PowerPoint: Narrate a Presentation

Jeff Clark - 2020-09-29 - Instructional Resources

IMPORTANT: Prior to recording a narrated PowerPoint, confirm that your PowerPoint file is a recent file type (.pptx) and **NOT** a 1995-2003 PowerPoint file (.ppt) .

If this step is skipped, you run the risk of losing your narrations when they save (Compatibility Error). The most certain way to ensure that the file is in the correct format is by selecting “Save As” and saving the presentation as a new file. The file type will default to PowerPoint (.pptx).

How to Narrate a Presentation in PowerPoint 2016

Instructions

Make sure your slides are complete.

Add your script to each slide in the notes.

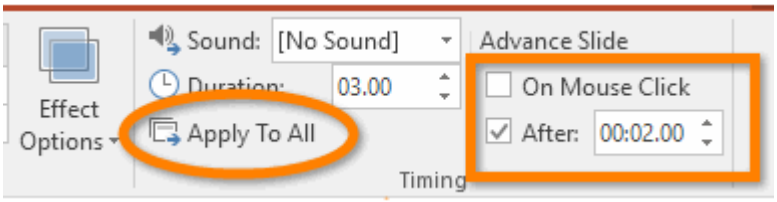
Go to Slide 1.

On the `Transitions` Tab:

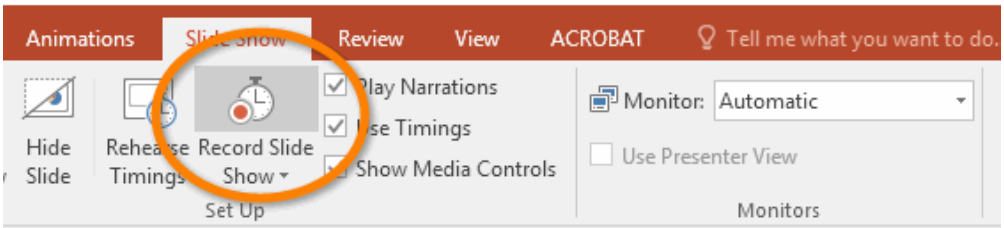
Uncheck `On Mouse Click`.

Check `After:` (leave numbers unchanged)

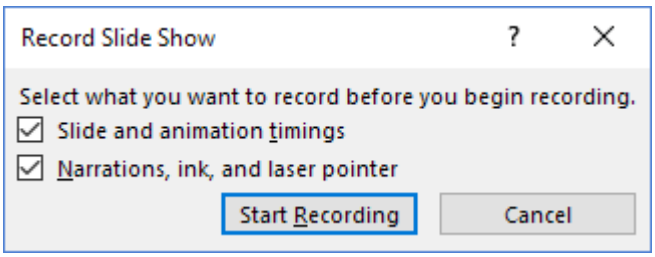
Click `Apply To All`:



On the `Slide Show` tab, click `Record Slide Show`.



Leave both options checked on in the message and click `Start Recording`.

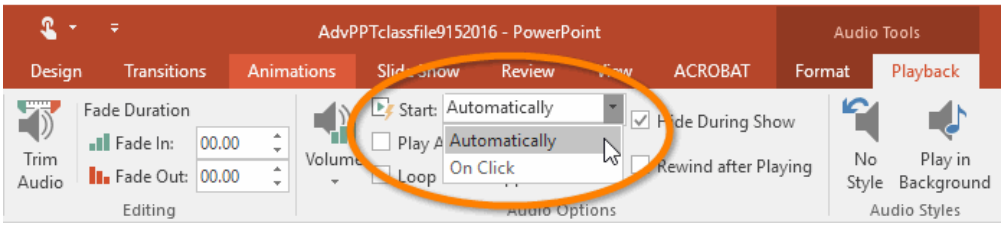


The presentation will start and you'll see a recording controls pane at the upper left of your screen. Start narrating the presentation. If you make a mistake, click the `Repeat` button to redo the narration for that slide. Take your time and try to get each slide perfect before moving on. In the long run, that will be quicker than editing. When you're satisfied with the slide's narration, click the `Next`button to go to the next slide.

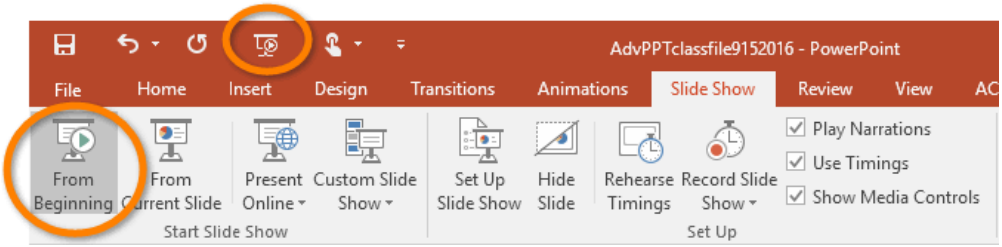


When you're done, press the `Esc` key on your keyboard to end the show.

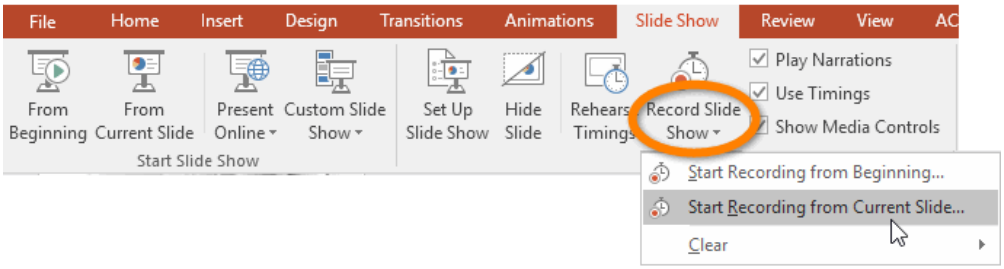
Each slide will now have a speaker icon. Click on each speaker icon and then go to the `Audio Tools Playback tab`. Select `Start > Automatically` so that the audio will begin when the slide opens.



To test your slide show, click either the `Start from Beginning` button in the `Quick Access Toolbar` or the `From Beginning`command in the `Slide Show` tab.



If you need to redo the narration on a slide, go to that slide, then click `Record Slide Show` menu button and choose `Start Recording from Current Slide`.



When you've finished the new narration, press the Esc key to end it and the new version will be inserted into the recording.

https://www.webucator.com/how-to/how-narrate-presentation-powerpoint-2016.cfm

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