

Record Your PowerPoint Presentation with Audio and Video

Create your presentation slides



Record a slide show with narration



Create a video

1 Record your PowerPoint presentation with audio and video

① Click on the **Slide Show** tab

② Click **Record Slide Show**

③ Click **Record from Beginning**

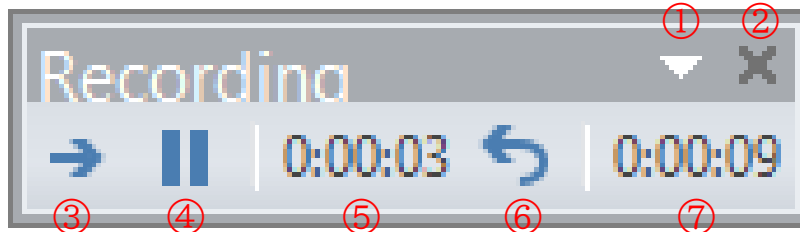
④ In the **Record Slide Show** box, check the boxes for your recording, and click **Start Recording**. Record your voice as you run through your presentation.

The screenshot shows the PowerPoint interface with the Slide Show tab selected. The Record Slide Show dropdown menu is open, showing options to record from the beginning or current slide. The Record Slide Show dialog box is also shown, with checkboxes for recording slide and animation timings, and narrations, ink, and laser pointer. The Start Recording button is highlighted.

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2 Operating procedure during the recording process

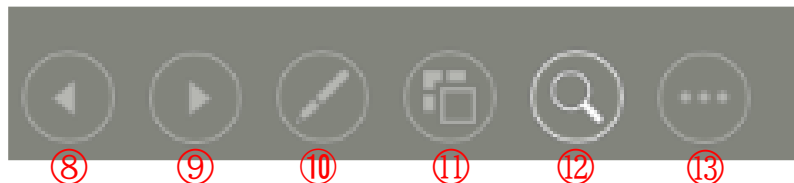
The **Recording** toolbar is displayed at the top left corner.



- ① Toolbar Option (Hide/Show button etc.)
- ② Stop the recording
- ③ Go to the next slide
- ④ Pause the recording
- ⑤ Current slide timing
- ⑥ Re-record the current slide
- ⑦ Total time of all of the slides

- PowerPoint automatically records the time you spend on each slide, including any animation steps that occur.
- Audio you performed is saved on the individual slides.
- Pressing the Esc key on the keyboard will stop recording. Audio recording is not completed on the slide displayed when pressing the Esc key

The slide show toolbar is displayed in the bottom left corner.

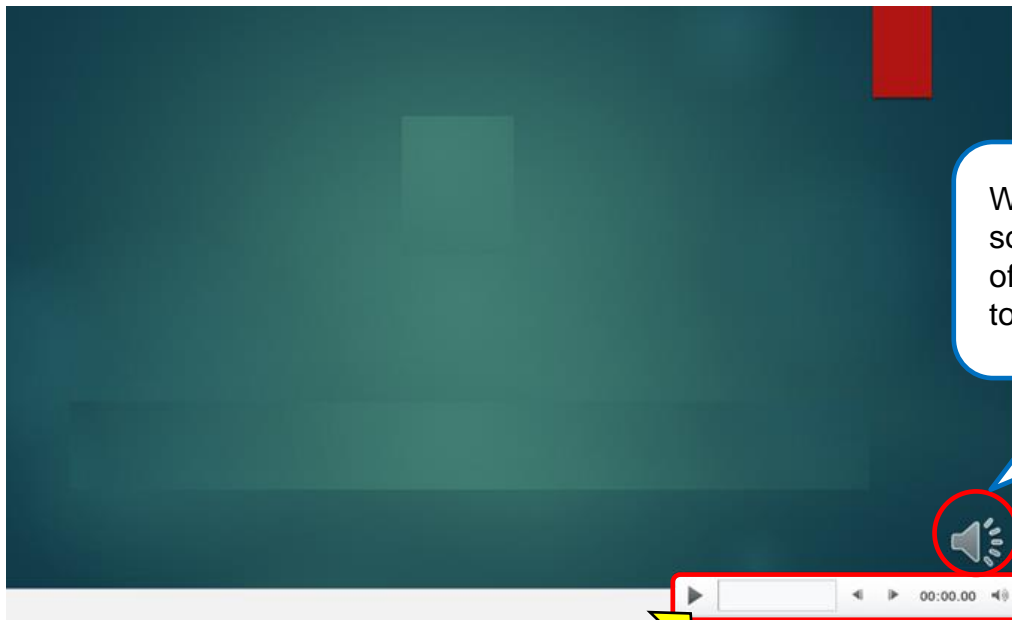
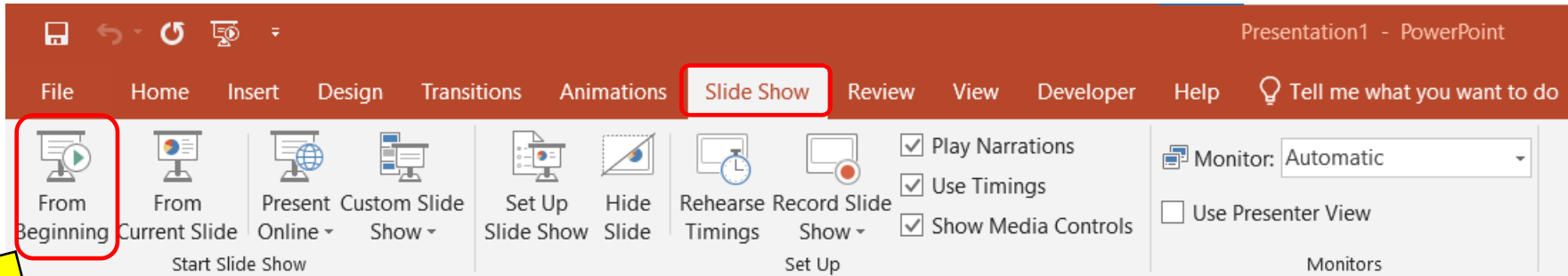


- ⑧ Back to the previous slide
- ⑨ Go to the next slide
- ⑩ Pointer options (Laser Pointer/Pen/Highlighter)
- ⑪ See all slides
- ⑫ Zoom in
- ⑬ Display sub-menu

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3 Preview the recorded slide show and audio

To preview the recorded slide show and audio, click on the **Slide Show** tab, then click **From Beginning**.



When the recorded slide show starts, the sound icon is shown in the lower-right corner of the slide. Click the icon then click play icon to listen to the recorded audio.

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4 Record from a specific slide

① Select the slide that you want to record audio

The screenshot displays the Microsoft PowerPoint interface with the Slide Show tab selected. The ribbon includes options for starting the slide show (From Beginning, From Current Slide, Present Online, Custom Slide Show), setting up the slide show (Set Up Slide Show, Hide Slide, Rehearse Timings), and recording (Record Slide Show). The Record Slide Show dropdown menu is open, showing options for recording from the current slide or from the beginning. A context menu is also visible over the slide thumbnail, with the 'End Show' option highlighted.

② Click on the **Slide Show** tab

③ Click **Record Slide Show**

④ Click **Record from Current Slide**

⑤ To end your recording, right-click the final slide, and click **End Show**.

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5 Turn your presentation into a video

① Open the PowerPoint data to be converted to a video

The screenshot displays the Microsoft PowerPoint interface. The top ribbon is visible, with the **File** tab highlighted in red. A callout box labeled "② Click the **File** tab" points to the **File** tab. Below the ribbon, the **Export** task pane is open, showing various export options. The **Export** button in the left-hand navigation pane is highlighted in red, with a callout box labeled "③ Click **Export to Video**" pointing to it. In the **Export** task pane, the **Create a Video** option is highlighted with a red box, and a callout box labeled "④ Click **Create a Video**" points to it. The **File** ribbon also shows the **File** tab highlighted in red, with a callout box labeled "② Click the **File** tab" pointing to it.

② Click the **File** tab

③ Click **Export to Video**

④ Click **Create a Video**

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5 Turn your presentation into a video

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[? Get help burning your slide show video to DVD or uploading it to the web](#)

Full HD (1080p)
Large file size and full high quality (1920 x 1080)

Use Recorded Timings and Narrations
Slides without timings will use the default duration (set below). This option includes ink and las...

Seconds spent on each slide: 05.00



⑦ Click **Create a Video**



⑧ In the File name box, enter a file name – **full name of author.**

⑤ Select **Full HD (1080p)**

⑥ Select **Use Recorded Timings and Narrations.**

⑨ In the Save as type box, choose **MPEG-4 Video (*.mp4)**

File name: Lastname Firstname.mp4

Save as type: MPEG-4 Video (*.mp4)

Authors: user1

Tags: Add a tag

⑩ Click **Save**

Hide Folders

Tools

Save

Cancel