

VOICE RECORDING ON POWERPOINT



ISHA PREMATILLEKE
FACULTY OF MEDICAL SCIENCES
UNIVERSITY OF SRI JAYEWARDENEPURA

ZOOM WORKSHOP, 3RD JUNE 2020

BEFORE WE START



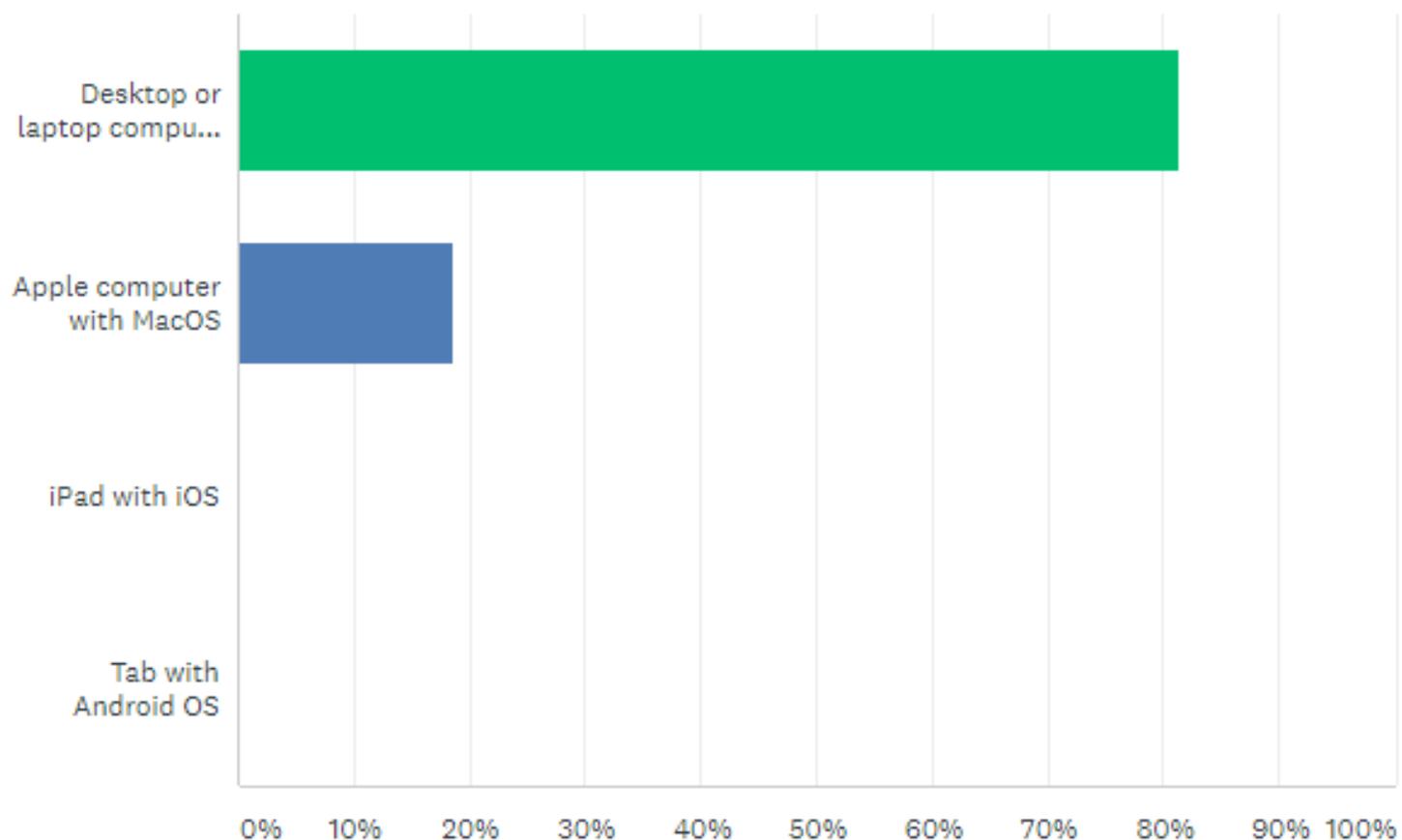
OPEN POWERPOINT
ON YOUR COMPUTER



LOG INTO YOUR
GMAIL (EMAIL) IF YOU
HAVE ONE

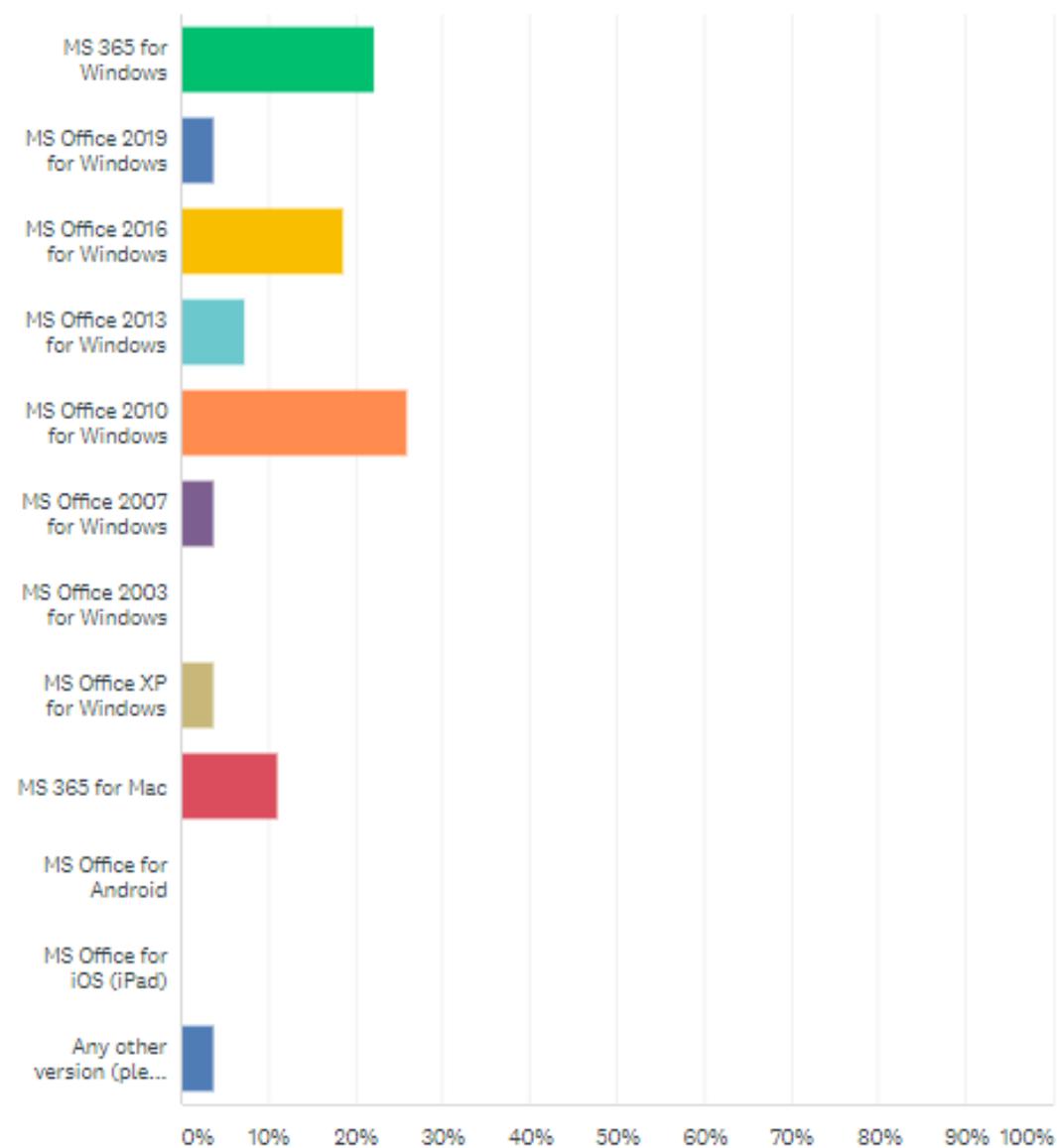
What device / operating system (OS) do you mostly use to prepare your PowerPoint lectures?

Answered: 27 Skipped: 0



What version of Microsoft Office (software containing PowerPoint) do you use?

Answered: 27 Skipped: 0



YOUR RECORDED VIDEO QUALITY AND EFFECTS WILL BE AFFECTED BY

- Your version of Windows / MacOS or other operating system
- Your version of Microsoft Office (PowerPoint) software
- Your microphone and soundcard quality
- Your webcam quality and available lighting (if showing yourself)
- Your internet speed (if recording on Zoom or other online program)
- The internet speed of the viewer trying to access it on LMS (student)

It is ideal to have the **Office 365 version of PowerPoint** to directly create a video from your recorded PowerPoint

You can download it and other Microsoft Office products for free from
<https://www.microsoft.com/en-us/education/products/office>

Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Use your valid school email address to get started today.

Enter your school email address

ishaprem@sjp.ac.lk

GET STARTED

[NOT ELIGIBLE? SEE MORE OPTIONS >](#)

[LEARN HOW TO BUY FOR SCHOOLS >](#)



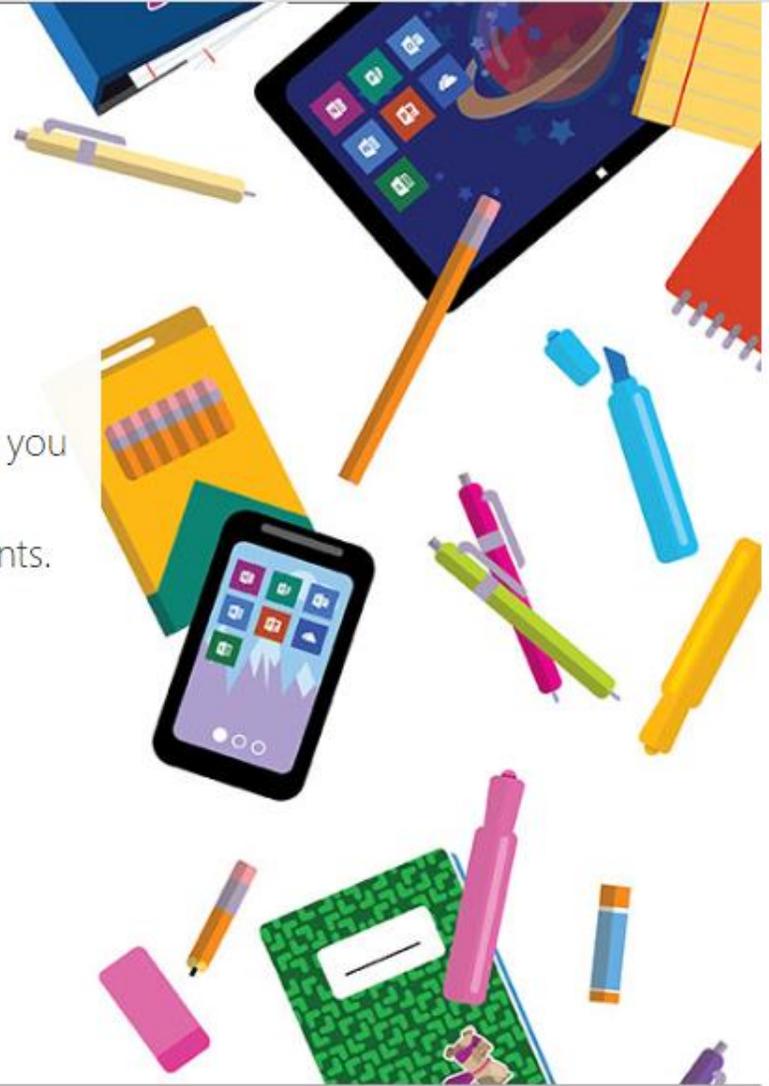
Office 365 Education

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).

I'm a student →

I'm a teacher →



Office 365 Education

Create your account

We sent a verification code to **ishaprem@sjp.ac.lk**. Enter the code to complete signup.

 [resend signup code](#)

- Microsoft may send me promotions and offers about Microsoft products and services for businesses.
- I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the



Good morning



Start new



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class Notebook



Sway



Forms



Install Office



All apps

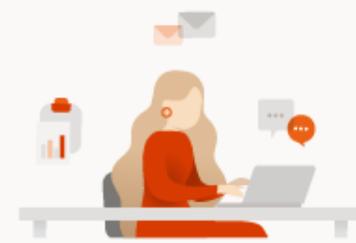
Recent

Pinned

Shared with me

Discover

Upload and open...



No recent online Office documents

Feedback

TIPS FOR VOICE RECORDING

- Recordings are added to the presentation on a per-slide basis - to change a recording, you only have to re-record the affected slide or slides.
- You can rearrange the order of slides after recording.
- PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide.
 - Include a very tiny gap of silence at the beginning and the end of each slide to ensure that your voice doesn't get cut off while transitioning from one slide to the next.
- Your mouse-clicks, key-press sounds will be heard on recording, unless you use an external microphone close to your mouth
 - Tip – minimise use of such clicks
- **PREVIEW** - Before you get too far down the road of recording your presentation, make sure your audio and video sound and look the way you expect.



DEMONSTRATION OF RECORDING ON PPT (OFFICE 365)



A SIMPLE STEP-BY-STEP GUIDE TO RECORDING WITH PPT ON OFFICE 365

- <https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

Google classroom

Class code : 75mqvv2

Including yourself on video

- Office 365 (paid version, on Windows)
- Others
 - a) Use Zoom
 - b) Use a video recorder (e.g. QuickTime on Mac), and record yourself over the ppt show*
 - note – it won't be easy to correct recording on each slide this way, needs to be done like a real lecture



SOME FREE SCREEN RECORDER / VIDEO EDITOR SOFTWARE

- [Activepresenter](#)
- [Screencast-o-matic](#)
- [Screencast.com](#)
- [Flashback express](#)



SAVING YOUR RECORDED PPT AS VIDEO

FIRST – SAVE YOUR PRESENTATION AFTER RECORDING

- Save your (recorded) PowerPoint lecture as a presentation (.pptx or .ppt) file by clicking 'save'
- If you like, save it as a PowerPoint show too (.ppsx)

Record Slide Show Record

Screenshot Content

Screen Recording Auto-play Media

Video Audio

Save as Show Save

Export to Video

Export to Video
 Create a video of your recording. The video will not include interactive elements like quizzes, polls, and simulations.

CLICK TO ADD TITLE

Click to add text



15

16

17

18

19

20



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](#)



Standard (480p)

Smallest file size and lowest quality (852 x 480)



Use Recorded Timings and Narrations

Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.

Seconds spent on each slide:



Create Video



Home

New

Open

Info

Save

Save As

Print

Share

Export

Close

Account

Feedback

Options



Type here to search



2:25 AM
6/1/2020



Option	Resolution	For displaying on
Ultra HD (4K)*	3840 x 2160, largest file size	Large monitors
Full HD (1080p)	1920 x 1080, large file size	Computer and HD screens
HD (720p)	1280 x 720, medium file size	Internet and DVD
Standard (480p)	852 x 480, smallest file size	Portable devices

* The **Ultra HD (4K)** option is only available if you're using Windows 10.

When you save as
MPEG-4 the file type
will be MP4

- Choose desired folder to save the video
- Leave save format as MPEG-4 (default)
- The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation
- For a long video, until saving is done, make sure there is power supply and your machine won't shut down

YOU CAN TRACK THE PROGRESS OF THE VIDEO CREATION BY LOOKING AT THE STATUS BAR AT THE BOTTOM OF YOUR SCREEN

The image shows a screenshot of Microsoft PowerPoint in Recording mode. The interface includes a ribbon with tabs for File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Review, View, Recording, and Help. The Recording tab is active, showing options like Record Slide Show, Screenshot, Screen Recording, Video, Audio, Save as Show, and Export to Video. The main slide area displays a slide with a title box containing the text "Click to add title" and a text box containing "• Click to add text". A video thumbnail of a person is visible in the bottom left corner of the slide. A red arrow points to the status bar at the bottom of the screen, which shows "Creating video for me 2 delete.mp4" and a progress bar. The Windows taskbar at the bottom indicates the time is 11:47 AM on 6/3/2020.



DEMONSTRATION OF SAVING RECORDED PPT AS A VIDEO



COMPRESSING THE VIDEO (REDUCING FILE SIZE)

- New LMS \leq 200mb per file
- Videos get larger when they
 - are longer
 - contain videos embedded (including yourself)
 - contain many animations
- Format = .mp4



METHODS TO REDUCE VIDEO SIZE

- YouTube*
- Video compression software
 - Handbrake*
 - Split presentation (before or after recording but before saving as a video file)

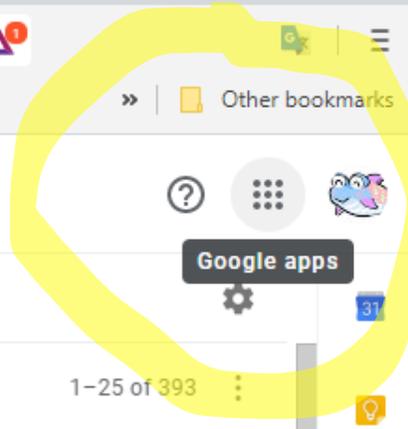


USING YOUTUBE TO REDUCE VIDEO FILE SIZE

- You need to have a Gmail address
- That will give you a YouTube link
- By clicking on that, you will go to Youtube
- Then you need to create your own YouTube channel / account
- On normal Youtube account you can only upload a video that is 15 minutes long
- You need to VERIFY your Youtube account
 - Can upload a video that is 12 hours long or 128GB in size!

Gmail

Search mail



Compose

Inbox 393

- Starred
- Snoozed
- Important
- Sent
- Drafts 8

Meet **New**
Start a meeting
Join a meeting

Chat
isha +

No Hangouts contacts

Emails

- Compose
- Inbox** 109
- Starred
- Snoozed
- Important
- Sent
- Drafts 7

- Meet
- Start a meeting
 - Join a meeting

- Chat
- Isha +
- No recent chats
[Start a new one](#)

Unread		1-25 of 109
<input type="checkbox"/>	Google	Security alert - New device signed in to ishaprem2010@gmail.com Your Google Account was ju... 9:51 AM
<input type="checkbox"/>	Google	Help strengthen the security of your Google Account - Confirm your recovery phone ishaprem2... May 4
<input type="checkbox"/>	Dropbox	Your Dropbox has stopped syncing - Hi isha, Your Dropbox is full and is no longer syncing files. ... Mar 6
<input type="checkbox"/>	Dropbox	Your Dropbox is full and no longer syncing - Hi isha, Your Dropbox is full and is no longer syncin... Feb 28
<input type="checkbox"/>	Google	Learn more about our updated Terms of Service - ishaprem2010@gmail.com We're improving o... Feb 22
<input type="checkbox"/>	Dropbox	Hi isha, your Dropbox is full but we can help - Hi isha, Your Dropbox is no longer syncing becau... Feb 21
<input type="checkbox"/>	Dropbox	Your Dropbox has stopped syncing - Hi isha, Your Dropbox is full and is no longer syncing files. ... Feb 14
<input type="checkbox"/>	YouTube	Changes to YouTube's Terms of Service - We're updating our Terms of Service ("Terms") to impr... 11/9/19
<input type="checkbox"/>	Google	Help us protect you: Security advice from Google - Confirm your recovery phoneishaprem2010... 10/28/19
<input type="checkbox"/>	Google	Security alert - OneCalendar was granted access to your Google Accountishaprem2010@gmail... 10/21/19
<input type="checkbox"/>	Google	Isha, got a new device? Review sign-in from Microsoft Edge on Windows - Hi Isha, You have jus... 10/21/19
<input type="checkbox"/>	Dilani, Isha 2	Message to Renuka - Dear Isha,Hope all is well with you. Writing to ask a small favour of convey... 9/30/19

Gmail

Compose

Inbox 109

- Starred
- Snoozed
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- Sent
- Drafts 7

Meet

- Start a meeting
- Join a meeting

Chat

Isha +

No recent chats
[Start a new one](#)

- Unread
- Google: Security alert - New device signed in to ishaprem2010@gmail.com Your
- Google: Help strengthen the security of your Google Account - Confirm your reco
- Dropbox: Your Dropbox has stopped syncing - Hi isha, Your Dropbox is full and is n
- Dropbox: Your Dropbox is full and no longer syncing - Hi isha, Your Dropbox is full
- Google: Learn more about our updated Terms of Service - ishaprem2010@gmail.
- Dropbox: Hi isha, your Dropbox is full but we can help - Hi isha, Your Dropbox is no
- Dropbox: Your Dropbox has stopped syncing - Hi isha, Your Dropbox is full and is n
- YouTube: Changes to YouTube's Terms of Service - We're updating our Terms of Se
- Google: Help us protect you: Security advice from Google - Confirm your recovery
- Google: Security alert - OneCalendar was granted access to your Google Accountishaprem2010@gmail.... 10/21/19
- Google: Isha, got a new device? Review sign-in from Microsoft Edge on Windows - Hi Isha, You have jus... 10/21/19
- Google: Message to Renuka - Dear Isha,Hope all is well with you. Writing to ask a small favour of convey... 9/30/19

Account

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- Gaming
- Live

Settings

- Report history
- Help
- Send feedback

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 Policy and Safety
 Test new features

Recommended



Pop Hits (Ultimate Mash Up Cover) Yohani | Pettah Effect
 Pettah Effect
 5.8M views • 5 months ago



Oggy et les cafards - La course de baignoires
 XILAM TV
 13M views • 2 months ago



15 Amazing Shortcuts You Aren't Using
 BRIGHT SIDE
 14M views • 1 year ago



Sahangi Hansanjali | Kiththane (කිත්තානේ) | The Voice Teens Sri Lanka
 8.9M views • 2 months ago



Cristiano Ronaldo vs Spain (World Cup 2018) HD 1080i
 Alsido Football



Maari 2 - Auto Stand Comedy | Dhanush | Sai...
 Wunderbar Studios



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 Apé Amma



WATCH NOW: SpaceX's 1st astronaut mission! Crew...
 SPACE (Official)

SETTINGS

Account

Notifications

Playback and performance

Privacy

Connected accounts

Watch on TV

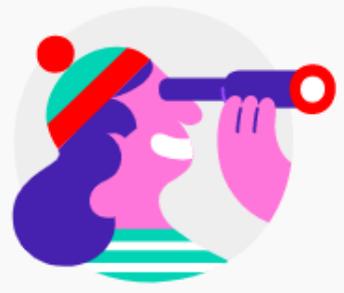
Billing and payments

Advanced settings

Account

Choose how you appear and what you see on YouTube

Signed in as ishaprem2010@gmail.com



Your YouTube channel

This is your public presence on YouTube. You need a channel to upload your own videos, comment on videos or create playlists.

Your channel

[Create a channel](#)

Your account

You sign in to YouTube with your Google Account

Google Account

[View or change your Google Account settings](#)

You will be redirected to your Google Account page

Membership

No membership | [Get YouTube Premium](#)



Use YouTube as...



By clicking 'Create channel', you agree to [YouTube's Terms of Service](#). [Learn more](#)
Changes that you make here may show up across Google services with content that you create and share, and to people you interact with. [Learn more](#)
[Use a business or other name](#)



Language: English (UK) | Location: Sri Lanka | Restricted Mode: Off | History | Help

- Home
- Trending
- Subscriptions
- Library
- History
- Your videos
- Watch later
- Recipes
- Show more

- All recommendations
- Comedy
- Cookery
- Rocket launch
- SpaceX Dragon
- Thrillers
- Got Talent
- Interior Design Services



Flights Cancelled! Life during Lockdown - Curfew i... Along Came Leo - Family Tr... 42K views • 1 week ago



WATCH NOW: SpaceX's 1st astronaut mission! Crew... SPACE (Official) 24K watching LIVE NOW



Late Late Staffers Give Themselves Quarantine... The Late Late Show wit... 911K views • 2 weeks ago



Things We Learned About Freddie Mercury After He... Grunge 3.8M views • 1 year ago



NEVER TOO SMALL ep 33 23sqm/247sqft Micro...



The Cast of Downton Abbey Reviews Maggie Smith's...



The Nature of Ayahuasca (2019) Documentary



Shallow (Lady Gaga and Bradley Cooper from A Star...

- YouTube LK
- Nate Needham
- Marc Martel
- Show 18 more

- MORE FROM YOUTUBE
- Gaming
 - Live

- Settings
- Report history
- Help
- Send feedback

About Press Copyright
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Advertise Developers

Terms Privacy
https://www.youtube.com/account

Search

- All recommendations
- Comedy
- Cookery
- Rocket launch
- SpaceX Dragon
- Thrillers
- Got Talent
- Interior Design Services



Flights Cancelled! Life during Lockdown - Curfew i...
Along Came Leo - Family Tr...
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SPACE (Official)
24K watching
LIVE NOW



Late Late Staffers Give Themselves Quarantine...
The Late Late Show wit...
911K views • 2 weeks ago



Things We Learned About Freddie Mercury After He...
Grunge
3.8M views • 1 year ago



NEVER TOO SMALL ep 33
23sqm/247sqft Micro...



The Cast of Downton Abbey Reviews Maggie Smith's...



The Nature of Ayahuasca (2019) Documentary



Shallow (Lady Gaga and Bradley Cooper from A Star...

SETTINGS

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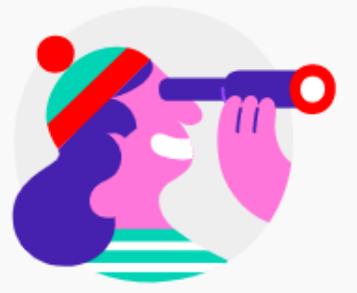
Billing and payments

Advanced settings

Account

Choose how you appear and what you see on YouTube

Signed in as unread2502@gmail.com



Your YouTube channel

This is your public presence on YouTube. You need a channel to upload your own videos, comment on videos or create playlists.

Your channel



isha p Edit on Google

Channel status and features

Add or manage your channel(s)

View advanced settings

Your account

When you've finished, click 'Return to YouTube Studio'

Return to YouTube Studio

Status and Features



Channel violations

0 of 3 Copyright strikes

Your copyright violations are listed below.

0 of 3 Community Guidelines strikes

You have 0 Community Guidelines strikes.

Uploading

You can upload! [Learn more](#)

Monetisation

Become a partner through monetisation by displaying ads on your videos. [Learn more](#)

Live streaming

Lets you live stream. [Find out more](#)

Embed live streams

Your account isn't enabled for live streaming. See the Live Streaming feature status for more info.

Longer videos

Upload videos longer than 15 minutes. [Learn more](#)



Account verification (step 1 of 2)

Verifying your account by phone allows you to unlock additional features on YouTube, and helps us to make sure that you're a real YouTuber and not a robot. [Learn more](#)

Select your country

How should we deliver the verification code to you?

- Call me with an automated voice message
- Text me the verification code

Which language should we use to send you the verification code?

English (UK) [change language](#)

What is your phone number?

For example: 071 234 5678

Important: Up to two accounts can be verified per phone number, per year.



Language: English (UK) | Location: Sri Lanka | Restricted Mode: Off | History | Help



Your channel
Isha Prematilleke

- Dashboard
- Videos
- Playlists
- Analytics
- Comments
- Settings
- Send feedback

Channel dashboard



Want to see metrics on your recent video?
Upload and publish a video to get started.

UPLOAD VIDEOS

News



Hank Green chats with YouTube CEO

Hank Green virtually met with Susan Wojcicki to discuss YouTube's role during the COVID crisis, their personal YouTube journeys, and more

WATCH TODAY

What's new in Studio

Find out when your viewers are on

Channel analytics

Current subscribers

0

Summary

Last 28 days

Views 3 -

Watch time (hours) 0.0 -

Top videos

Last 48 hours - Views

GO TO CHANNEL ANALYTICS



DEMONSTRATION USING YOUTUBE FOR VIDEO COMPRESSION



https://support.google.com/youtube/troubleshooter/2888402?visit_id=637267563314749006-610275633&rd=1

Supported YouTube file formats



Note: Audio files, like MP3, WAV, or PCM files, can't be uploaded to YouTube. You can use [video editing software](#) to convert your audio file to a video.

If you're not sure which format to save your video as or are getting an "invalid file format" error message when you're uploading, make sure that you're using one of the following formats:

- .MOV
- .MPEG4
- .MP4
- .AVI
- .WMV
- .MPEGPS
- .FLV
- 3GPP
- WebM
- DNxHR
- ProRes
- CineForm
- HEVC (h265)

If you're using a file format that's not listed above, use this troubleshooter to learn how to convert your file.

For more advanced information on file formats you can read through this article on [encoding settings](#).

Select the file format you'd like to convert

- mswmm (Movie maker project file), .msdvd (DVD Maker project file), .wlmv (Movie maker project file)
- .camproj (Camtasia project file)
- imovieproject, .dvdproj (iDVD project file), .rcproject (iMovie project file)
- .piv
- Other

INSTRUCTIONS ON HOW TO UPLOAD VIDEOS TO YOUTUBE

<https://support.google.com/youtube/answer/57407?hl=en-GB>

How many videos you can upload per day

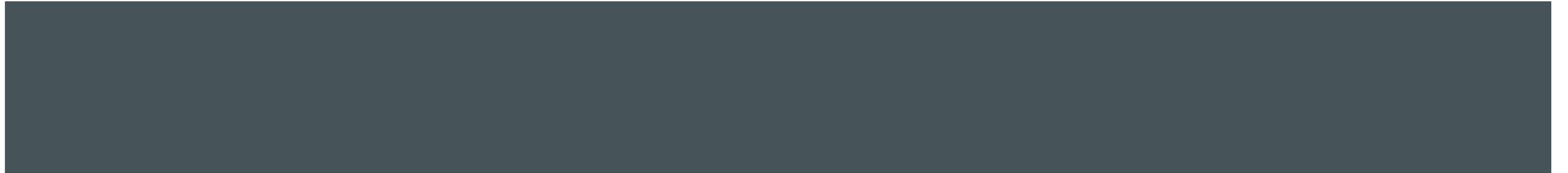


There's a limit to how many videos a channel can upload each day. If you get an error saying 'Upload limit reached' when trying to upload a video, try again in 24 hours.

Limits may vary by region or channel history. Copyright strikes do not affect how much you can upload, but Community Guidelines strikes do.



UPLOADING A LECTURE WILL TAKE SOME TIME





Your channel Isha Prematilleke

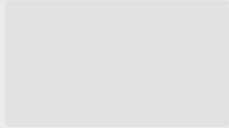
- Dashboard
- Videos
- Playlists
- Analytics
- Settings
- Send feedback

Channel videos

- Uploads
- Live
- Filter
- Video

Video uploading

Your video is still uploading. Keep this browser tab open until uploading is complete. Your video will be **private** once uploading and processing is finished.

 HYPERTENSION 2020 original

 23% uploaded 4 minutes left

[CLOSE](#)

Date ↓ Views Comments Likes (vs. disli



No content available

Test doc youtube.mp4 https://r2---sn-npoe7nek.c...

Show all x

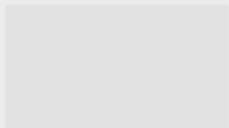
- Your channel
Isha Prematilleke
- Dashboard
- Videos
- Playlists
- Analytics
- Comments
- Settings
- Send feedback

Channel videos

- Uploads
- Live
- Filter
- Video

Video processing

The standard definition (SD) version of your video needs to finish processing before your video is **private** on YouTube



HYPERTENSION 2020 original

8% processed 3 minutes left

CLOSE

No content available

UPLOAD VIDEOS



Your channel
Isha Prematilleke

- Dashboard
- Videos**
- Playlists
- Analytics
- Comments
- Settings
- Send feedback

Channel videos

Uploads Live

Filter

Video

Video processing

The standard definition (SD) version of your video needs to finish processing before your video is **private** on YouTube

HYPERTENSION 2020 original

Finished processing

[CLOSE](#)

No content available

[UPLOAD VIDEOS](#)

Adobe Photoshop CC (64 Bit)



Your channel
Isha Prematilleke

- Dashboard
- Videos**
- Playlists
- Analytics
- Comments
- Settings
- Send feedback

Channel videos

Uploads Live

Filter

<input type="checkbox"/>	Video	Visibility	Restrictions	Date ↓	Views	Comments	Likes (vs. dislikes)
<input type="checkbox"/>	<p>HYPERTENSION 2020 original Add description</p>	Private	None	1 Jun 2020 Uploaded	0	0	-

Rows per page: 30 1-1 of 1



Your channel
Isha Prematilleke

- Dashboard
- Videos**
- Playlists
- Analytics
- Comments
- Settings
- Send feedback

Channel videos

Uploads Live

Filter

Video

Visibility	Restrictions	Date ↓	Views	Comments	Likes (vs. dislikes)
Priva...	None	1 Jun 2020 Uploaded	0	0	-

Rows per page: 30 1-1 of 1



Your channel
Isha Prematilleke

- Dashboard
- Videos**
- Playlists
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- Comments
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- Send feedback

Channel videos

Uploads Live

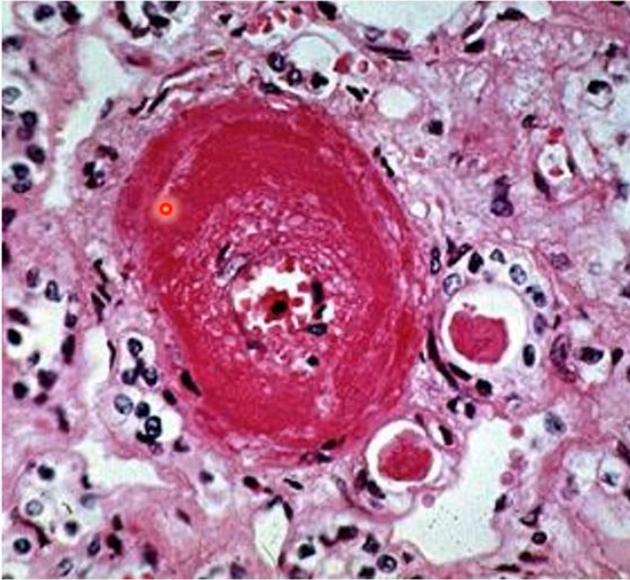
Filter

<input type="checkbox"/>	Video	Visibility	Restrictions	Date ↓	Views	Comments	Likes (vs. dislikes)
<input type="checkbox"/>		Priva...	None	1 Jun 2020 Uploaded	0	0	-

- Edit title and description
- Get shareable link
- Promote
- Download**
- Delete forever

Rows per page: 30 1-1 of 1

Fibrinoid necrosis (necrotizing arteriolitis)



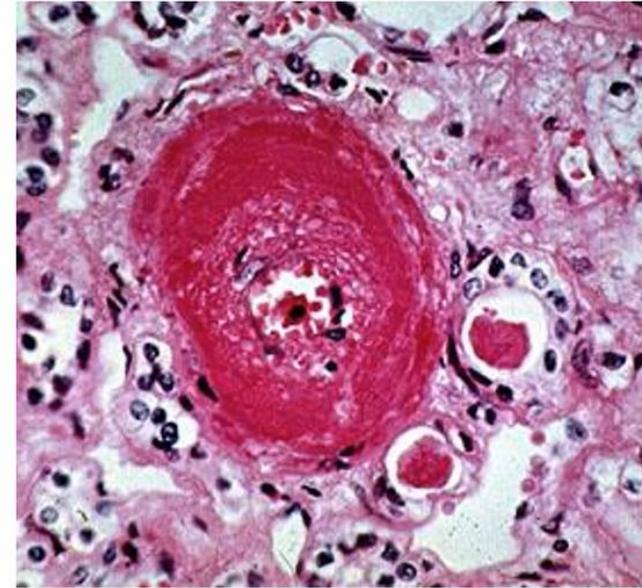
- **Characteristic change** in malignant hypertension
- **Eosinophilic granular change** in vessel walls, eg. renal
- Due to vessel wall necrosis with fibrin deposition

2020 MBBS

VIDEO FILE 218 MB

41

Fibrinoid necrosis (necrotizing arteriolitis)



- **Characteristic change** in malignant hypertension
- **Eosinophilic granular change** in vessel walls, eg. renal
- Due to vessel wall necrosis with fibrin deposition

2020 MBBS

VIDEO FILE 40.9 MB

41

BEFORE COMPRESSION ON YOUTUBE AND AFTER





PPT ON OFFICE

2019



Click to add title

Click to add subtitle

HOW TO ENABLE RECORDING TAB IN POWERPOINT 2019

Info

New

Open

Save

Save As

History

Print

Share

Export

Close

Account

Feedback

Options

Zip and
Share
(WinZip
Express)

Open



Recent

Personal

OneDrive - Personal
raytubevideos@hotmail.com

Other locations



This PC



Add a Place



Browse

Presentations

Folders

You haven't opened any presentations recently. Pick a place to browse for a presentation.

Recover Unsaved Presentations

Scroll for details



0:40 / 2:33

3:01 PM
2/26/2019

HOW TO ENABLE RECORDING TAB IN POWERPOINT 2019

The screenshot shows the 'PowerPoint Options' dialog box with the 'Customize Ribbon' tab selected. The 'Main Tabs' list on the right includes 'Recording', which is highlighted with a yellow circle. The 'Choose commands from' dropdown is set to 'Popular Commands'. The 'Recording' checkbox is checked, and a mouse cursor is pointing at it. Other checked items include 'Review', 'View', and 'Developer'. The 'Add-ins' checkbox is also checked. The 'OK' button is highlighted with a red box.

PowerPoint Options

Customize the Ribbon.

Choose commands from: Popular Commands

- Action Settings
- Add Animation
- Add Table
- Animation Pane
- Animation Styles
- Bring Forward
- Bring to Front
- Bullets
- Copy
- Cut
- Decrease Font Size
- Draw Table
- Duplicate Slide
- Email
- Eyedropper
- Font
- Font Color
- Font Size
- Format Background...
- Format Object...
- Format Painter
- From Beginning
- From Current Slide
- Group
- Increase Font Size
- Insert Pictures
- Insert Text Box
- Layout
- Link
- Macros

Customize the Ribbon: Main Tabs

- Notes Master
- Background Removal
- Home (Master Views)
- Home
 - Clipboard
 - Slides
 - Font
 - Paragraph
 - Drawing
 - Editing
- Insert
- Draw
- Design
- Transitions
- Animations
- Slide Show
- Review
- View
- Recording
- Developer
- Add-ins
- Help

Add >> << Remove

New Tab New Group Rename...

Customizations: Reset Import/Export

OK Cancel



Click to add title

Click to add subtitle

Facilities available on OLDER versions of PowerPoint



**SERIOUSLY THOUGH,
PLEASE UPGRADE**

PPT ON OFFICE

2016





From Beginning



From Current Slide



Present Online



Custom Slide Show



Set Up Slide Show



Hide Slide



Rehearse Timings



Record Slide Show

Play Narrations

Use Timings

Show Media Controls

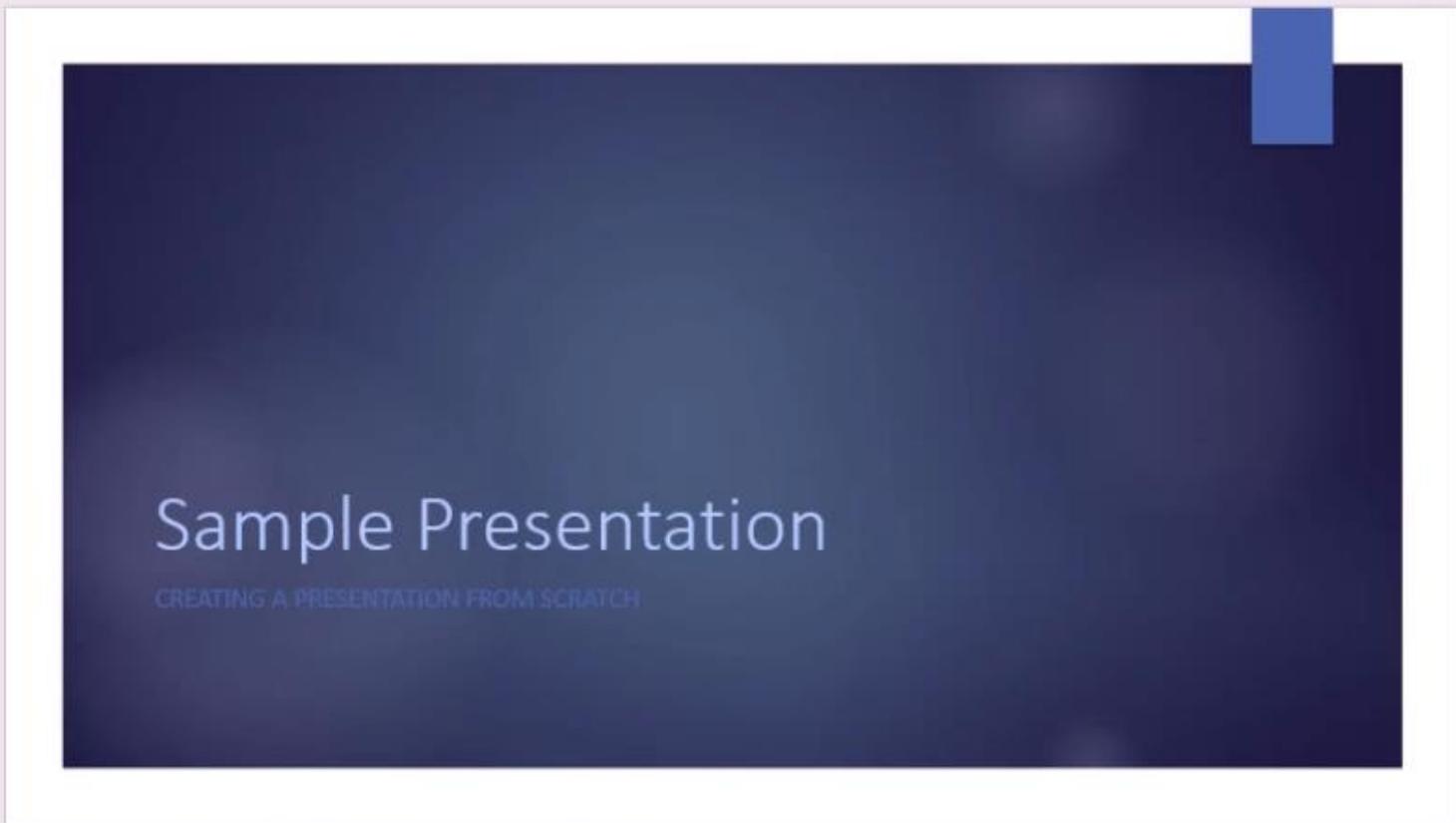
Monitor: Automatic

Use Presenter View

Monitors



6 5 4 3 2 1 0 1 2 3 4 5 6



Click to add notes

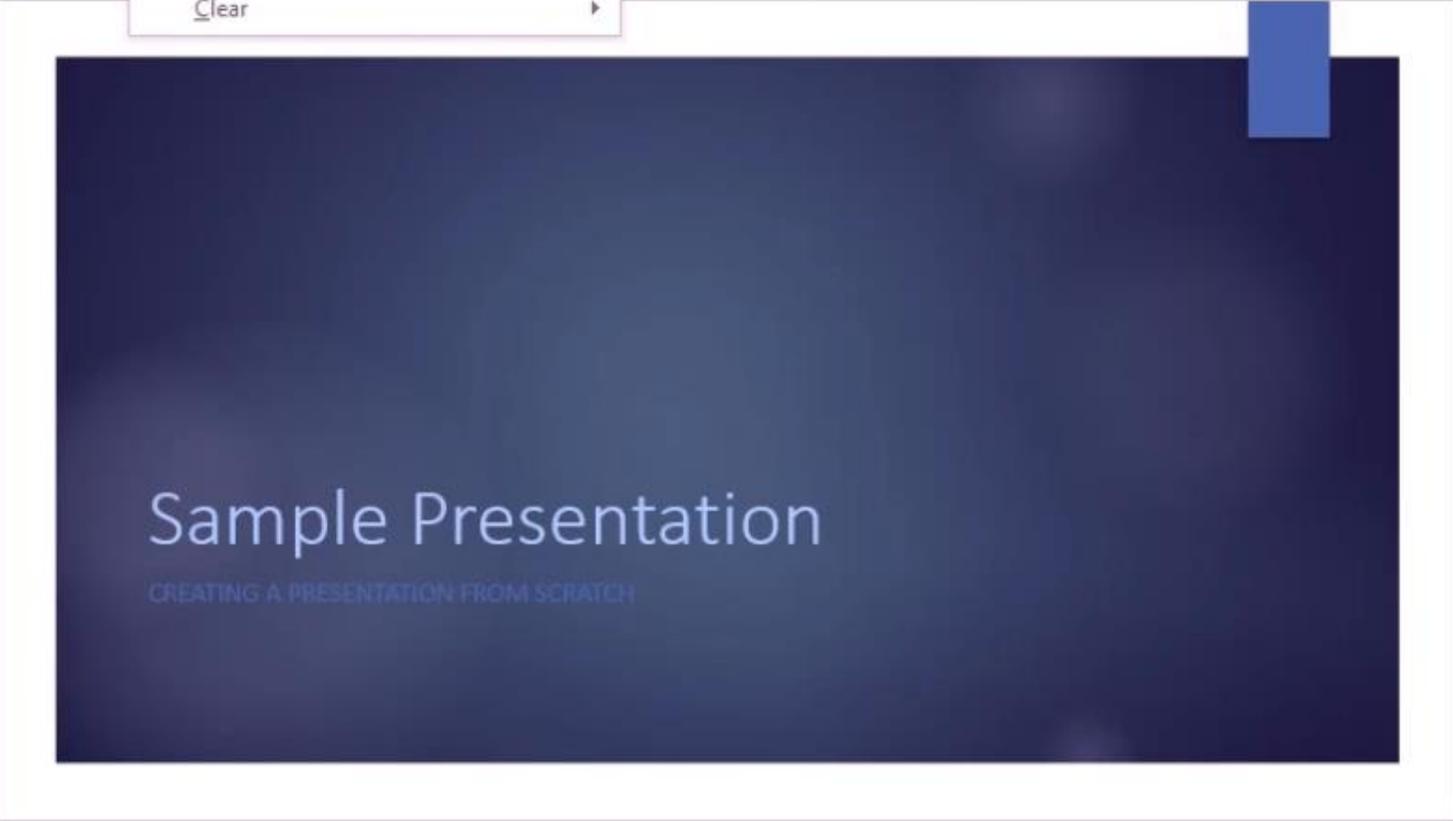
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From Beginning From Current Slide Present Online Custom Slide Show Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show

- Play Narrations
- Use Timings
- Show Media Controls
- Monitor: Automatic
- Use Presenter View

Start Recording from Beginning...
Start Recording from Current Slide...
Clear



Click to add notes

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From Beginning From Current Slide Present Online Custom Slide Show Start Slide Show

Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show Set Up

Play Narrations
 Use Timings
 Show Media Controls

Monitor: Automatic
 Use Presenter View

Monitors

1
2
3
4
5
6

6 5 4 3 2 1 0 1 2 3 4 5 6

Record Slide Show

Select what you want to record before you begin recording.

Slide and animation timings
 Narrations, ink, and laser pointer

Start Recording Cancel

Sample Presentation
 CREATING A PRESENTATION FROM SCRATCH

Click to add notes

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Animating Objects

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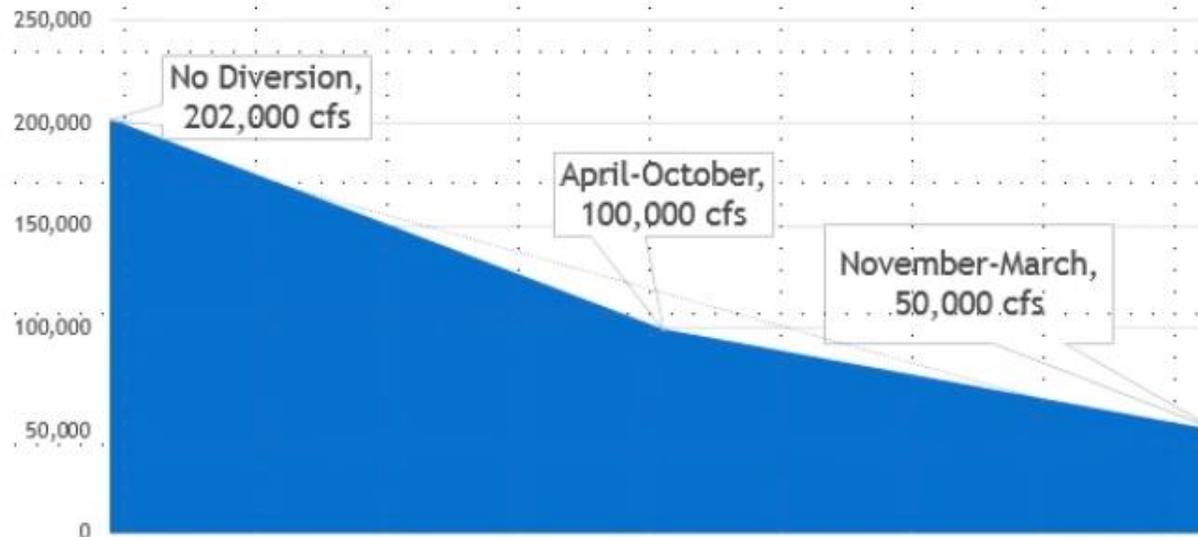
PPT ON OFFICE

2013



FILE HOME **INSERT** DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW

FLOW FOR THE FALLS



Click to add notes



PPT ON OFFICE

2010



Slide Show

Record Slide Show

- Start Recording from Beginning...
- Start Recording from...
- Clear

Play Narrations
Use Timings
Show Media Controls

Resolution: U
Show On:
Use Presenter

Start Recording from Beginning
Record audio narrations, laser pointer gestures, or slide and animation timings for playback during slide show.
Press F1 for more help.

MORE VIDEOS

ITALIA



Press **Esc** to exit full screen

Record Slide Show

Select what you want to record before you begin recording.

- Slide and animation timings
- Narrations and laser pointer

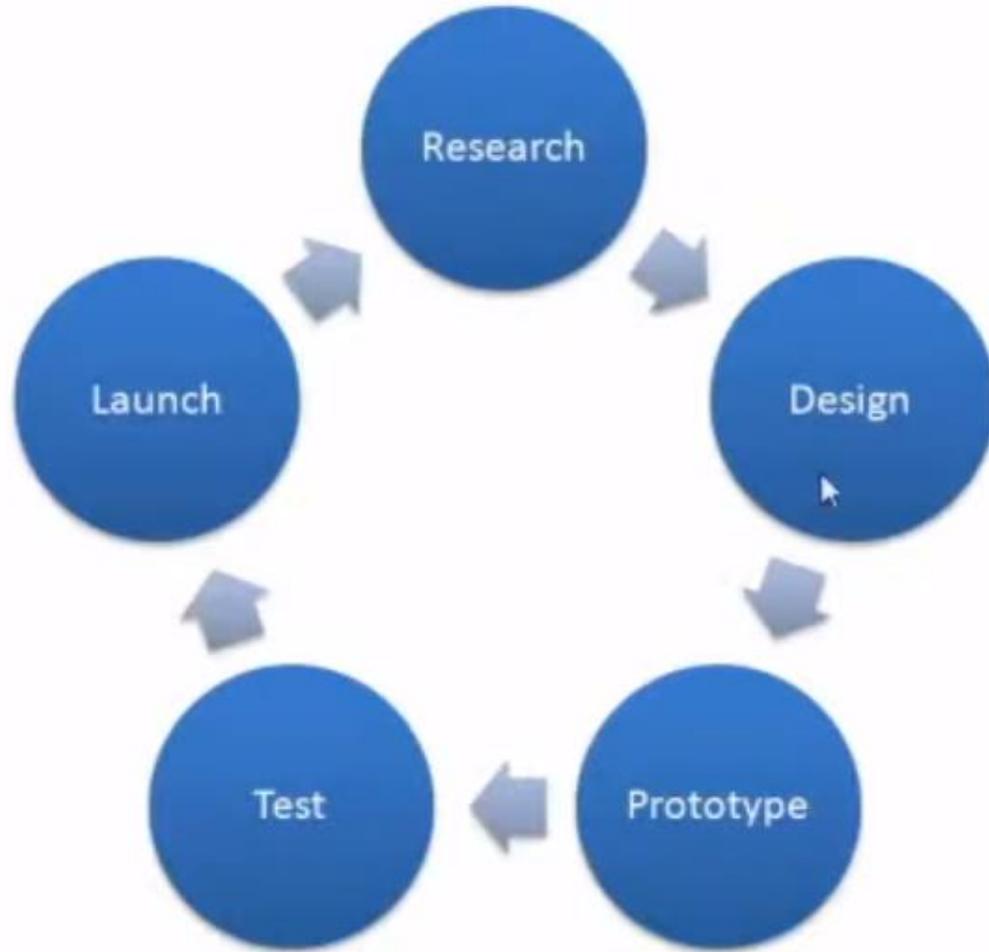
Start Recording Cancel

MORE VIDEOS

Dream Destination

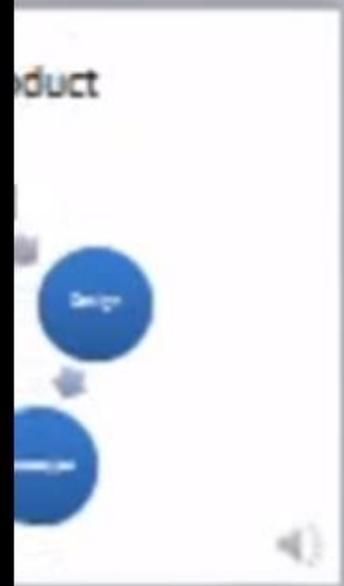


A New Product

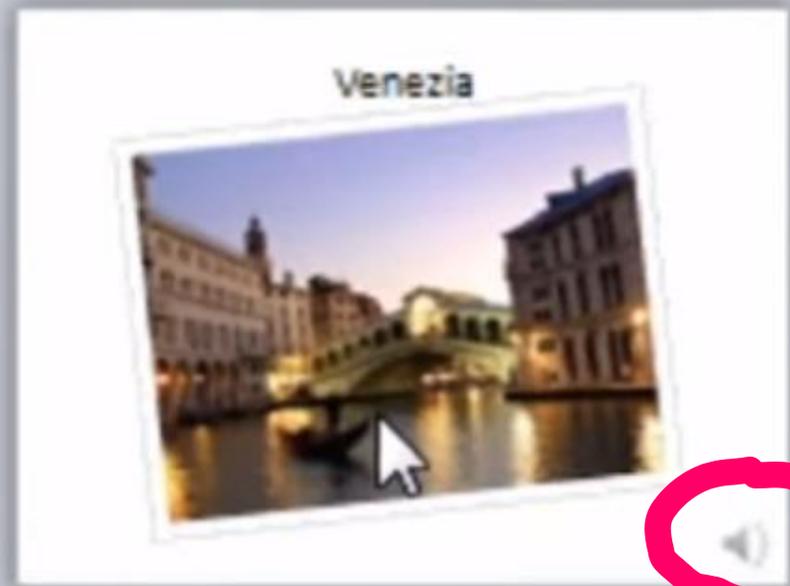




Use Timings Show O: Show Media Controls Use Presenter view Monitors



3

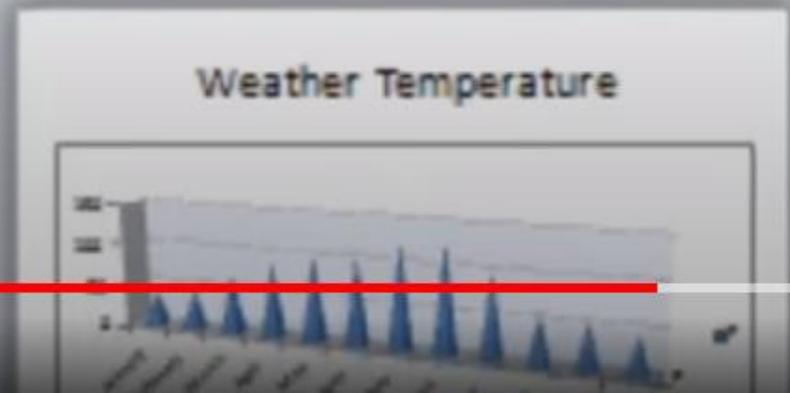
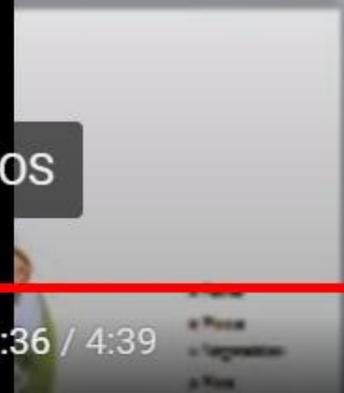


☆ 00:20

4



00:06



MORE VIDEOS



Venezia

Watch later  Share



MORE VIDEOS

notes

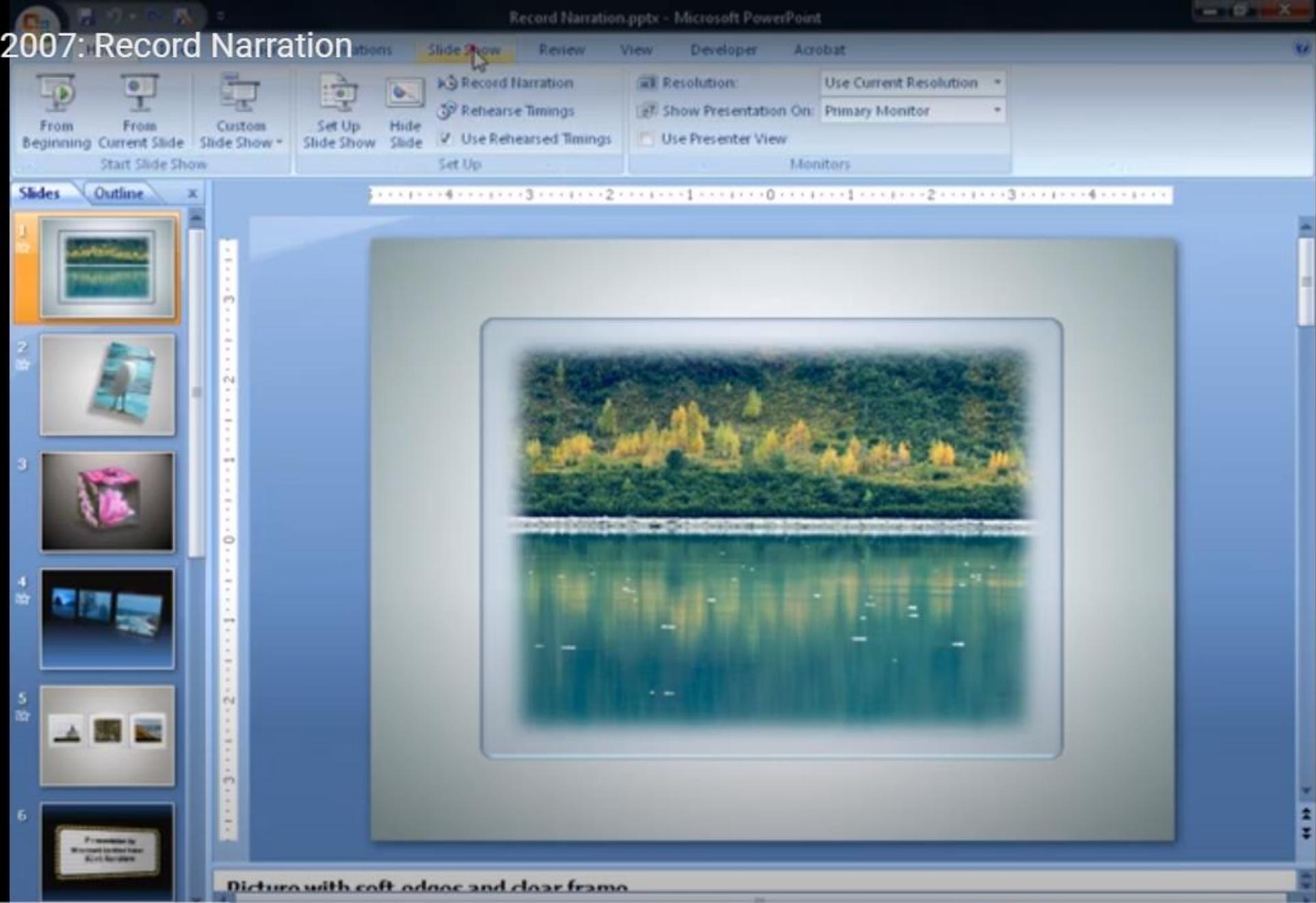
▶ 🔊 2:42 / 4:39

PPT ON OFFICE

2007



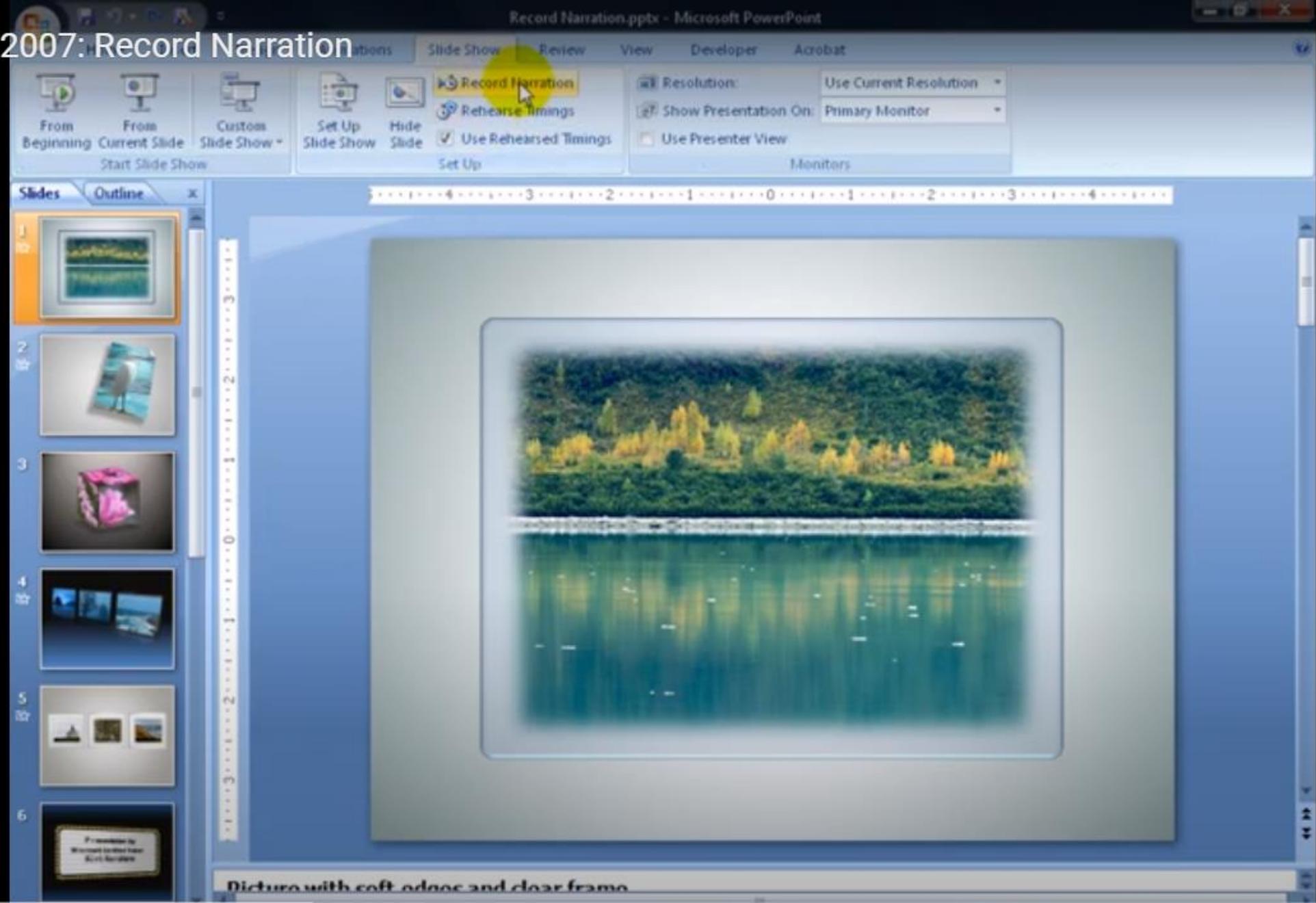
PowerPoint 2007: Record Narration



Scroll for details



PowerPoint 2007: Record Narration



0:14 / 5:08

Scroll for details



PowerPoint 2007: Record Narration

Record Narration

Current recording quality

Quality:	CD Quality
Disk use:	172 kb/second
Free disk space:	130284 MB (on C:)
Max record time:	12907 minutes

Tip

Adjust quality settings to achieve desired sound quality and disk usage. Higher recording quality uses more disk space. Large narrations should be linked for better performance.

Link narrations in: C:\Users\Training\Desktop\Exercise\ Browse...

Buttons: OK, Cancel, Set Microphone Level..., Change Quality...



Home Insert Design Animations Slide Show Review View

From Beginning From Current Slide Custom Slide Show Start Slide Show

Set Up Slide Show Hide Slide

Record Narration Rehearse Timings Use Rehearsed Timings Set Up

Resolution: Use Current Resolution

Show Presentation On: Monitors

Use Presenter View

Slides Outline

1 Microsoft Office PowerPoint 2007
ADDING NARRATION

2 WELCOME
CHERRY
S.A.B.

3

4 I am all together from ISD/GAS.
Watch [Jahed Tutorial](#)
Listen [Bass Music](#)

Record Narration

Current recording
Quality:
Disk use:
Free disk space:
Max record time:

Tip
Adjust quality recording performance

Link narrations in...

Microphone Check

This will make sure the microphone is working and that the microphone's volume is appropriate. Please read the following text into your microphone: "I am using the microphone setup wizard. It is checking to see whether my microphone is plugged in and working properly."

OK Cancel

Microphone Level...
Change Quality...
Higher...
Lower...
Browse...

Click to add notes

Slide 1 of 12 "Office Theme"

68%

PowerPoint 2007: how to add narration to PowerPoint presentation



Smile Always!

Right click

- Next
- Previous
- Last viewed
- Go to Slide >
- Custom Show >
- Screen >
- Printer Options >
- Help
- Pause Narration
- End Show



Smile Always!



Table Picture Clip Art Photo Album Shapes SmartArt Chart Hyperlink Action Text Box Header & Footer WordArt Date & Time Slide Number Symbol Object **Media Sound**

Slides Outline

1 Microsoft Office PowerPoint 2007 ADDING NARRATION

2 WELCOME! CHERRY

3

4 I am all together from ISINGAS.

PowerPoint

ADDING NARRATION

Record Sound

Name: Recorded Sound

Total sound length: 0

OK Cancel

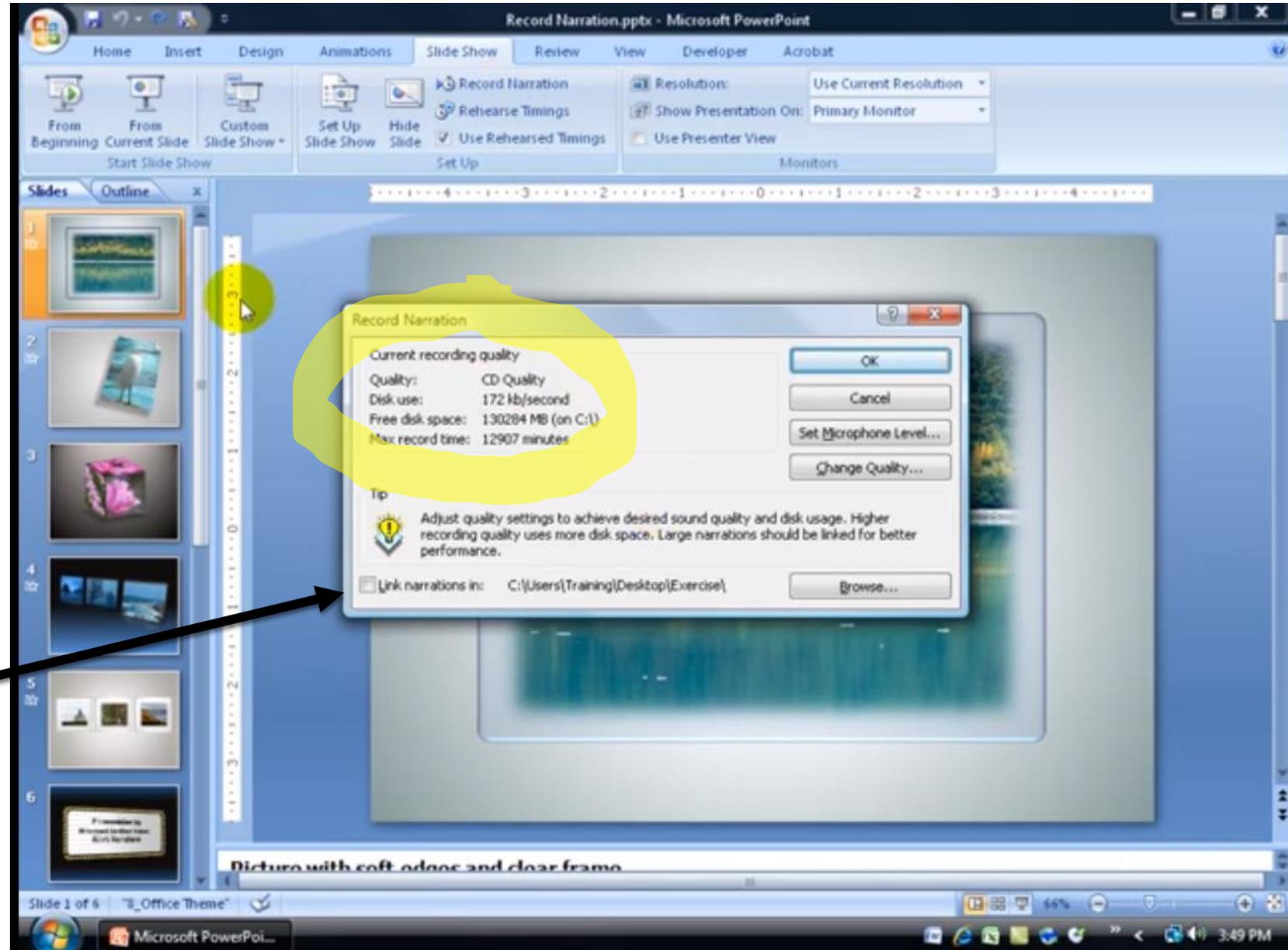
▶ ■ ●

Click to add notes

WHEN USING PPT 2003 OR 2007

Shows amount of recording time available based on free space on your computer.

LINK NARRATION - separate audio file, don't click





PPT ON OFFICE

XP

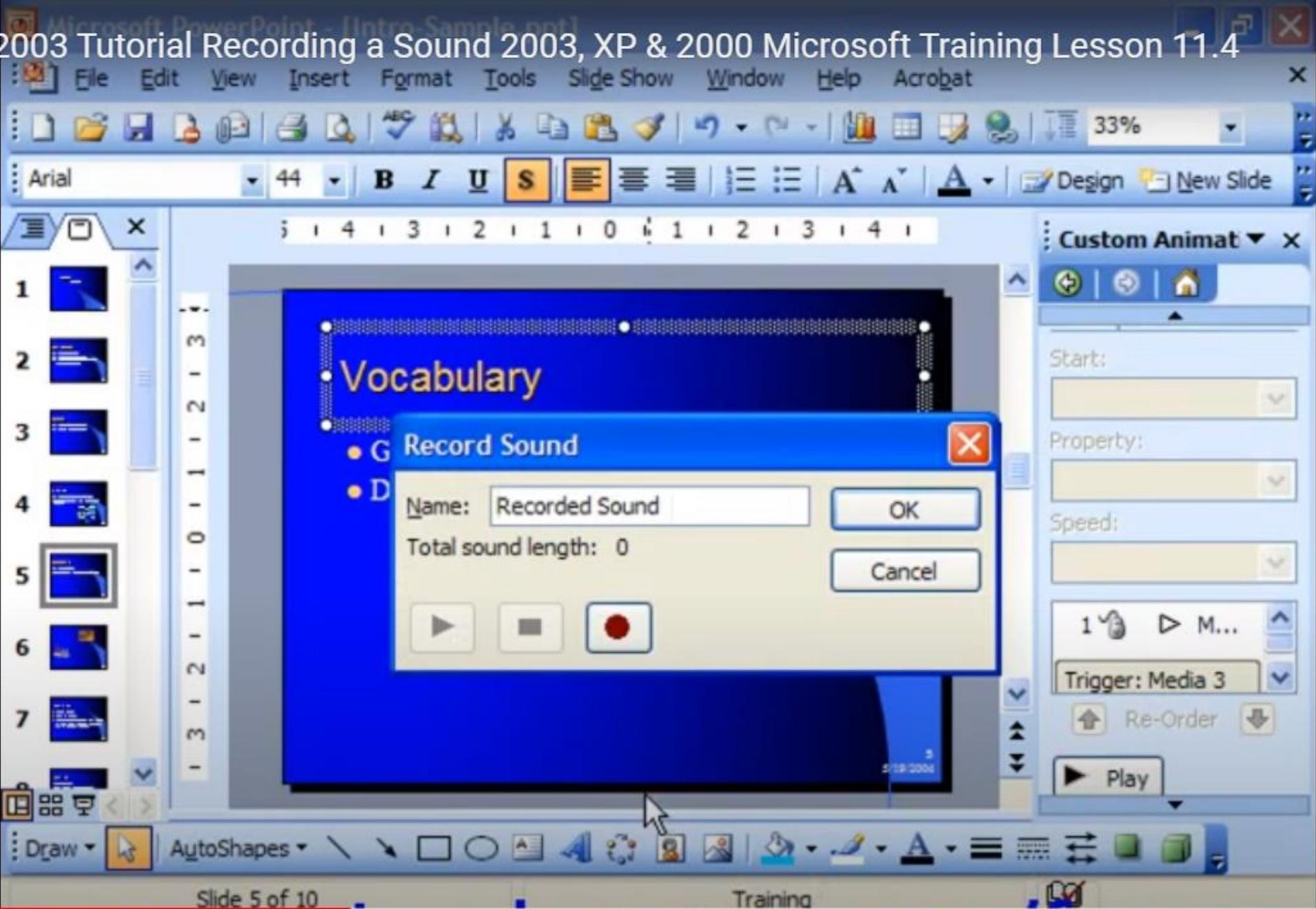


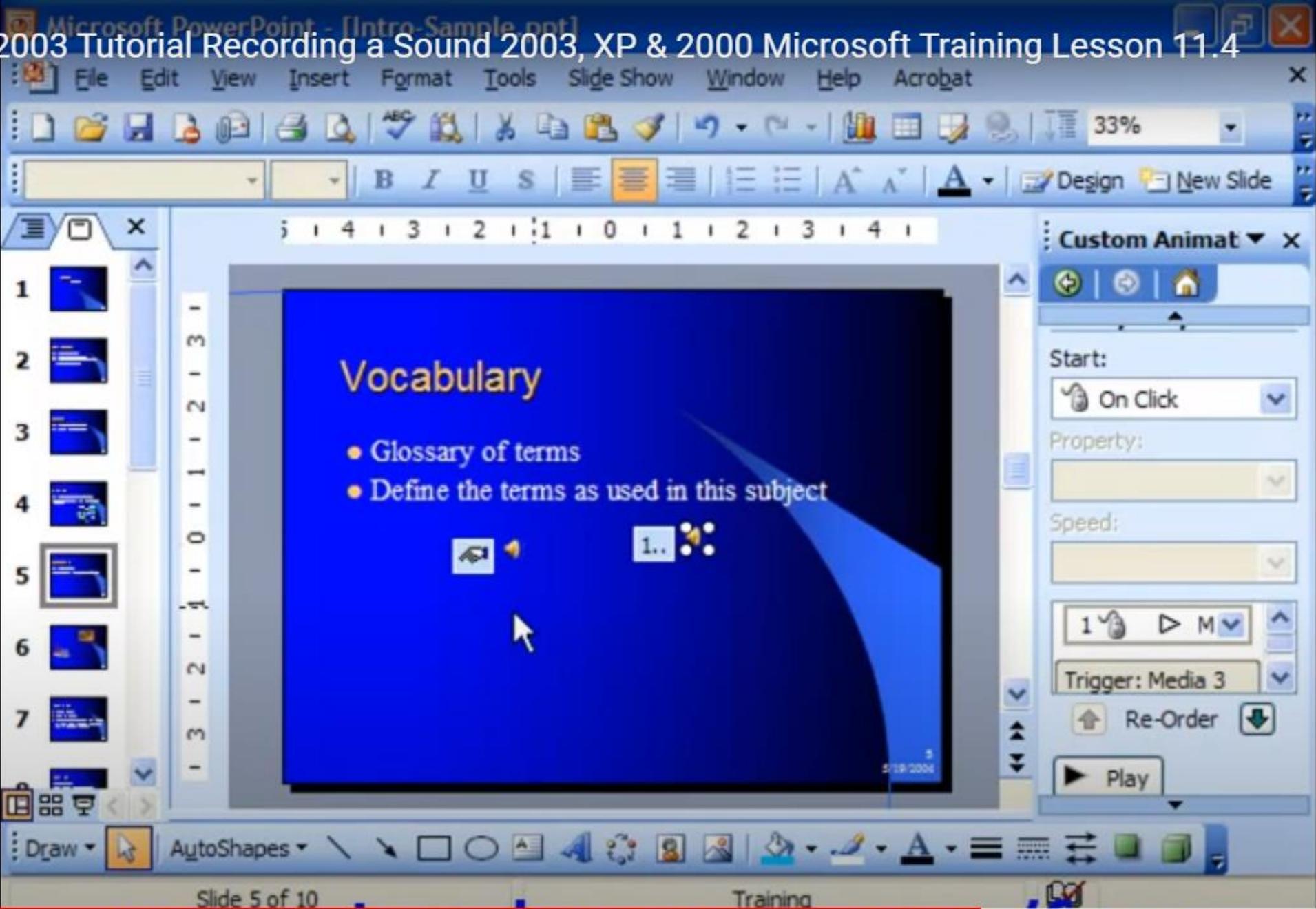
0:24 / 1:28

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Scroll for details









The screenshot shows the Microsoft PowerPoint 2003 interface. The main slide is titled "Vocabulary" and contains a bulleted list: "Glossary of terms" and "Define the terms a". The "Custom Animation" task pane is open on the right, showing a list of animation effects: Entrance, Emphasis, Exit, Motion Paths, and Sound Actions. The "Sound Actions" menu is expanded, showing options: Play, Pause, and Stop. The "Play" option is selected. The status bar at the bottom of the PowerPoint window indicates "Slide 5 of 10" and "Training".

Crystal Reports 2013 Tutorial
The Menu Bar Business ...
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Do not let the
technology beat you

Do test recordings
to get used to it