

Creating a narrated video using PowerPoint: for Windows users

Things to remember...

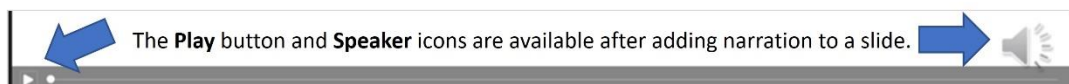
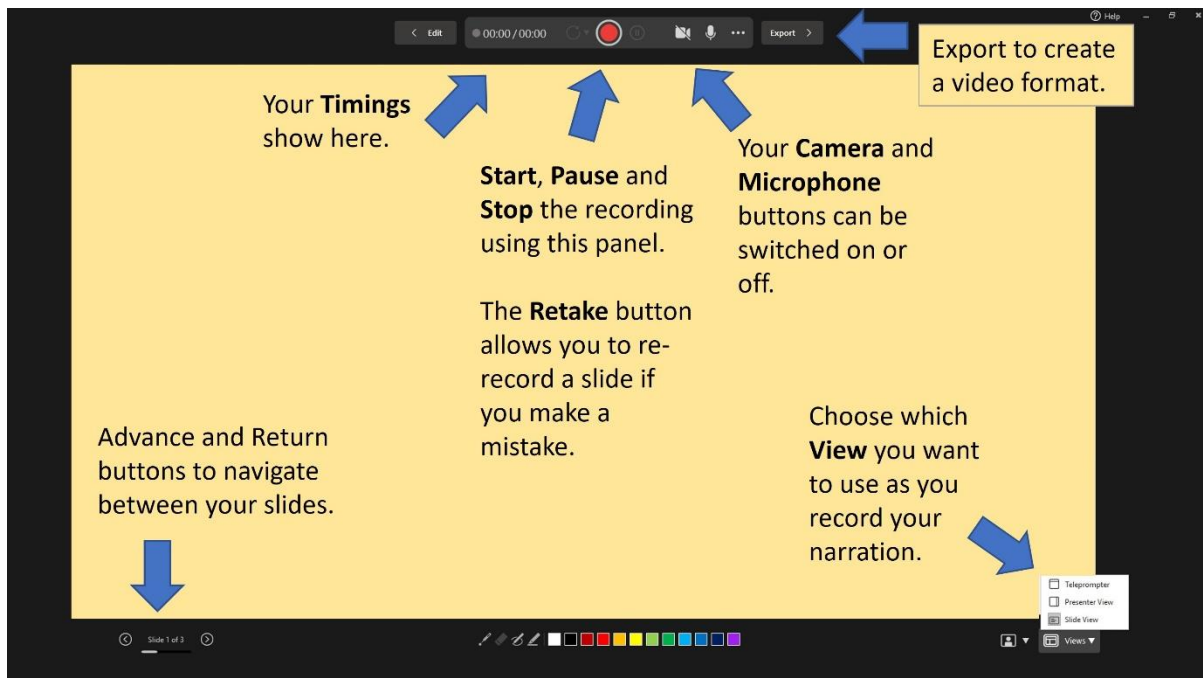
- You will need a microphone to record audio and a headset or speakers to hear and edit your video. If you want to include a talking head, you will need a built-in camera or webcam.
- You cannot record narration in PowerPoint for the web. You must use your desktop version of PowerPoint to record your narration. (You can install Microsoft 365 desktop apps on up to five devices using your [University Microsoft 365 account](#)).
- 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 it is recommended that you select the lower video resolution setting of **HD 720p**. Uploading large files to Blackboard can take a while, especially if using your home wi-fi. If upload speeds are at issue at home then upload at University if possible.
- Your file size should not exceed 1GB.
- Don't wait until the deadline day to submit. You may run out of time if you leave submission until the last hour!

Recording tips

- Your narration is added to your PowerPoint presentation on a per-slide basis, which means:
 - if you make a mistake or want to improve your narration, you can just re-record the affected slide or slides.
 - rearranging the order of your narrated slides does not affect your narration.
 - you can pause for a break between slides while recording.

- As you record narration for a slide, pause for a second before speaking and after you finish speaking. This can create a smoother transition from one slide to the next in your final video.
- Don't wait until you have completed your presentation before testing the suitability of your device. One of your first actions should be adding narration to your title slide (and switching on your camera if required) and playing it back to check that it sounds and look the way you expect.

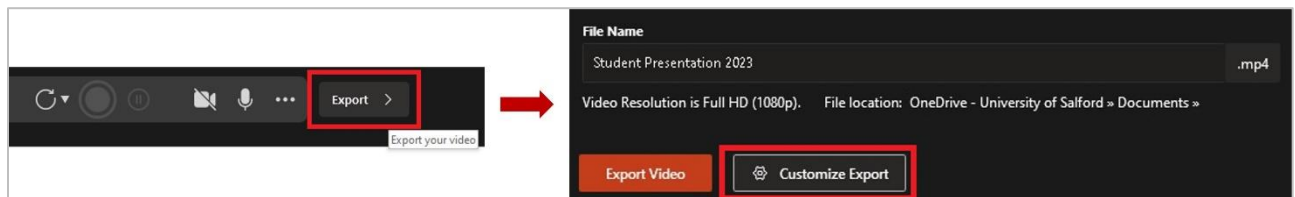
To start recording your narration



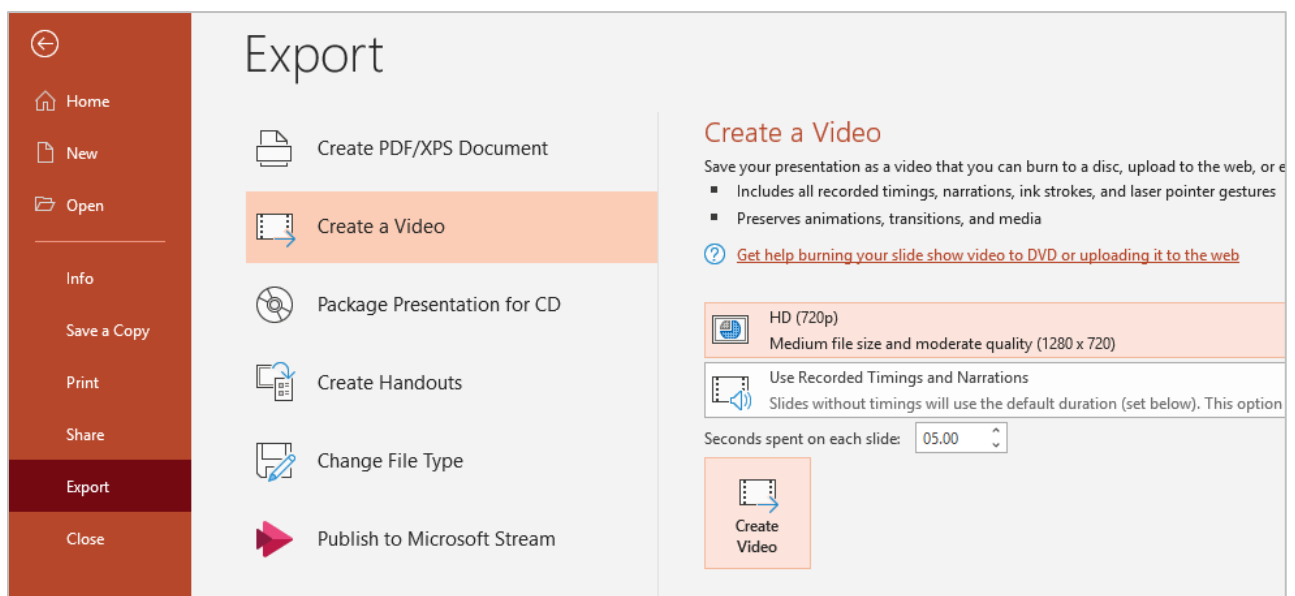
1. Select PowerPoint's **Slide Show** tab and the **Record** button. Or use the **Record** tab if available on your device.
2. Add narration from the current slide on display or from the beginning of your presentation.
3. Click on the **Record** button to start your slide show and record your narration. You can pause the recording mid-slide if you need to.
4. Select **Stop** to finishing recording for the slide.
5. Select the **Play** button to hear your recorded narration for the slide.
6. Select the **Retake** button if you need re-record the slide.
7. Select the **Edit** button or press the **Escape** key to return to the 'Normal' view.
8. Play back your video file to check for quality.

Export/Save your presentation as a video file

Use the 'Export' tool to save a copy of your PowerPoint presentation as a video file format.



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** to minimise your file size.
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

The 'PowerPoint Essential Training' course from LinkedIn Learning includes a video on ['Record and export a presentation'](#). Other topics within the course may be useful for enhancing your presentation but remember to keep your file size as small as possible!

Not used [LinkedIn Learning](#) yet? Make sure you watch our video ['How to access LinkedIn Learning: the right way...'](#) which explains how to access it for free.