

How to record your powerpoint presentation

1. Open the powerpoint presentation you want to record.
2. Click "Slide Show", "Record Slide Show", "Start recording from the beginning"
3. Select your desired options (normally the standard options are fine so normally you do not deselect anything) and click "Start recording"
4. Start speaking ("Welcome to my presentation blabla...") and do what you always do during your presentation
5. In the lower left corner, you can make your mouse into a laser-type pointer
6. During recording, there will be a small "Recording" window in the upper left corner. You can pause there your recording.
7. At the end of your presentation, you can close the "Recording" window (by clicking the "x").
8. Go to "Save as", and save your recording as a Powerpoint Show ".pps".
9. Open your .pps file to see if you are happy with the recorded presentation.
10. If you are happy, go to "Save as" and save the presentation as an ".mp4" or ".wmv" file.
11. Send us (the link to) your mp4 or wmv file.

See also:

<https://support.microsoft.com/en-us/office/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33>