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**
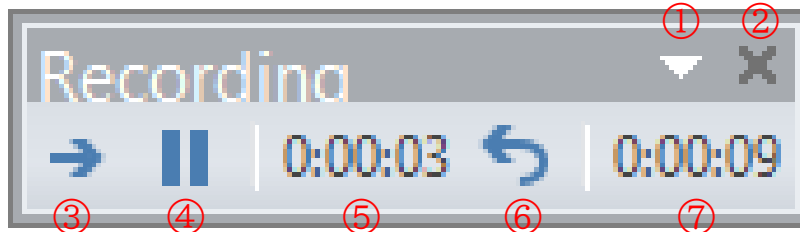
③ Click **Record from Beginning**

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.

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2 | **Operating procedure during the recording process**
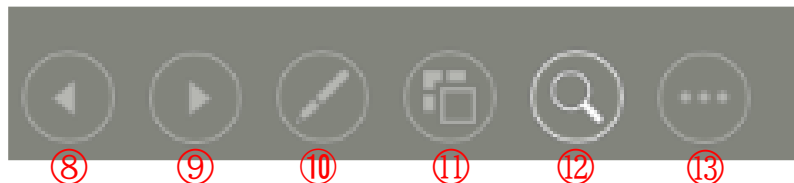
The **Recording** toolbar is displayed at the top left corner.

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

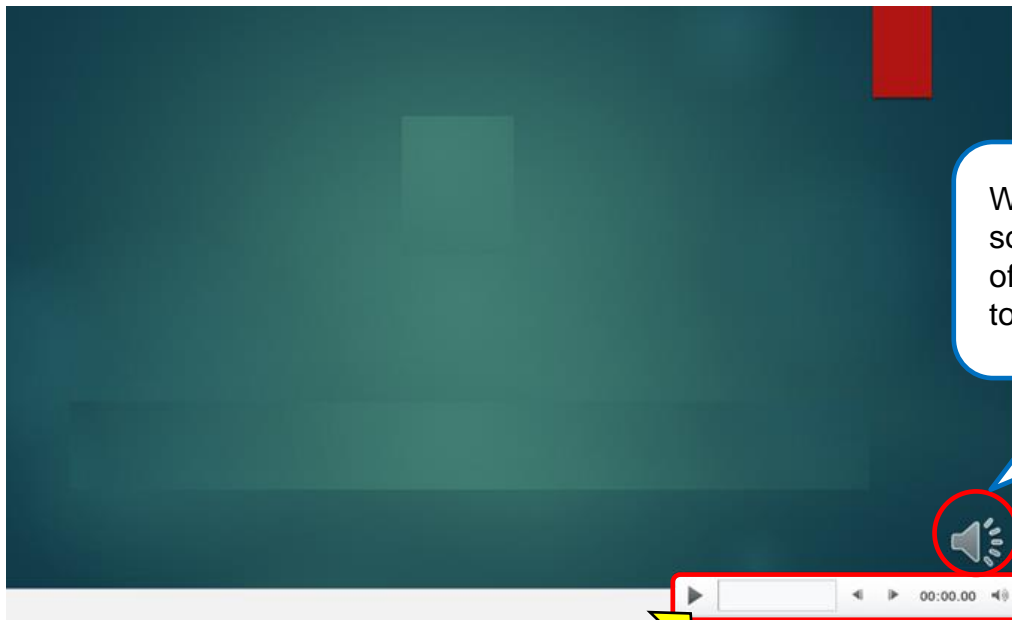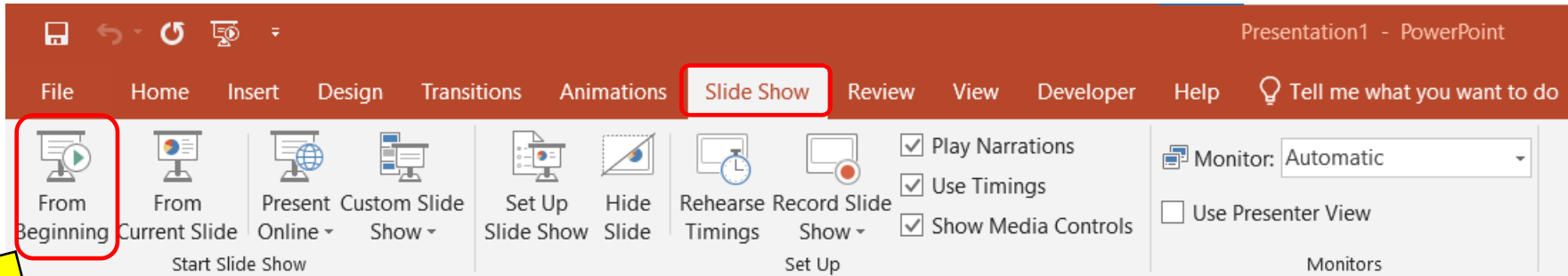The slide show toolbar is displayed in the bottom left corner.

⑧ Back to the previous slide
⑨ Go to the next slide
⑩ Pointer options (Laser Pointer/Pen/Highlightrer)
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

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

② Click the **File** tab

④ Click **Create a Video**

③ Click **Export to Video**

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5 **Turn your presentation into a video**