

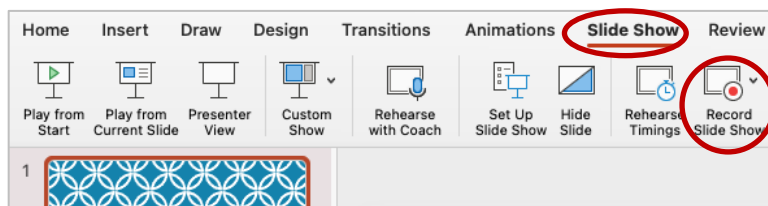
How to Create a Narrated PowerPoint (Office 365)

Microsoft [Office 365](#) is offered free to GW faculty, staff and students. Mac and PC versions of Office 365 have the same functionality, meaning that you can now create a video from a PowerPoint on a Mac. If your PowerPoint file is older, make sure that when you are saving it, it is saved as a .pptx file, not .ppt. Saving as a .ppt file will result in losing all your recordings.

Use the Slide Show Tab

To record your narration,

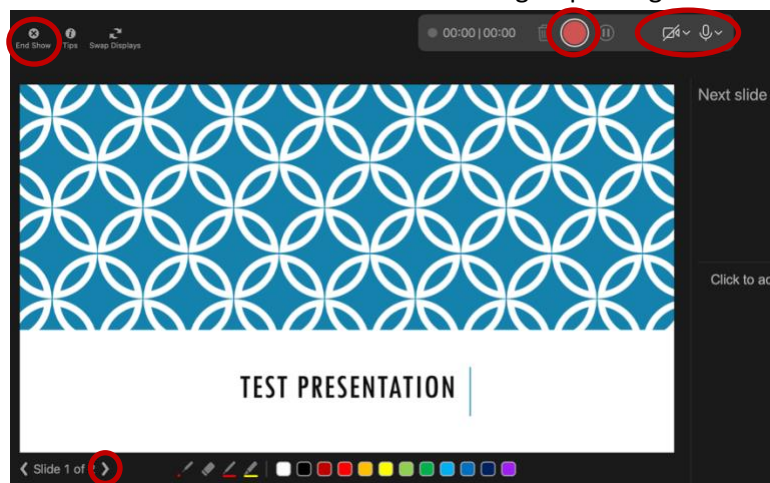
- Click on the Slide Show Tab (do not use: Insert Tab > Media > Audio).
- Click on Record Slide Show.



Record Audio or Video

A recording window will appear with tools.

- Toggle on/off your webcam or microphone, (see below).
- Use the dropdown arrows to select the correct webcam or mic.
- Click the red record button and begin speaking.



- Navigate to the next slide with the arrow in the lower left (or on your keyboard) and continue speaking.
- Note the Pause button and Trash button (to re-do the current slide recording) on the toolbar.
- Click the Stop button and the Exit Show button in the upper left (or press the esc key) when you are finished.
- When you return to editing view, there will be an audio icon in the lower right corner of each slide.
- Hover over the audio icon and click on the play button to review the recording.

Re-Recording a Slide

- To re-record a slide, navigate to the slide you wish to re-record.
- Click on the Slide Show Tab.
- Click on Record Slide Show.
- A recording window should appear.
- The recording tool bar will now show a play button instead of a record button.

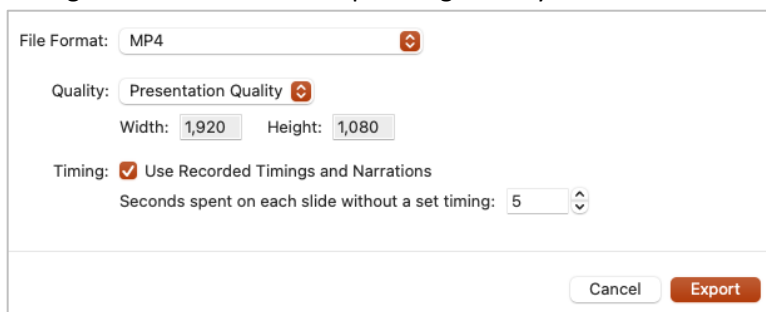


- Click the Trash button to delete the recording on the current slide.
- The play button will turn into a record button.
- (You may need to toggle off the camera again, if you are not using it).
- Click the red Record button, then the Stop button and Exit Show when you are done.

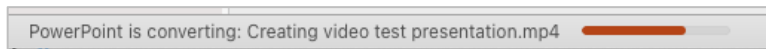
Saving your Presentation as a Video

You can save your PPT as a video so your slides will automatically advance as your narration plays.

- Click on the File menu.
- Click Export.
- Change the File Format to .mp4 and generally it is best to leave the default settings.



- A progress bar will appear at the bottom of your screen. Longer presentations take longer to convert.



Need more assistance?

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