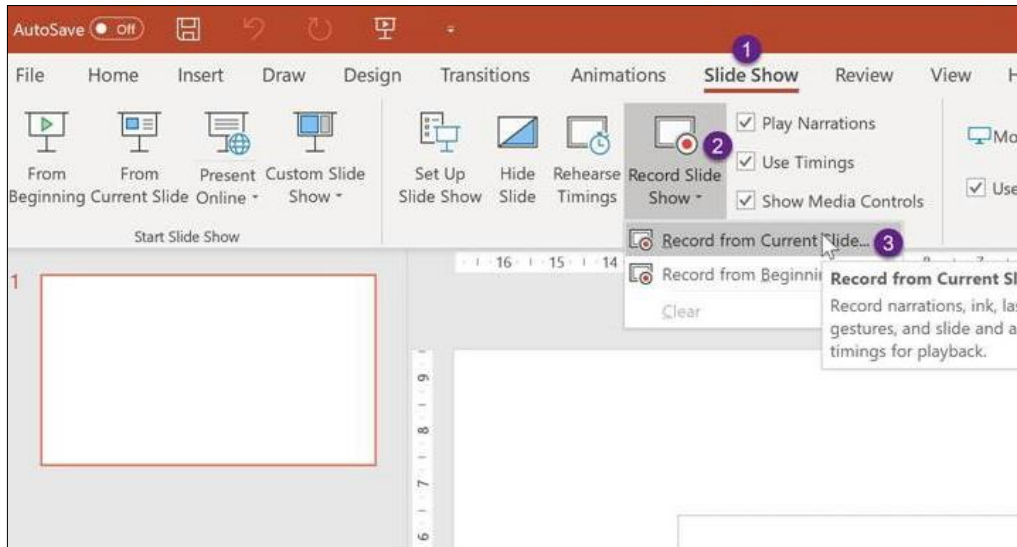


# Add Narration to PowerPoint in Office 365

You can add narration to a PowerPoint: audio, video, and annotations.

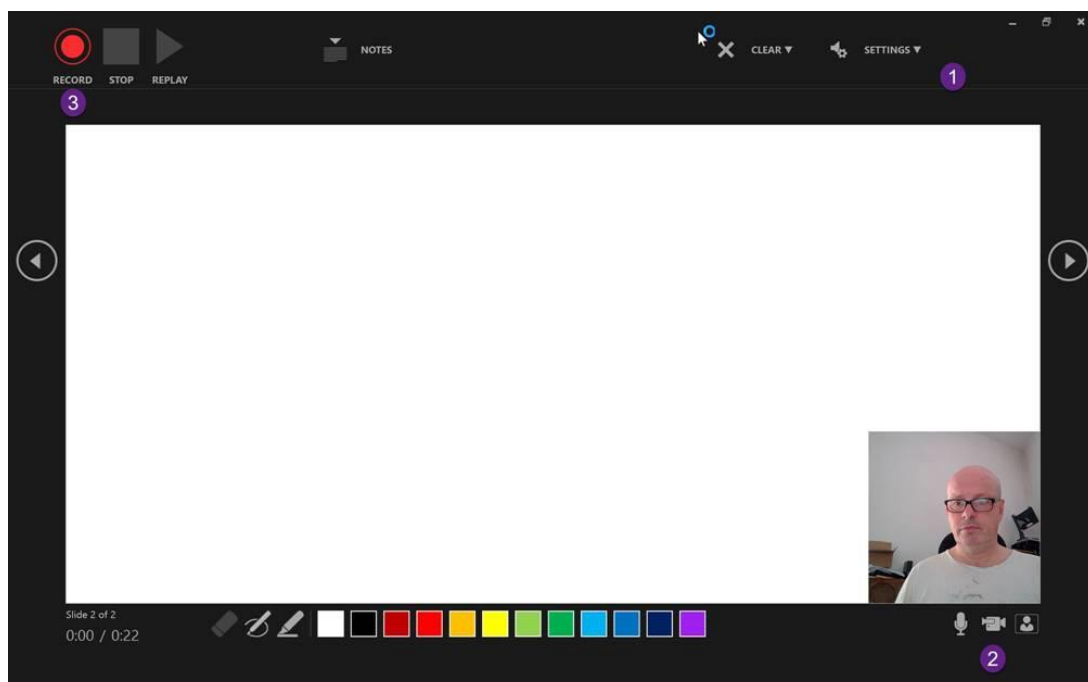
You will need a laptop or PC with a microphone and/or webcam. The annotations are not always easy without a laptop that has a digital pen (and most don't).

1. Click on Slide Show
2. Record Slide Show
3. You have a choice of recording from the beginning, or recording each slide separately. The latter is probably easier.



This takes you to the recording screen.

1. Choose your settings (audio/video input)
2. Choose what you want to record. (You can turn off your webcam to make the file size smaller, or if you think it is a distraction!)
3. Click Record and off you go. The Notes section may be useful if you want to follow a script.



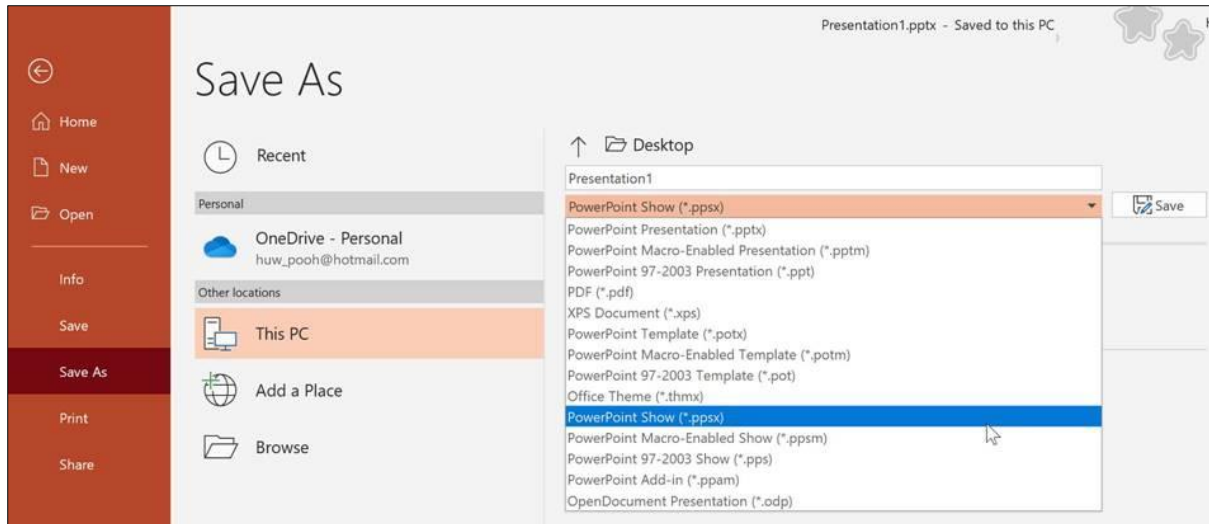
If you want to present something using dynamic whiteboard-style writing/narration, that is possible too, either using PowerPoint's built-in whiteboard (although you would need a digital pen to use this effectively) or a plug-in USB visualiser to record pen and paper.

After recording, you can move onto the next slide or have another go at recording the current one if you are not happy with it. (Use the 'clear' option but be careful to clear only the current slide and not all!)

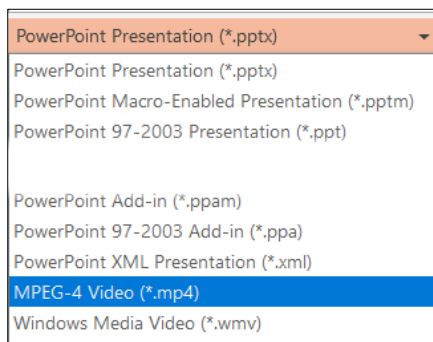
Students can replay the presentation by going to Slide Show and clicking on From Beginning.



Alternatively, you could save the file as a PowerPoint Show so that it will automatically present to students when they open it:



Or, probably better still, you can save the PowerPoint as an MP4 for viewing as a video.



These are the basics to get you started. You would also need to think about reducing/managing the size of the files where the presentations are lengthy.

There are methods to edit the saved video too.