

# How to create narrated PowerPoint Presentation

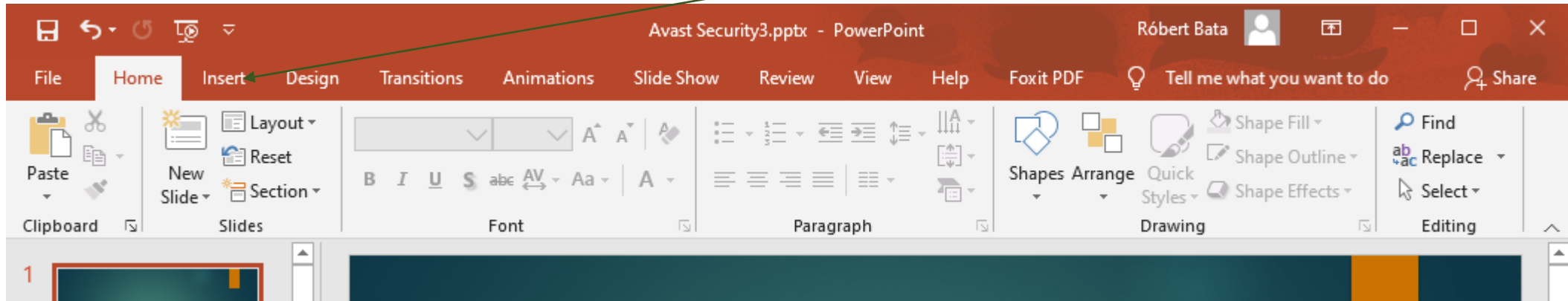
# What you need:

- Microsoft PowerPoint software\*
- Microphone

\*I used the 2016 version of the PowerPoint in this tutorial but this function can be accessed in the previous versions of the software as well.

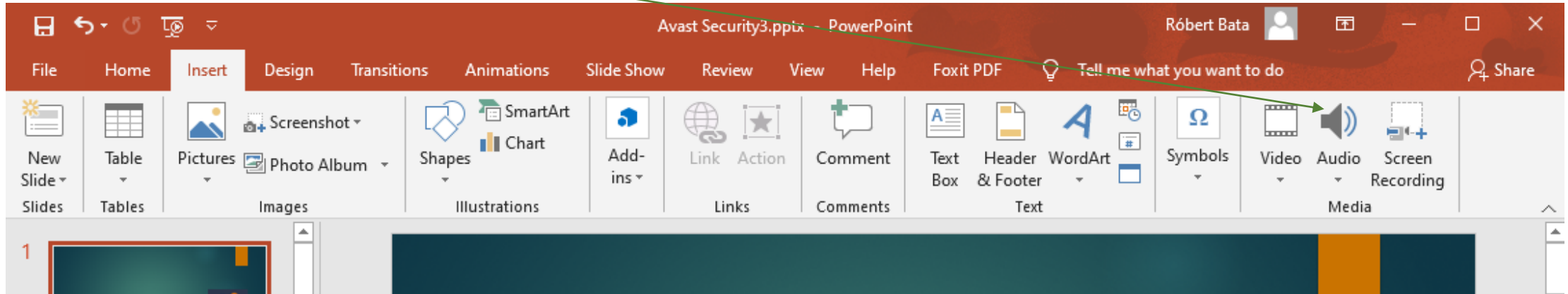
# Where to find the audio addition option

You can add audio to an existing PowerPoint presentation by clicking on the **Insert** button on the menu ribbon.

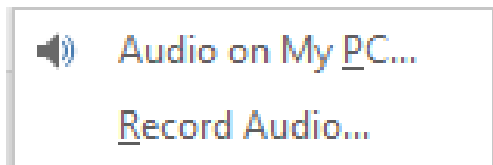


# Audio button - options

You can find the **Audio button** in the Insert menu.

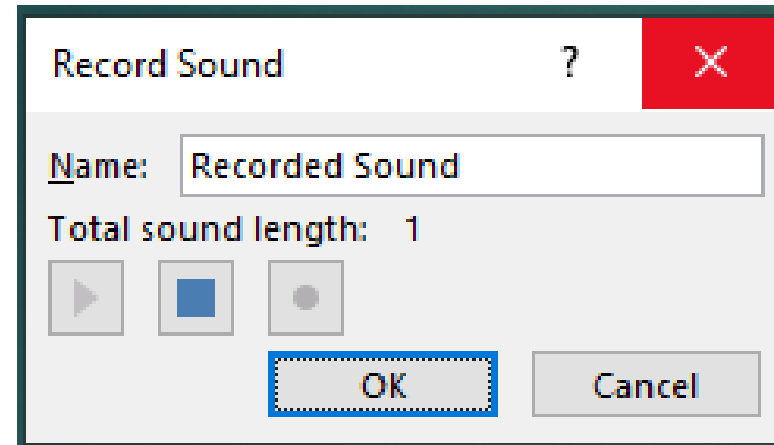
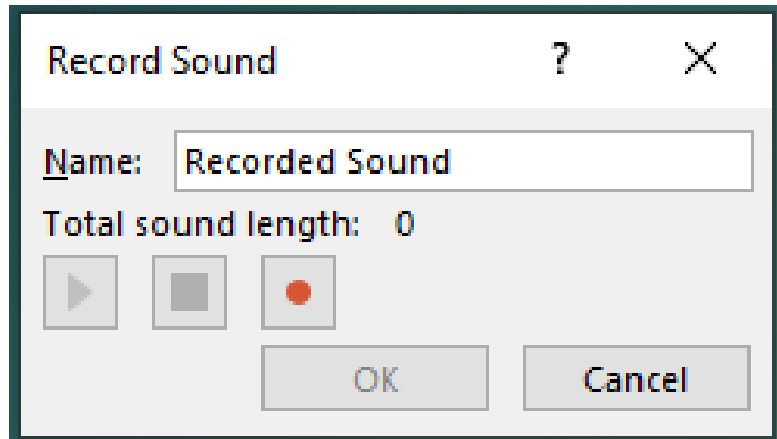


By clicking on the Audio button the menu below will drop down. Here you have two options: (1) add an audio file from an external source (PC) or (2) you can start recording the audio. Before starting the record select the slide where you would like to create the audio.



# How to record

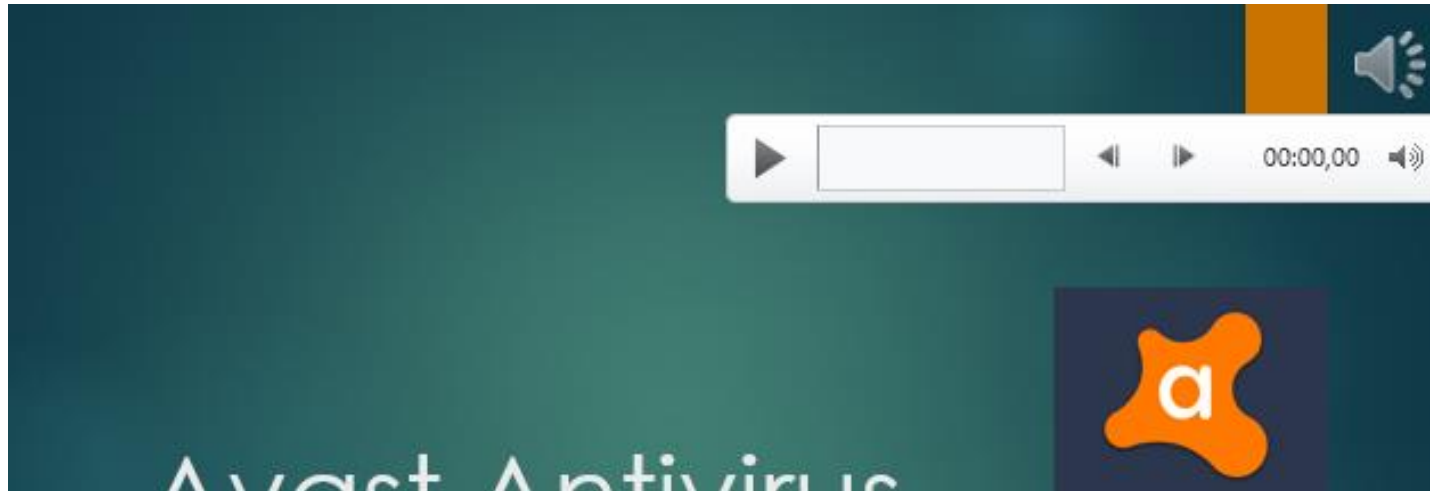
By clicking on the record audio option a small window will pop up. If you click on the **record button** labelled with a red circle, you will start the record. After clicking on the record button by clickin the blue squared button you can **stop the record**. After you have recorded the audio by clickin on the Ok button your audio is saved.



# Audio record is done

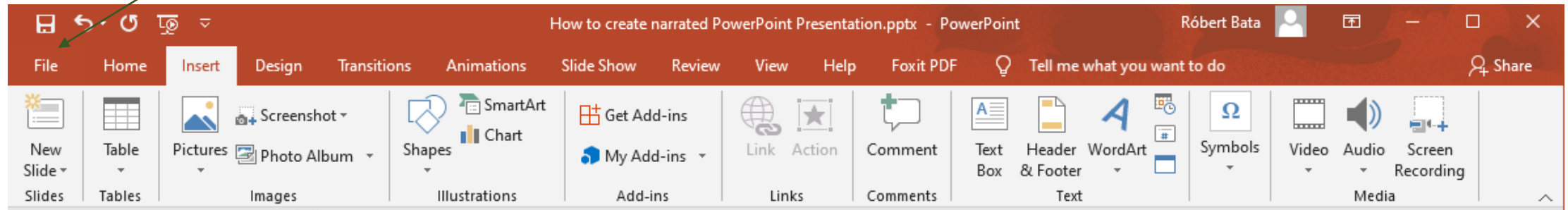
After saving the **audio a loudspeaker icon** will appear on the slide. The icon can be placed anywhere on the slide. By clicking on it you can start playing the audio.

**IMPORTANT!** If you are not satisfied with the result you cannot alter the record. You have to delete it by selecting the loudspeaker icon. If you delete it the audio will be deleted as well. Then you have to re-record the audio.



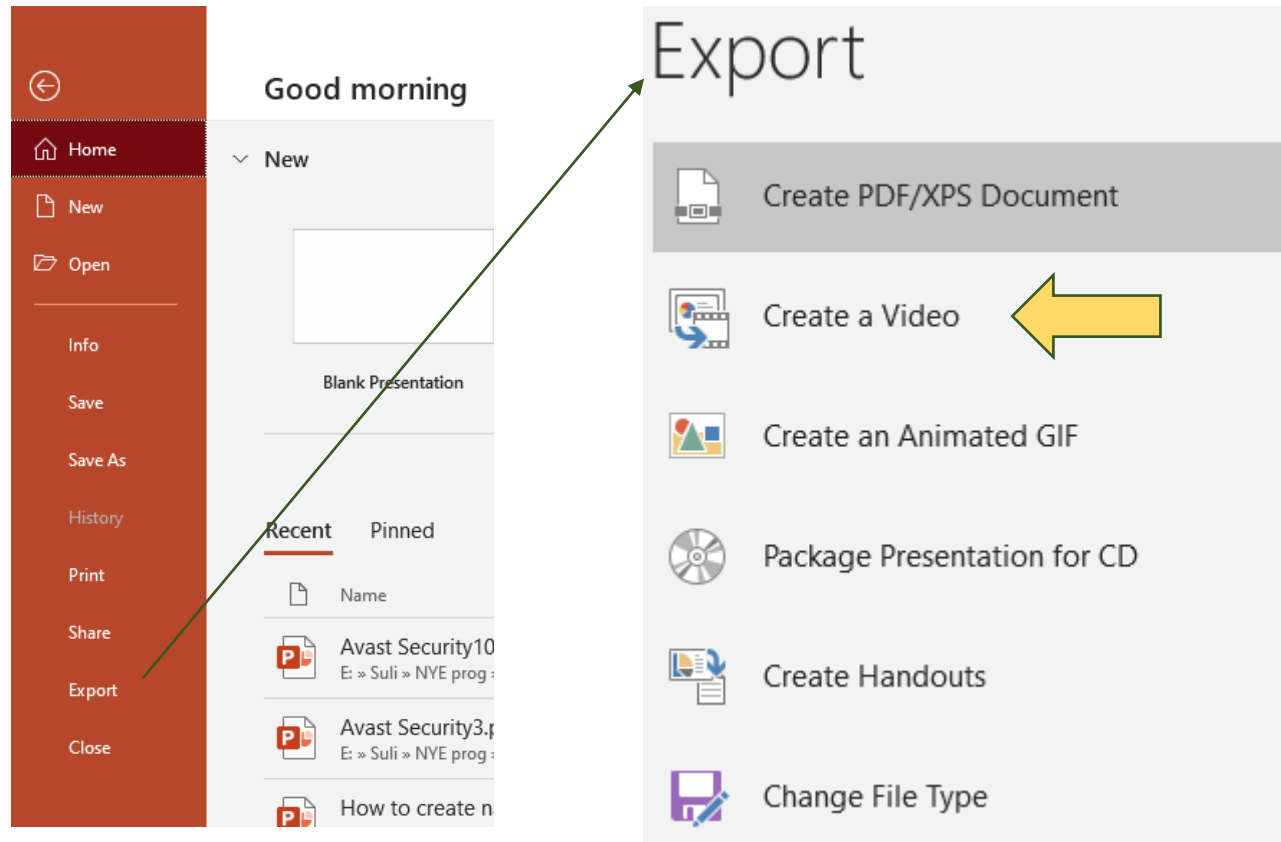
# How to convert the narrated slides to a video file

Click on the **File** on the Menu Ribbon



# Export menu

In the File menu click on the Export



In the Export menu choose the create video menu point.



# How the conversion is actually done

Export

- Create PDF/XPS Document
- Create a Video**
- Create an Animated GIF
- Package Presentation for CD
- Create Handouts
- Change File Type

**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)

Don't Use Recorded Timings and Narrations  
No timings or narrations have been recorded

Seconds spent on each slide: 05,00

Create Video

You can choose the resolution of the video. Make it at least 720p.

Time spent on slide is meant for those slides where there is no audio portion. Obviously where you have an audio it will be played fully then it switches to another slide.

By clicking on the create video it will convert the presentation into .mp4. (It will take a while!)

# Some Important Notes!

- The animations where the animation is triggered with a mouse click it will not be displayed (will be lost) in the video since there is no mouse click.
- It is worth stopping the audio recording a few seconds after you finished talking.
- If you would like to use Transitions and Animations the timing is of vital importance. You can find more about it on the link below:
- <https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>