RECORD NARRATIONS AND TRANSITIONS IN POWERPOINT PRESENTATIONS IN POWERPOINT 2013
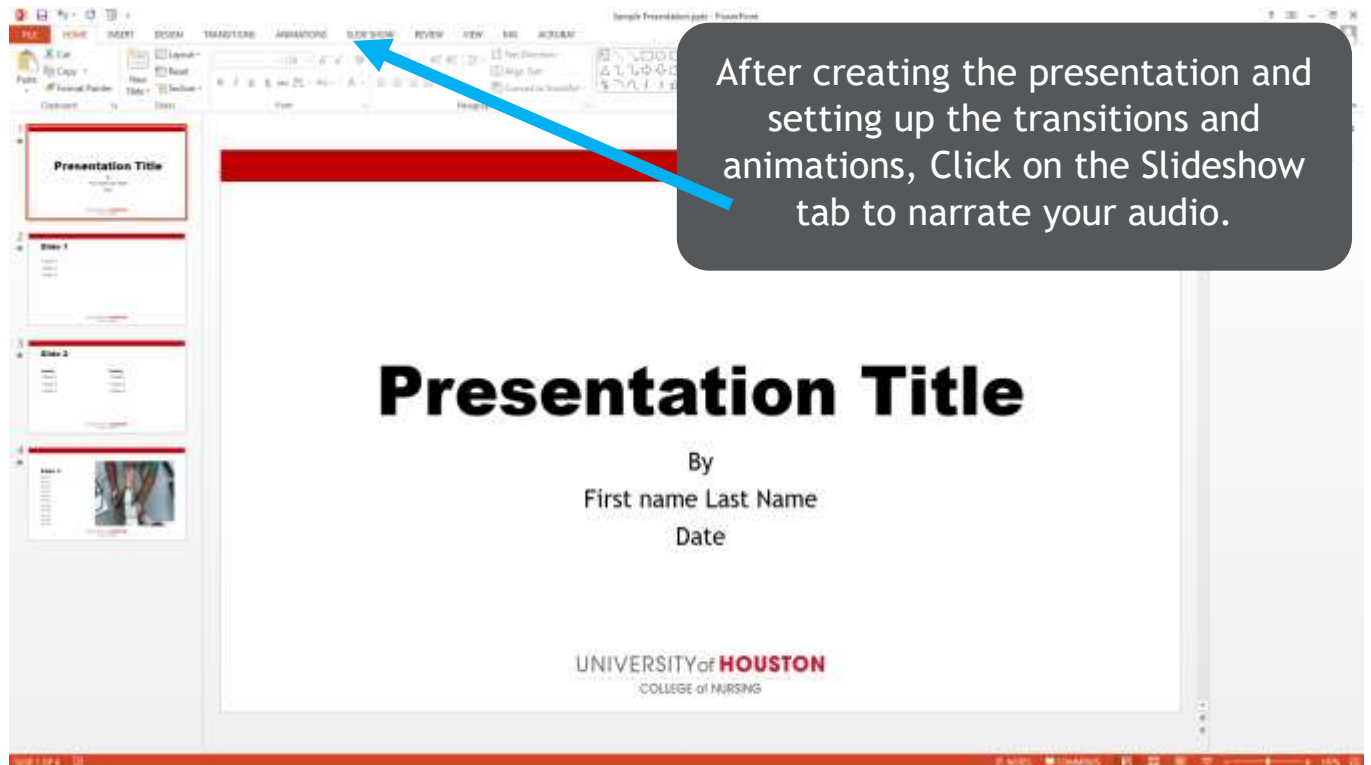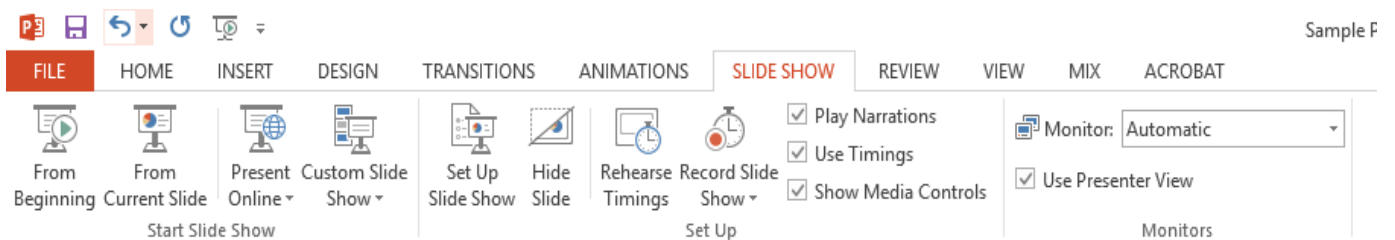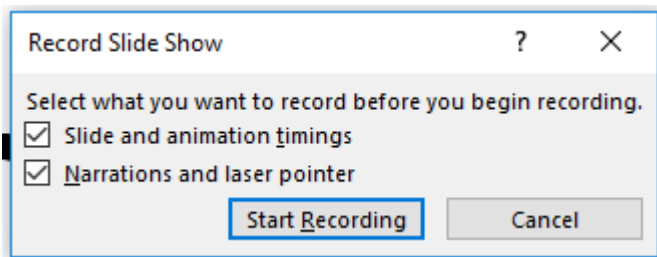
After creating the presentation and setting up the transitions and animations, Click on the Slideshow tab to narrate your audio.

The Slide Show tab

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Click 'Record Slide Show' to open a dropdown menu. Select either of the options depending on whether you want to record from the first slide or any subsequent slides.

ANIMATIONS   SLIDE SHOW   REVIEW   VIEW   MIX   ACROE

☑ Play Narrations
☑ Use Timings
☑ Show Media Controls

Rehearse Timings   Record Slide Show ▾

Monitor: Automat
☑ Use Presenter View

Monito

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

Record Slide Show   ?   ✕

Select what you want to record before you begin recording.
☑ Slide and animation timings
☑ Narrations and laser pointer

Start Recording   Cancel

A pop-up window will open. You can select whether you want to record both animations and narration or just narration. Preferably select both so that the animations align with the narration seamlessly.

Recording   ▾ ✕
→ ❚❚ 0:00:01 ↩ 0:00:01
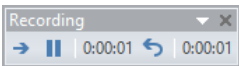
On clicking 'Start Recording', a new screen will open with the recording timer on the top left.

The controls include going to the next slide, pausing recording and rerecording the slide.

Recording   ▾ ✕
→ ❚❚ 0:00:03 ↩ 0:00:09
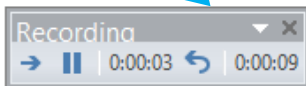
- Go to the next slide: ➔
- Pause the recording: ❚❚
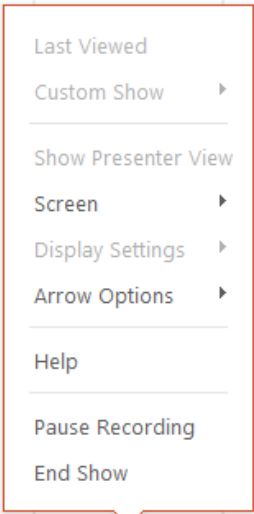- Re-record the current slide: ↩

Presentat

There are controls at the bottom left corner of the screen with different functionalities.

Move slides forward and back

3 dots open up a menu popup where you can change pointer settings and pause or end the recording.
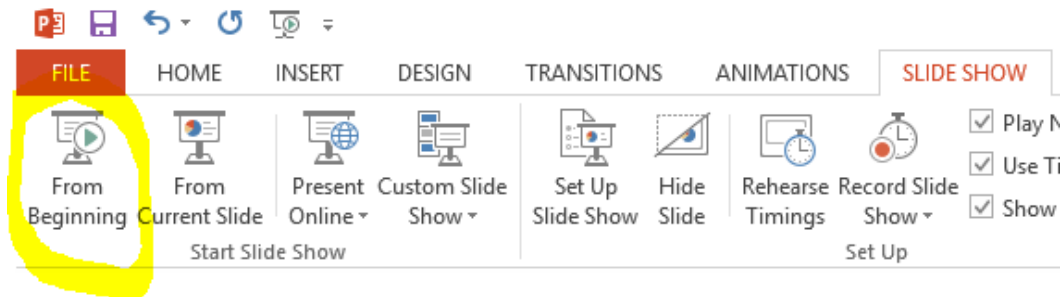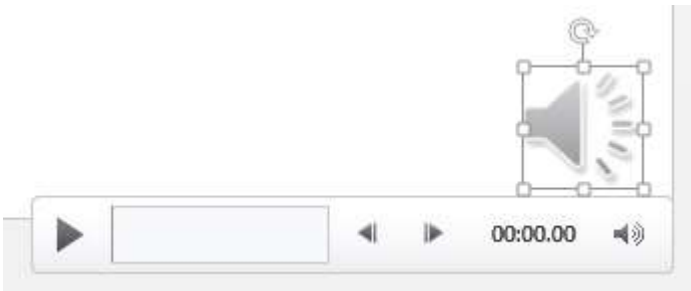
Annotating tools – Convert your mouse to a Laser pointer, annotate with a pen, highlighter and erase. You can choose the pen ink and highlighter color.

Last Viewed

Custom Show ▸

Show Presenter View

Screen ▸

Display Settings ▸

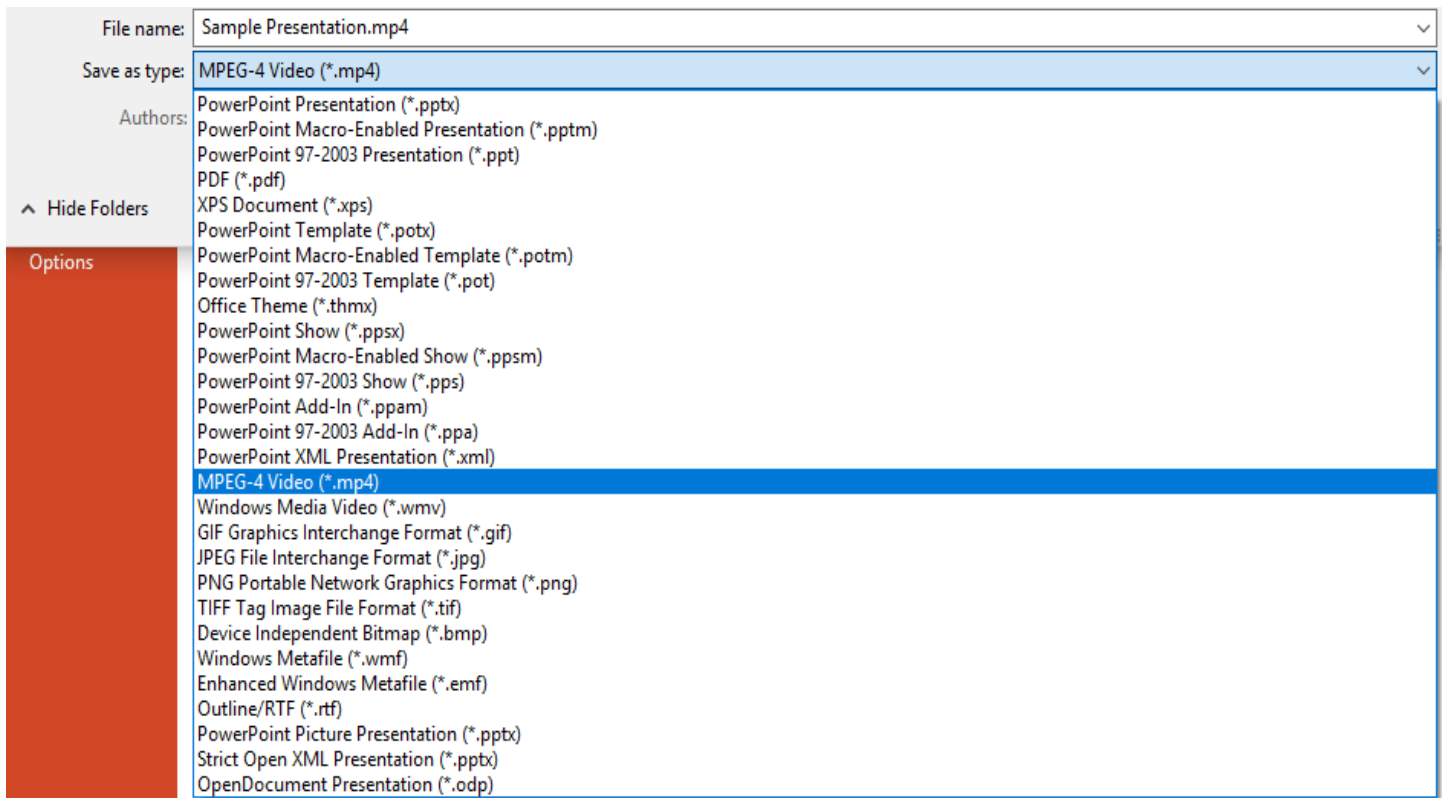Arrow Options ▸

Help

Pause Recording

End Show

Click End Show once recording is done. When you finish recording a sound icon will show up on each of the slides that have narrations and transitions.

Preview the recorded audio in Normal view by clicking the sound icon in the lower right corner of the slide and pressing Play

00:00.00

FILE   HOME   INSERT   DESIGN   TRANSITIONS   ANIMATIONS   SLIDE SHOW

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

☑ Play N
☑ Use Ti
☑ Show

Start Slide Show   Set Up

Preview the recorded slideshow by clicking From Beginning on the Slide Show tab.

Go to File > Save as. Select the folder where you want to save this Presentation. When the Save As window opens up, name the presentation, and open the dropdown that says 'Save as type'. Select MPEG-4 Video (*.mp4) to save your presentation as a video file.

Recording a slideshow in Powerpoint 2016 is the same as above.

You can also record the screen while presenting your slideshow.

Follow instructions on how to do so as discussed on this link
https://support.office.com/en-us/article/record-your-screen-in-powerpoint-0b4c3f65-534c-4cf1-9c59-402b6e9d79d0

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