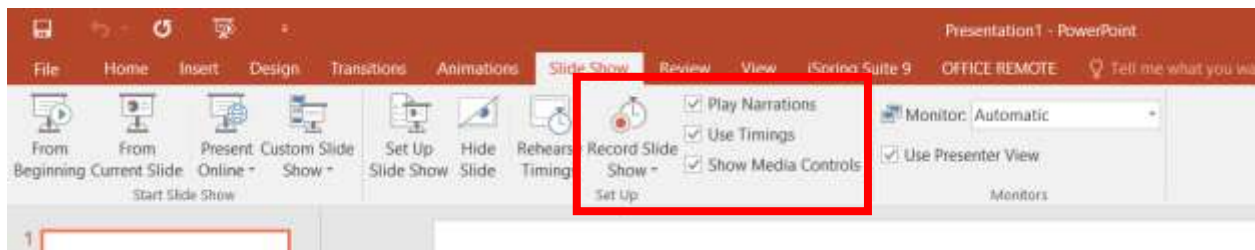


Powerpoint for Recording:

Record narration and timings

Open any PowerPoint file you want to discuss and use for recording.

Go to slideshow option on the ribbon



1. Select **Slide Show > Record Slide Show**.
2. Choose from two options:
 - **Start Recording from Beginning** - to record from the beginning of a presentation.
 - **Start Recording from Current Slide** - to record from a specific slide.
3. Select or clear what you'd like for your recording, and then select **Start Recording**.
4. Start speaking or add markings to your presentation.

Manage recordings

There are different ways to manage recordings in your presentation:

- **Pause** - to pause a recording.
- **Close** - to end a recording.
- **Laser Pointer, Pen, Highlighter, or Eraser** - to use the pointer, ink, eraser, or highlighter tools in your recording.

Remove recordings

A sound icon appears on a slide to show when a recording is available.

You can also remove recordings from slides.

1. Select **Record Slide Show > Clear**.

2. Choose from four options:

- **Clear Timing on Current Slide** - to delete timings on the current slide.
- **Clear Timings on All Slides** - to delete timings from all slides at once.
- **Clear Narration on Current Slide** - to delete narration on the current slide.
- **Clear Narration on All Slides** - to delete narration on all slides at once.

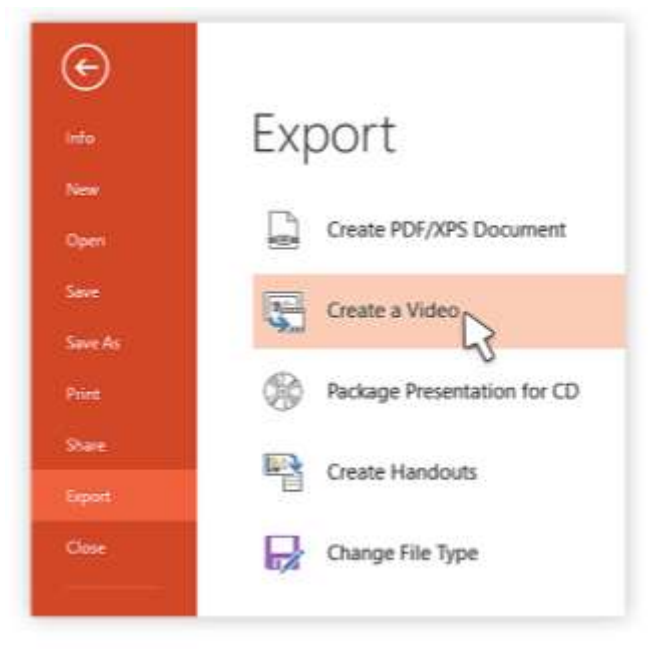
Save recordings

When you're done recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.

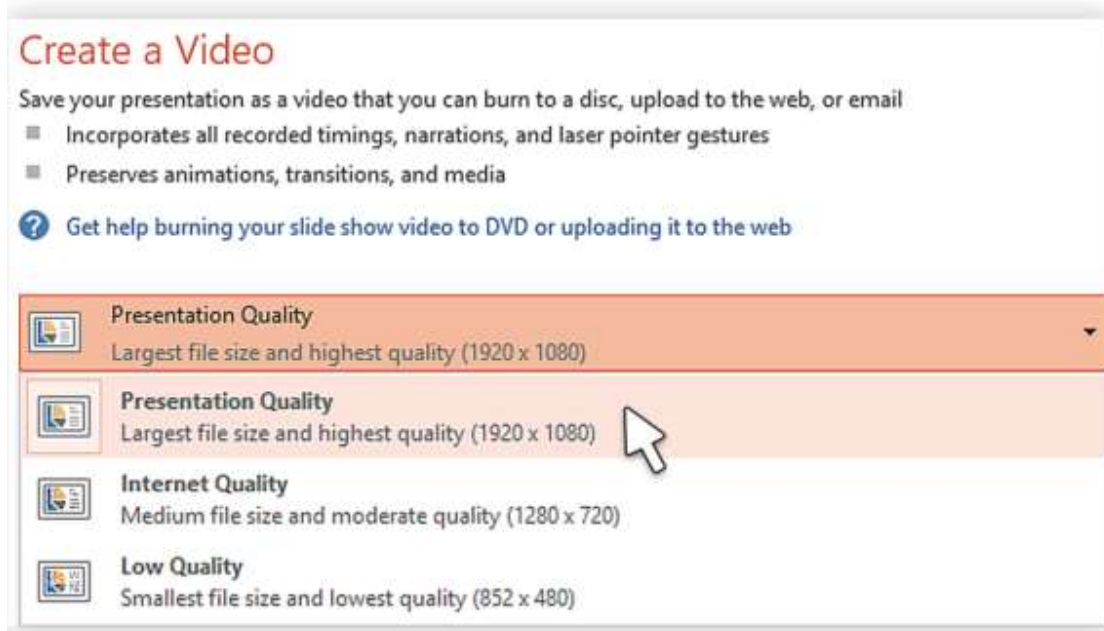
1. Select **File > Save As**.
2. Select where you'd like to save your presentation to.
3. Under **Save as type**, select the dropdown arrow and then select **PowerPoint Show**.
4. Select **Save**.

You can also save the file as a video file to be shared to a wider audience or uploading on Youtube.

5. Click Export
6. Click Create Video



You can also select the quality of video according to the medium you want to share.



Click create video and it will get saved in Mp4 format.