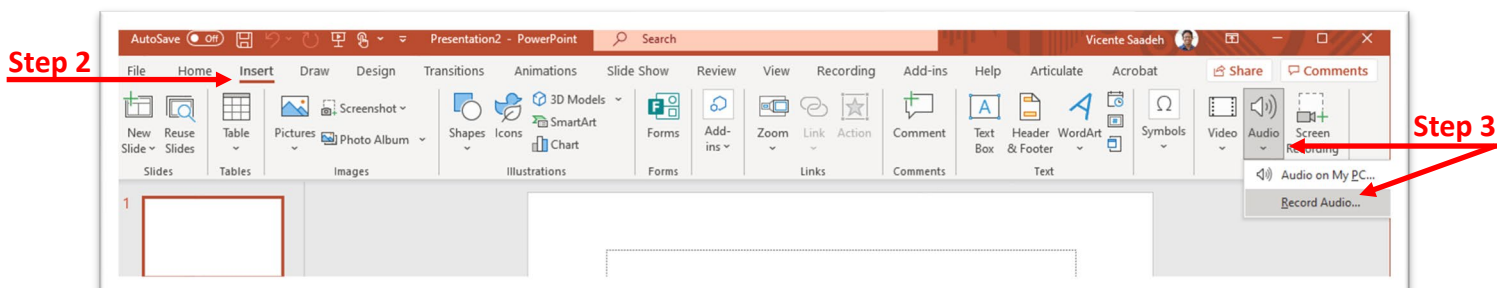


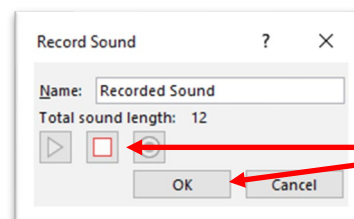
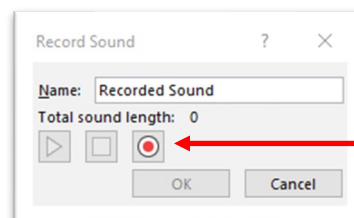
Recording Narration in PPT

Microsoft PowerPoint offers features to record audio narration and export it as a video. PowerPoint records audio slide-by-slide rather than in one continuous file, allowing creators to easily re-record a slide if they make a mistake or need to change something later..

1. Open the PPT and select the slide you want to start record your narration.
2. Select **Insert**.
3. Expand the **Audio** menu, select **Record Audio**.



4. Select **Record** (red round button), and then speak.
5. Click the **Square button** or **OK** to stop recording.
6. A **speaker icon** will appear indicating the location of the recording.
7. You can review your recording by selecting the **Play** button.
8. If you need to redo the recording, delete the previous recording by selecting the **speaker icon** then click **Delete**.
9. When you're done recording, save and share your presentation as a PowerPoint file or video.



Microsoft Tutorial

This additional resource will guide you through how to record your narration in PowerPoint.

[Link](#)