
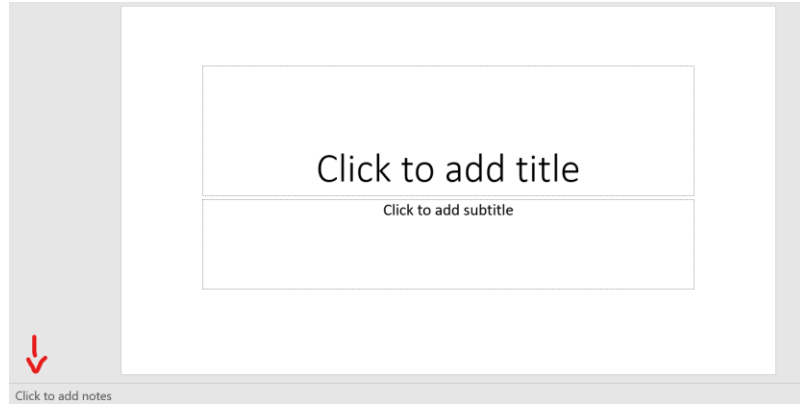


# Making a PowerPoint Audio/Video Presentation

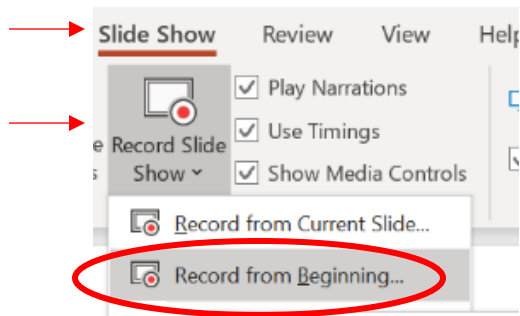
Making a PowerPoint audio/video presentation



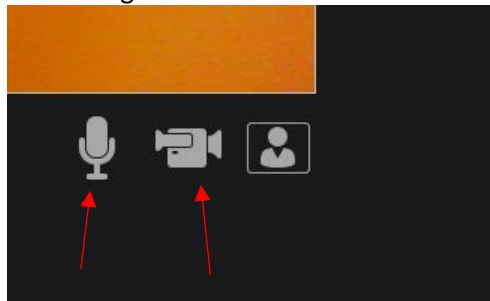
- Open Microsoft PowerPoint
  - First create PowerPoint slides
    - Can add speaker notes in notes section below slide
  - Click  (will not be seen by learners)



- Recording your audio
  - Select Slide Show on the toolbar
  - Select Record Slide Show icon on the ribbon
  - Select Record from Beginning

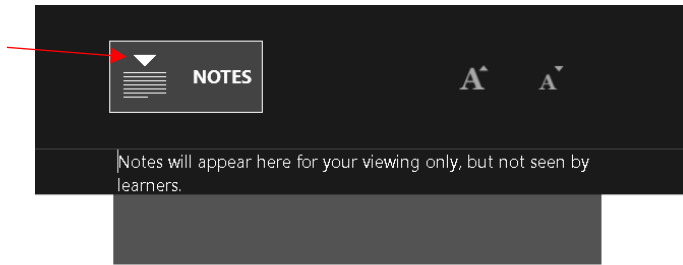


- Bottom right corner – can choose to turn video and microphone on/off

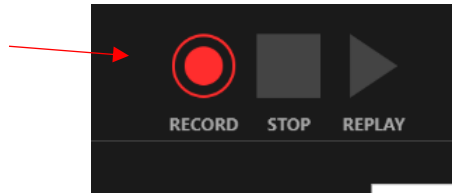


# Making a PowerPoint Audio/Video Presentation

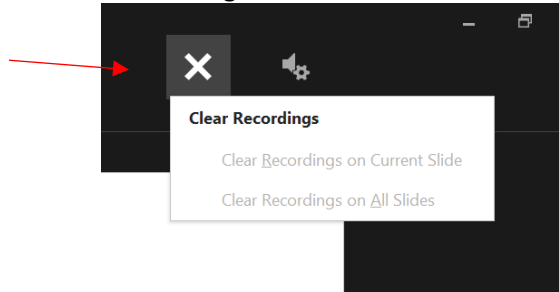
- Can view speaker notes by going to the top center Notes tab



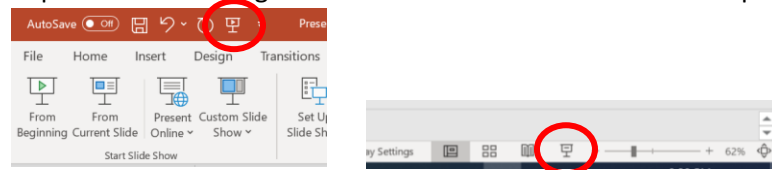
- The notes controls will not be displayed in recording
- Top left – Record
  - There will be a 3 second countdown



- Clear
  - Clear recordings of certain slides or ALL slides



- View individual slides
  - Top left or bottom right to view entire show as a PowerPoint presentation



- Save in \*.pptx format

