



How to record your talk using PowerPoint

Microsoft PowerPoint can be used to record your presentation. Though you should check whether this feature is available with the version that you are using.

Step 1

To record your presentation, open the “Slide Show” tab at the top.

Step 2

Now click on the “Record Slide Show” button. This will open the presentation window of PowerPoint.

Step 3

At the top left you can now start the recording and hold your presentation as usual. Pause or stop your recording as needed using the buttons at the top-left corner of your screen.

Step 4

When you are done stop the recording and end the presentation by closing the window. Now you can save your Presentation as video by clicking on Export in the “File” menu, which is in the top-left corner your screen.

For additional information and an informative video, click on the following link:

<https://support.microsoft.com/en-gb/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

Tip: Make a short test recording and check whether everything looks and sounds to your liking before holding your talk. Stay in the allocated time.

LOC Institutes and Organisations

