NARRATING POWERPOINTS LIKE A PRO

EXPORTING AS A VIDEO

When you want your narrated presentation to play through as a continuous video, you need to use the **Create a Video** command.

To export as a video perform the following steps with your completed PowerPoint:

- Select the File tab then click Export > Create a Video
- 2 Choose the quality of your video using the menu (default is **Computer & HD Displays**)
- ³ Make sure Use Recorded Timings and Narrations is selected
- Click Create Video and choose a location to save your video

\bigcirc	Presentation1 - PowerPoint
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Info	Export
New	Create a Video
Open	Save your presentation as a video that you can burn to a disc, upload to the web, or email
Save	Create a Video Create a Video Preserves animations, transitions, and media
Save As	Get help burning your slide show video to DVD or uploading it to the web
Print	Package Presentation for CD
Share	hor viewing on a computer monitor, projector, or high definition display (Large – 1280 x 7.20)
Export	Create manuous Slides without timings will use the default duration (set below). This option includes ink and las
Close	Seconds spert on each slide 05.00 C
Account	Create Video
Options	

Export as a video

EXPORTING AS A POWERPOINT SHOW

If you want your students to be able to click through the presentation at their own pace, but still have your narration over each slide, you can choose to save your PowerPoint as a **PowerPoint Show**.

To do this perform the steps below:

- 1 Select the File tab then click Save As
- 2 Click Browse and choose a location to save your file
- **6** Give your file a name and select **PowerPoint Show** from the **Save as type:** drop-down menu

File name:	Narrated PowerPoint	
Save as type:	PowerPoint Presentation 👻	
Authors:	PowerPoint Presentation PowerPoint Macro-Enabled Presentation	
	PowerPoint 97-2003 Presentation PDF	
Hide Folders	XPS Document PowerPoint Template	
	PowerPoint Macro-Enabled Template	
	PowerPoint 97-2003 Template	
	Office Theme	
	PowerPoint Show	
	PowerPoint Macro-Enabled Show	

