

How to add your voice (narration) to your PowerPoint

Step 1:

Make your PowerPoint and include the animations of bullet points, and transitions from page to page etc. There should not be any paragraphs – PowerPoint is supposed to be POINTS, not essays!

Step 2:

Select the Slide Show top tab and then Record Slide Show



You will see a box in the top left that has record, pause etc. It has two numbers. The first is the duration of how long you are talking on a specific section of narration. The second number shows you how long the overall PowerPoint has taken so far.

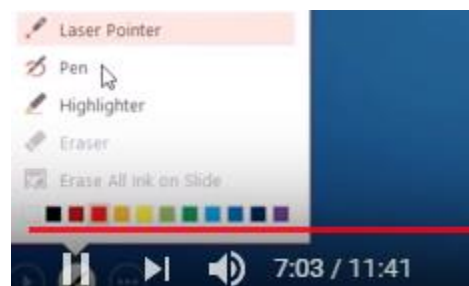


Step 3:

Go through your PowerPoint as if you were presenting it in front of your teacher. As you explain your points make sure you have selected Record. Click the mouse to advance to the next bullet point, graphic, photo, of slide as normal. When you've finished explaining a section press pause. Repeat until you reach the end of your presentation.

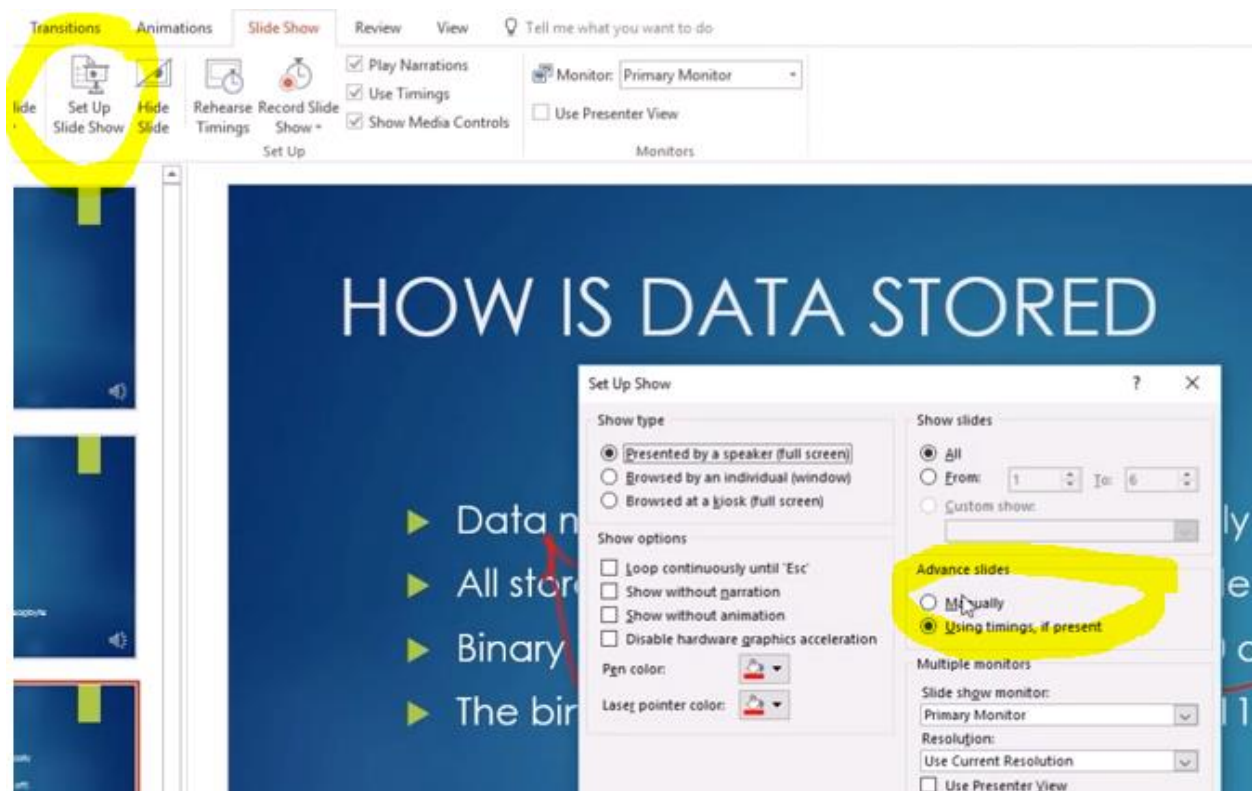
Step 4: (Optional)

At the bottom left of the screen there's a pen icon. This gives you the option to use a pen or highlighter feature. You may use this to draw attention to a specific place on your slide.



Step 5:

Once you have finished narrating your presentation, you can now decide if you want to have it run manually or on auto using the timings and transitions you decided. If you choose “manually” then the teacher viewing it will click their mouse to advance from section to section. If you choose “using timings” then once the teacher presses play, the entire presentation will go exactly at the pace you recorded it. Your choice.



Run your PowerPoint to make sure it all works properly.