



MASTERS OF MBS ACADEMY

1. How would you Start the recording

Open the PowerPoint presentation

Go to the Slide Show tab

Select Record Slide Show and choose one of the following

- Start Recording from Current Slide

- Start Recording from Beginning

2. Configure Recording Options

Check the microphone selection is using the external microphone option.

Turn on the camera and preview the picture.

Enable background blur.

3. Click Start Recording to begin.

3. Record Your Presentation

Speak into your microphone and advance through the slides as you normally would.

If needed, pause the recording, using the pause button at the top or bottom of the screen.

4. Stop and Review the Recording

When you've finished recording, press the X button or advance past the last slide to stop.

To Preview your recording:

Go to the Slide Show tab.

Click Play from Beginning or Play from Current Slide to review.

5. If you need to re-record a slide:

Navigate to the slide, go to Record Slide Show, and select Start Recording from Current Slide.

Save Your Presentation with Recordings

Save the presentation with your recorded narration and timings:

File > Save As and select PowerPoint Presentation (*.pptx).

Optional: If you need to export as a video:

File > Export.

In the File Format option, select MP4.

Select your desired video quality (Suggested: Full HD).

Check the box for Timing: Use Recorded Timings and Narrations.

Click Export and choose where to save the file.

6. Final Checks

Play the video to ensure audio, timing, and animations are correct.

Share your video file.