

Making a Video Directly From Microsoft PowerPoint

- 1) Make your PPT presentation as normal
- 2) If you want to make notes, add notes using the “notes” icon at the bottom left of the PPT frame
- 3) Save as a unique file name as a “PowerPoint Presentation (*.pptx)”
- 4) Starting at the introduction slide, click on the “Slide Show” tab on top ribbon menu
- 5) Click on the “Record Slide Show” pulldown menu
- 6) Choose “Record from this Slide...”
- 7) This will take you to the recording window where you need to make some choices
 - a. If you want to use something other than your mouse cursor to highlight while you talk, you will need to choose
 - i. Pen or highlighter on the bottom of the screen
 - ii. Color on bottom of screen
 - b. You will automatically have the audio and visual recording without a preview window.
 - i. Adjusting these settings can be done by clicking on the icons at the bottom right of the window
 1. Turn microphone off/on (automatically on)
 2. Turn camera off/on (automatically on)
 3. Turn Camera Preview On/Off (automatically off)
- 8) When you are ready to narrate the slide, you will see two recording icons on the top left initially, and a third icon after initial recording.
 - a. A red “Record” circle icon
 - b. A white “Stop” square icon
 - c. A blue “Play” right arrow play icon
 - d. You can also see a “Notes” pulldown in the middle top if you made notes
- 9) When ready, press “Record” and narrate your slide including mouse cursor, pen or highlighter
 - a. When done, press “Stop”
- 10) Press “Replay” to see how it looks and sounds to you
- 11) Double check the placement of the video window, move to your satisfaction
- 12) Save the file
- 13) Narrate the next slide following steps 9-12
- 14) Repeat for each slide until done
- 15) Test out the presentation by either clicking on the “Presentation” icon on the bottom right or going to “Slide Show” and selecting the “From Beginning” icon
 - a. If you have any issues with the presentation automatically presenting, click on the “Slide Show” tab, select “Set up Slide Show” and in the dialog window choose the following
 - i. Show Type
 1. Presented by a speaker (full screen)
 - ii. Show Options
 1. No boxes selected
 - iii. Show slides
 1. All
 - iv. Advance Slides
 1. Using timings, if present

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- v. Multiple Monitors
 - 1. Slide Show monitor
 - a. Automatic
 - 2. Use Presenter View (checked)
- 16) If satisfied, save again as PowerPoint Presentation (*.pptx)
- 17) Now, to convert to a video file, save the file with same name but also as a “MPEG-4 Video (*.mp4)
 - a. This MPEG-4 Video file extension is ideal for posting in Moodle and being played inside of Moodle instead of opening outside of Moodle.

If you learn better via videos, here is the link to the Microsoft Tutorial

<https://support.office.com/en-us/article/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33>