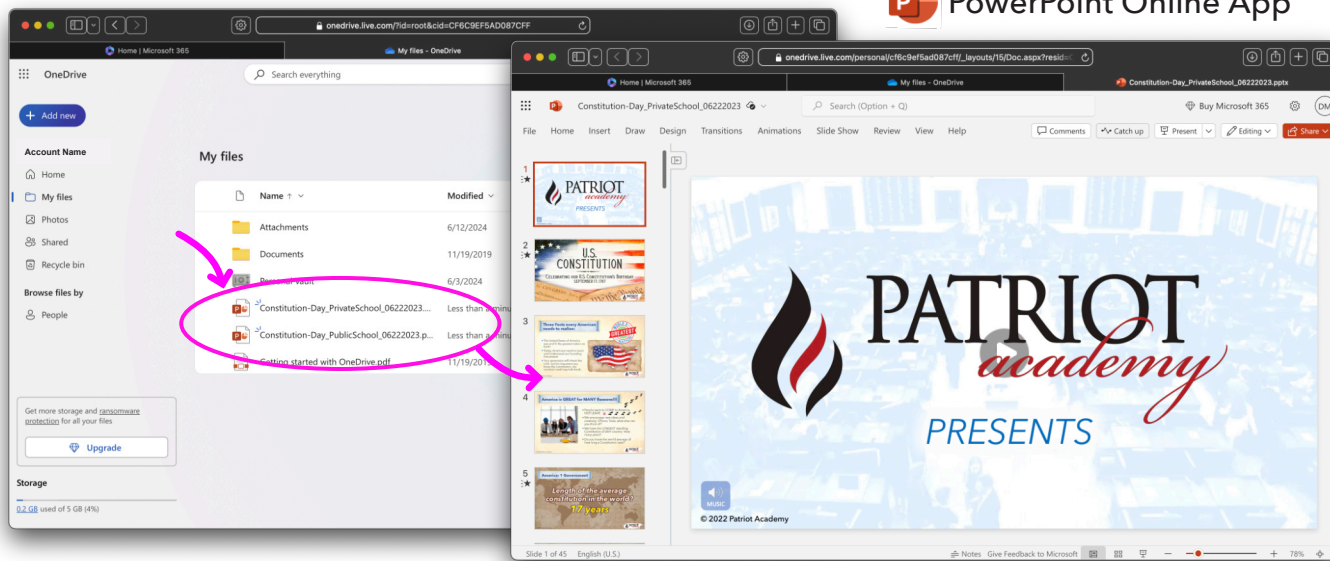


Select OneDrive App



Once you have the presentation files uploaded to your OneDrive App, you can click on the files to open them in the PowerPoint Online App. From OneDrive, select the file you just saved and it will open in your PowerPoint Online App.

OneDrive App



5 Presenting: The PowerPoint Online App* will allow you to present directly from the online file by pressing the "Present" button.



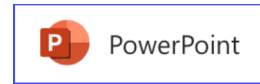
(Follow the presentation guidebook; a separate Word document.)

PowerPoint Presentation Quick Start Guide



Microsoft Online Apps vs Desktop Apps:

A Note to the presenters about *PowerPoint*.



Microsofts offers two versions of *PowerPoint*. A *FREE "Online"* version and a *PAID* version called the "**Desktop**" version.

If you are using the *FREE "Online"* version you will be able to present from any location so long as there is an internet connection. You will experience differences in the presentations' performance based on internet connection speeds.

If you are planning to use the *PAID "Desktop"* version of PowerPoint, then the presentation would be presented from your computer (laptop, etc.) and would have better performance.

Differences Presenting from PowerPoint "Online" vs "Desktop":

The presentation will look the same from both versions, but will perform differently regarding animations & transitions, sound effects, and video playback.

The best way to prepare yourself for presenting is to practice from the tools you plan to use. That way you will become aware of how the presentation performs.

If you need help, first ask a savvy family member or friend for help; make sure you have read through all the provided materials too. If you are still in need of help then send your questions to:

Scarlett@PatriotAcademy.com