

NARRATING POWERPOINTS LIKE A PRO

RECORDING

FIRST THINGS FIRST!

Before you start recording there are a few things to consider.

Why are you creating a narrated PowerPoint? What are the advantages over just sharing the slides? Or just sharing the audio?

Who is your audience? At what level should you pitch the language?

What will the final result be like? Do you want it to run like a video? Or do you want the students to be able to click through it at their own pace?

All of these questions will impact on how you record and export your presentation.

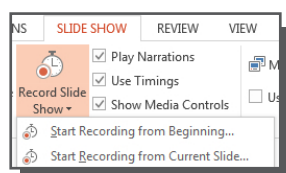
Oh, and two more things: **write a script** and **keep it short!**

RECORDING YOUR PRESENTATION

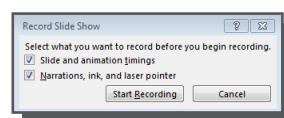
When you are ready to record your narration, go to the Slide Show tab and select **Record Slide Show > Start Recording from Beginning...**

You will then be given a recording prompt. Once you click **Start Recording** you can start to speak. Move through your presentation as you normally would (e.g. pressing the Space Bar or Right Arrow Key) narrating as you go. When you are finished click the Stop button (■) which will be located at the top left of your screen or press the Escape Key (Esc).

If you need to pause at anytime during your presentation you can click the Pause button (⏸) in the same top left panel. You will be given a prompt to resume to continue recording.



Record Slide Show



Record Slide Show

MORE FUNCTIONS

Obviously, there is more that you can do with narration than the instructions above cover, including inserting narration into your PowerPoint one slide at a time, and performing some simple edits such as trimming the beginning and ends off your narration as well as adjusting the playback volume.

For information on how to perform these tasks and more, visit:

<http://www.gcflernfree.org/office2013/powerpoint2013/22>