

How to make a video using PowerPoint 2010 or 2013

1. Prepare your slide show like you normally would
 - a. Use images, animations, videos
 - b. Practice talking through the presentation and advancing the slides so that you can complete it in the time allotted
 - c. Find a computer with a microphone and PowerPoint
 - i. Many webcams have integrated microphones
 - ii. Many laptops have integrated microphones

2. Record your slide show with audio
 - a. At the top menu select "Slide Show"
 - b. In the "Set Up" area select "Record Slide Show"
 - c. Make sure that the boxes to record the audio are checked
 - i. If the box is not available there is something wrong with the microphone, perhaps it is not connected or enabled
 - d. Click the Start Recording button and give your presentation
 - e. If you save it now as a PowerPoint file you can simply press play presentation and it will go through just as you gave it audio and all.
 - i. If you don't want to hear the audio every time you play back your presentation go to the "Slide Show" tab and uncheck the box that says "Play Narrations"
 - f. If you want to re-do the recording under the "Record Slide Show" select clear. This will give you the option to remove the animations and narrations from the whole presentation, or just selected slides.
 - g. Helpful hints:
 - i. Leave some silent time at the end of each slide before you advance it. PowerPoint cuts your speech into a block that it associates with each slide and will make the cuts around when you advance the slide. This will interrupt the recording of your speaking if you talk through a slide transition.
 - ii. Consider using the timing features of PowerPoint to make sure that the slides advance on their own in a timely fashion. If you have them advancing automatically the sound recording will not pick up the mouse clicks that are otherwise needed to move through the show.
 - h. You can repeat this process until you have the recording the way you want it.

3. Save the narrated PowerPoint as a video
 - a. Under the "File" tab select "Save as"
 - b. Select the location and name of the file
 - c. Under the file type go down the list and select: "Windows Media Video"
 - i. This will save the file as a Windows Media video file that you can show to others
 - ii. You can upload this video to a hosting site such as YouTube or Vimeo