



Recording Audio in PowerPoint

Reference to Video <https://youtu.be/tzJ1dZBGpUg>

To begin recording

- Right-click the ribbon at the top of the screen.
 - Click “Customize the Ribbon”.
 - On the right-side of the dialog box scroll down under “Main Tabs” until you reach the “Recording” check box.
 - Check the box and close the box by tapping OK on the bottom of the screen.

Simple Recording

- Choose and select which slide you wish to add a recording to.
- Under the recording tab in the ribbon, tap “Audio”.
- In the dropdown menu click “Record Sound”.
- In the prompt window.
 - Give the recording a name that makes sense.
 - Then, click the red record button when you are ready to record.
 - Once you have completed your recording select the square stop button.
 - Click the OK button when your recording is ready to be inserted.

The recording will be inserted to the slide automatically and an image like this  will appear on the slide to access it.

Recording Slideshow

- Under the recording tab in the ribbon
 - Click “Record Slideshow”
 - In the dropdown menu select “Record from Current Slide”

The recording studio will take over the entire screen. You may want to practice with the tools in the studio before recording.

- To begin recording click the red record button
- To advance in the slideshow, hit the pause button in the top left corner
- Then, hit right pointing arrow on the right of the screen
- Select the record button to resume your recording
- Complete the last four steps until all slides have been recorded with the audio overlay.

Advanced Recording (Using Audacity)

Download link available at <https://www.audacityteam.org>

- Click “Download Audacity” on the website above and completed the installation process.
- Once the application is installed, launch Audacity
- To begin recording, in the top left corner click the red recording button.
- To complete the recording, click the square stop button.



You may want to experiment with some of the tools in this software, so it would be best to do that now.

- To insert your audio into PowerPoint:
 - Click the file menu in Audacity
 - Select Export
 - Click “Export to MP3”
 - Give your file a name. Then, Click “save” in the file explorer box.
 - Go back to PowerPoint and under the “Recording tab tap “Audio”
 - In the dropdown box click “Audio on my PC”
 - Find your file in the dialog back and select it.
 - Click Insert

You will have to complete this for each slide.

Finished?

When you are done with your slides, tap “Export to Video” under the Recording Tab. Give your project a name and export the mp4 file where you need it to go.