

Creating a narrated video using PowerPoint: for Windows users

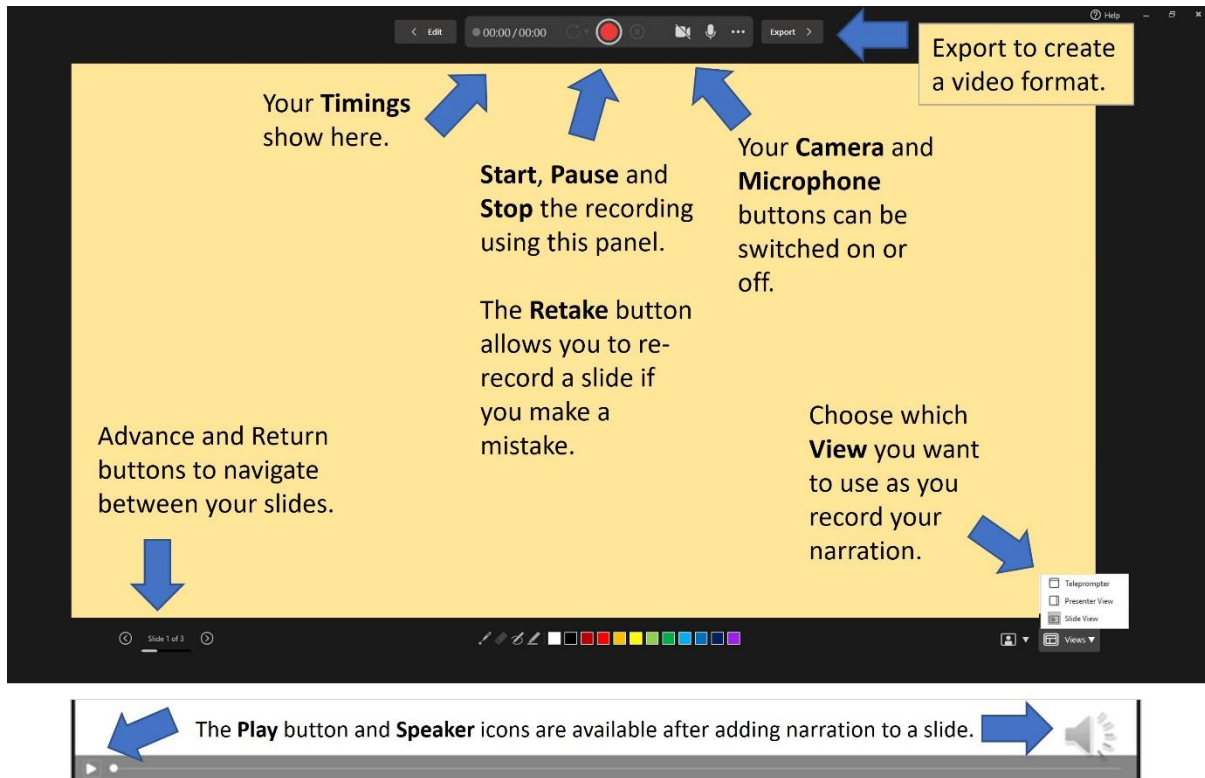
Things to remember...

- You will need a microphone to record audio and a headset or speakers to hear and edit your video. If you want to include a talking head, you will need a webcam.
- Be sure to answer the assignment brief with your narrated PowerPoint video.
- Do a test run to check your webcam picture and audio is good quality.
- Test every step! Check your test video can be played back and that it is in **.mp4 format**.
- When exporting (saving) your file as a video make sure you select the option of **Video resolution HD 720p**.
- Your file size should not exceed 500Mb. Larger file sizes risk timing out when submitting to Blackboard.
- Don't wait until the deadline day to submit. Large files do take a while to upload. You will run out of time if you leave submission until the last hour!

Recording tips

- You can't record narration in PowerPoint for the web, so use your desktop version of PowerPoint to record your narration. (You can install Microsoft Office on up to five devices using your [University Microsoft 365 account](#)).
- Your narration is added to the presentation on a per-slide basis, which means:
 - if you make a mistake or want to re-record your audio, you can just re-record the affected slide or slides.
 - you can rearrange the order of slides after recording narration without having to re-record anything.
 - you can pause for a break between slides while recording.
- To ensure a smooth transition from one slide to the next, leave a couple of seconds of silence at the beginning and the end of each slide.
- As soon as you finish your first slide recording, play it back to check that your audio and video sound and look the way you expect.

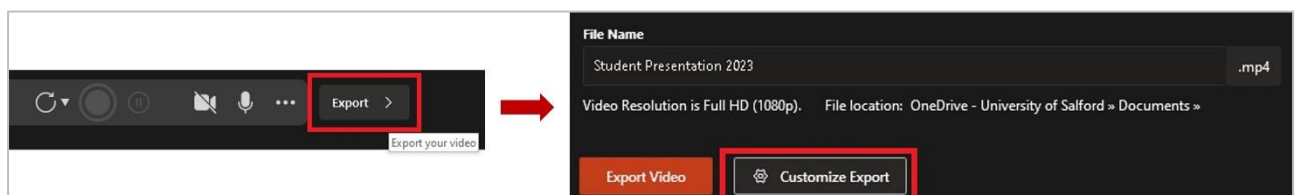
To start recording your narration



1. Open your *PowerPoint* file and from the **Slide Show** tab, choose **Record**. Record from the current slide or from the beginning of your presentation.
2. Click on the **Record** button to start your slide show and record your narration. You can Pause the recording mid-slide if you need to.
3. Select **Stop** to finishing recording for the slide.
4. Select the **Play** button to hear your recorded narration for the slide.
5. Select the **Retake** button if you need re-record the slide.
6. Select the **Edit** button or press the **Escape** key to return to Normal view.

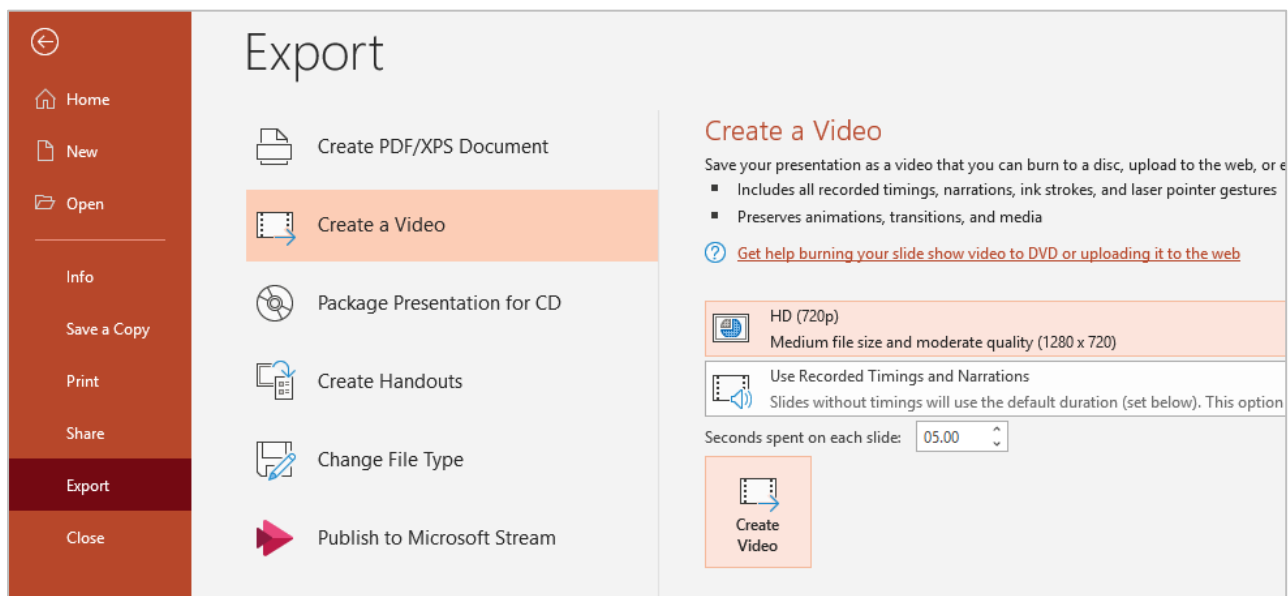
Export/Save your presentation as a video file

To turn your PowerPoint presentation into a video you need to export your file as a video.



1. From within the **Record** screen click on the **Export** button.
2. Choose the **Customize Export** option (gives you more control in creating the video).
3. Select **Video resolution HD 720p**.

4. Choose **Use Recorded timings and narrations**.
5. Name the file and save it to your computer as an **mp4 file type**.
You will see a progress bar in the bottom of the PowerPoint window as the file is generated.



TIP: Videos also can be created by selecting the **File** tab > **Export** > **Create a Video**.

Need more help? Watch these videos

[PowerPoint Essential Training - Record and export a presentation](#)

Yes, the PowerPoint Essential Training course from LinkedIn Learning includes a video on 'Record and export a presentation'. Other topics within the course could be useful for to enhancing your presentation, but remember to keep your file size as small as possible!

Not used [LinkedIn Learning](#) yet? Make sure you watch our short video '[How to access LinkedIn Learning at Salford](#)' to find out how to access it for free.

