Rehearsing, Recording, and Exporting your Presentation

Introduction

There are many things to keep in mind when giving a presentation. How long will it last? What will you say? If you're not in the same location as your audience, how will they view it? Fortunately, PowerPoint offers tools to help ensure your presentation goes smoothly.

In this lesson, you'll learn how to **rehearse** and **record** slide shows in advance. You'll also learn about alternative presentation options, such as **creating a video** of your presentation or presenting your slide show **online** to remote audiences. Finally, you'll learn how to **customize** your presentation with hidden or rearranged slides.

Rehearsing slide show timings

Rehearsing timings can be useful if you want to set up a presentation to play at a certain speed without having to click through the slides to present it. Think of it as a tool to help you practice presenting your slide show. Using this feature, you can save timings for each slide and animation. PowerPoint will then play back the presentation with the same timings when you present it.

Rehearsing is often one of the last steps in creating a well-polished presentation. If you've never presented a slide show, you may want to review our lesson on **Presenting Your Slide Show** to become familiar with the basics.

To rehearse timings:

1. Select the **Slide Show** tab, then locate the **Set Up** group.
2. Click the **Rehearse Timings** command. You will be taken to a full-screen view of your presentation.
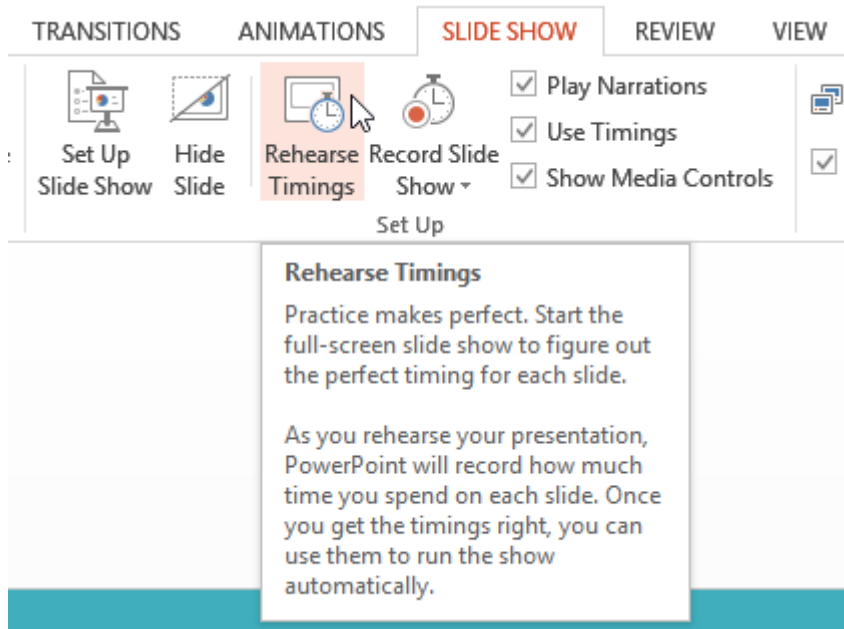
3. Practice presenting your slide show. When you are ready to move to the next slide, click the **Next** button on the **Recording toolbar** in the top-left corner. You also can also use the right arrow key.
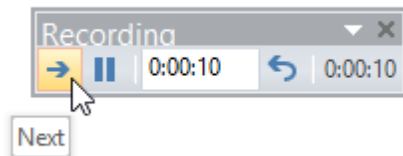
4. When you have reached the end of the show, a dialog box will appear with the total time of your presentation.
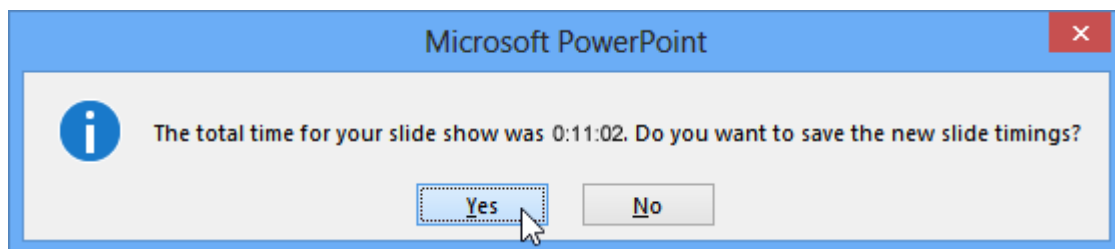
5. If you are satisfied with your timings, click **Yes**.

If you need more than one try to get the timings just right, the **Recording toolbar** has options to let you take a break or start over on a slide. To pause the

timer, click the **pause** button on the toolbar. No actions taken while the timer is paused will be included in the timings. To re-record the timings on the current slide, click the **repeat** button.
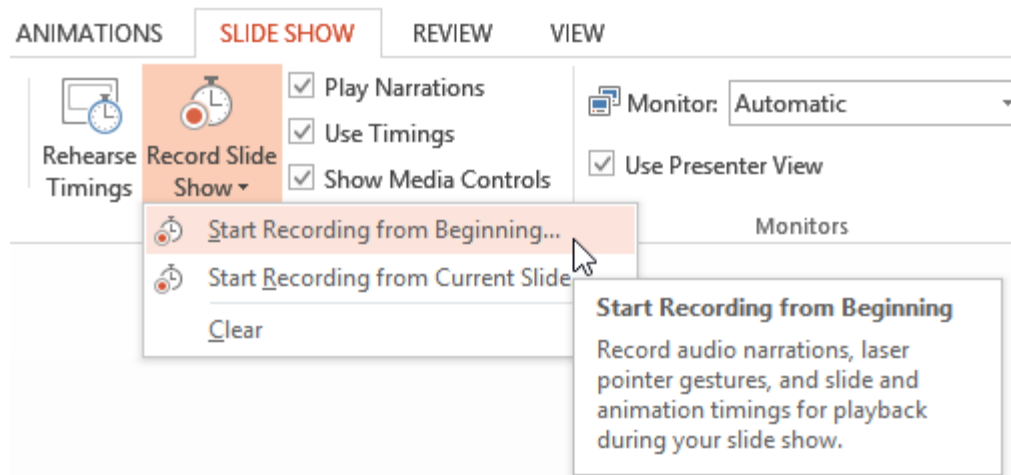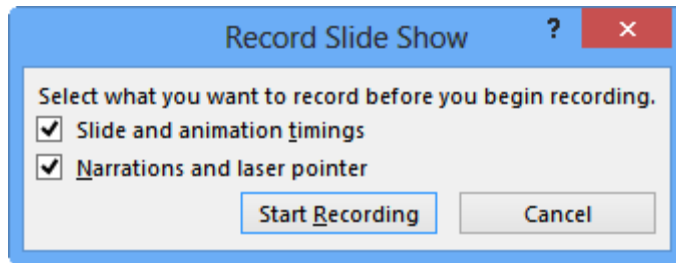
Recording your slide show

The **Record Slide Show** feature is similar to the **Rehearse Timings** feature, but it's a bit more comprehensive. If you have a microphone for your computer, you can even **record voiceover narration** for the entire presentation. This is useful if you plan on using your slide show for a self-running presentation or a video. Your mouse won't show up on screen in recorded slide shows, so if you want to **point out details on screen** you can use PowerPoint's **laser pointer** option.

To record a slide show:

1. Click the **Slide Show** tab, then locate the **Set Up** group.
2. Click the **Record Slide Show** drop-down arrow. Select either **Start Recording from Beginning** or **Start Recording from Current Slide**.

3. A dialog box will appear. Select the desired options. Remember, you can only record narration if you have a **microphone** attached to your computer.

4. Click **Start Recording**. Your presentation will open to a full screen.

5. Perform your slide show. Make sure to speak clearly into the microphone if you are recording narration. When you are ready to move to the next slide, click the **Next** button on the **Recording toolbar** in the top-left corner or use the right arrow key.
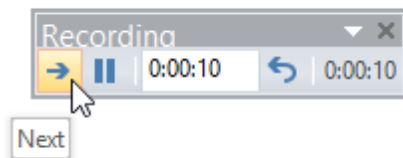
6. When you reach the end of the show, PowerPoint will close the full-screen view.

7. Your slide show timings and narration are now included in your presentation. The slides with narration will be marked with a **speaker icon** in the bottom-right corner.
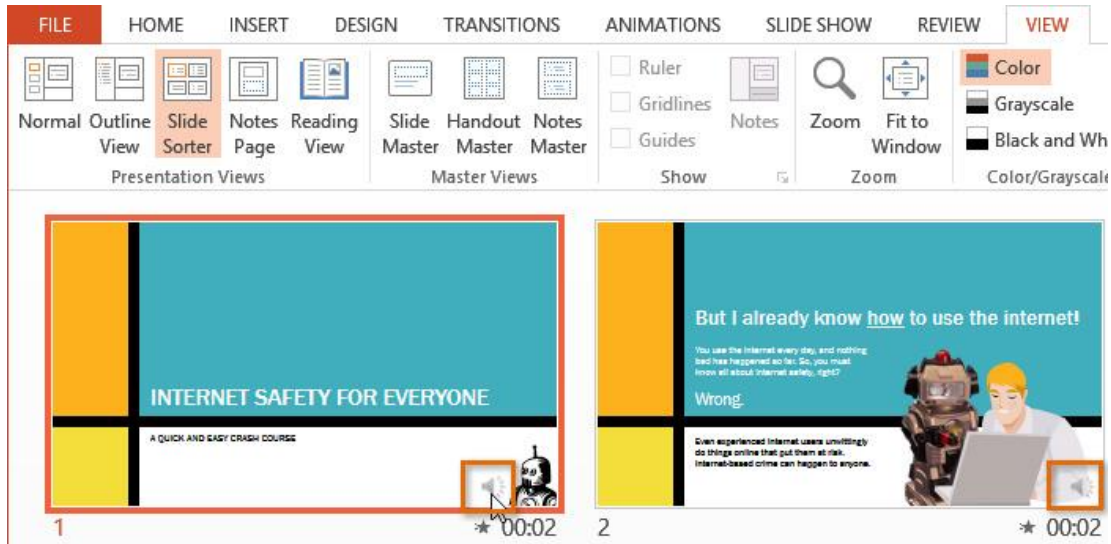
To point out details during your recording, press and hold the **Ctrl** key and the **left** mouse button. Your cursor will show up as a **laser pointer**. Simply move your mouse to indicate the desired details. Release the **Ctrl** key when you are finished pointing out things on screen.

To remove narration or timings from a recorded slide show:

1. Click the **Slide Show** tab, then locate the **Set Up** group.
2. Click the **Record Slide Show** drop-down arrow.
3. Hover the mouse over **Clear**, then select the desired option.
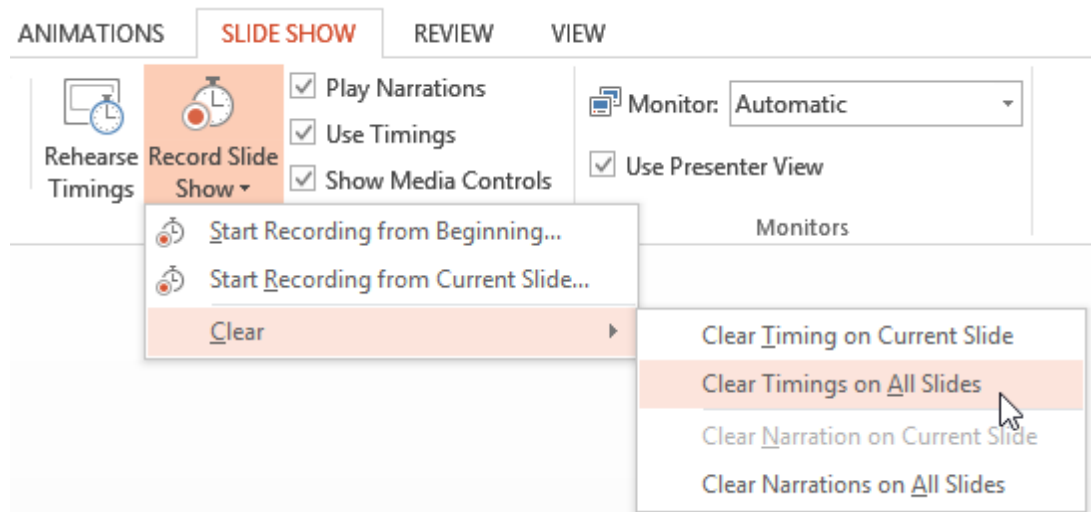
Sharing presentation options

PowerPoint offers several options to enhance or even totally change the way you deliver presentations. Instead of presenting your slide show normally, you can choose to present it as a **video**, or even **present it live online** so others can view it remotely. No matter how you choose to give your presentation, you can enhance it by **customizing** your slide show to remove or reorder slides. All of these options can help you give a polished and professional presentation.

Exporting a presentation as a video

The **Create a Video** feature allows you to save your presentation as a video. This can be useful because it lets your viewers watch the presentation whenever they want. To make sure your viewers have enough time to view each slide, you might want to **rehearse** the timings or **record** your slide show before using this feature.
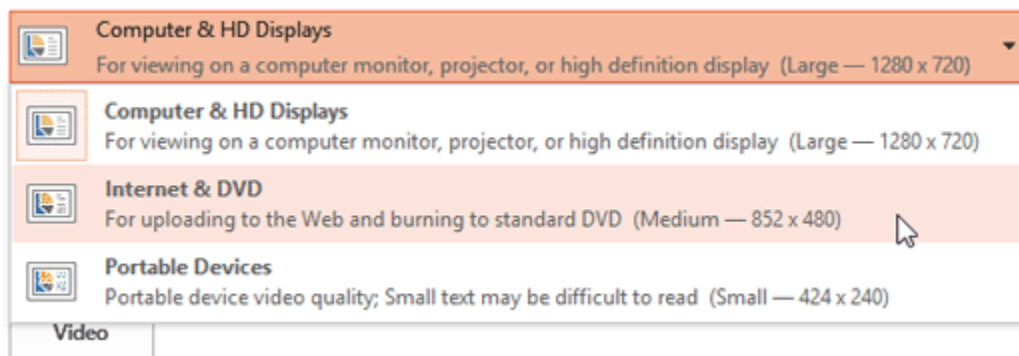
To create a video:

1. Click the **File** tab to access **Backstage view**.
2. Select **Export**, then click **Create a Video**. Video export options will appear on the right.
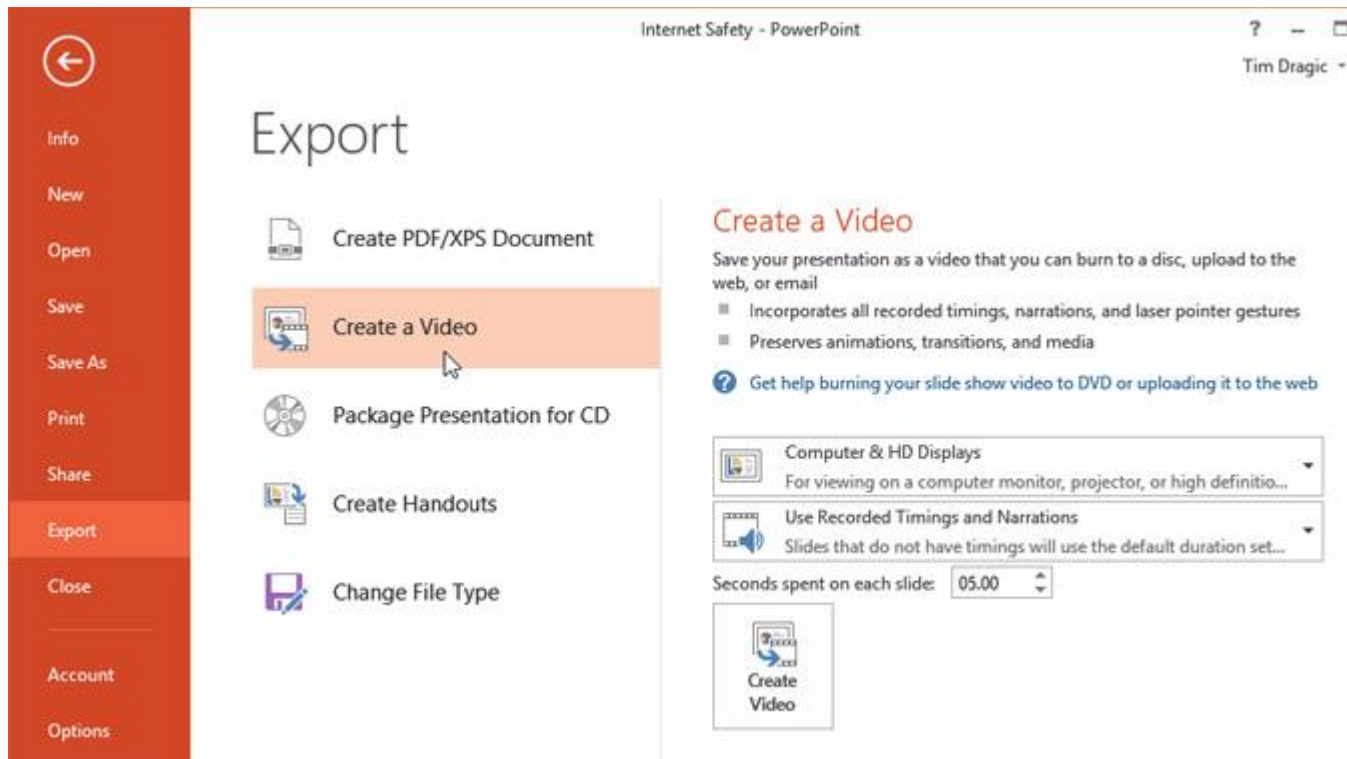
3. Click the drop-down arrow next to **Computer and HD Displays** to select the size and quality of your video.

     (For the purpose of this class save it as the internet & DVD size)

4. Select the drop-down arrow next to **Use Recorded Timings and Narrations**.

   o Choose **Don't Use Recorded Timings and Narrations** if you don't have or don't want to use recorded timings. You can adjust the default **Seconds to spend on each slide:** in the box below the drop-down menu.

   o Choose **Use Recorded Timings and Narrations** if you have already recorded timings and narrations and want to use them in your video.
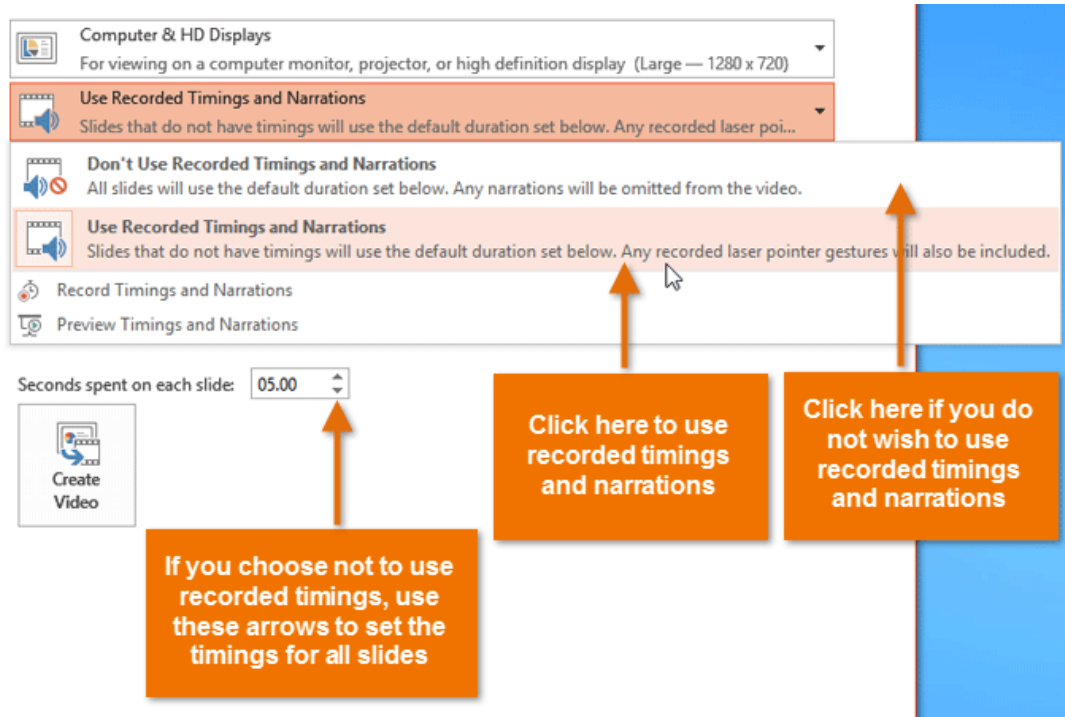
5. Click **Create Video**. The **Save As** dialog box will appear.

6. Select the location where you want to save the presentation, then enter a name for the presentation.
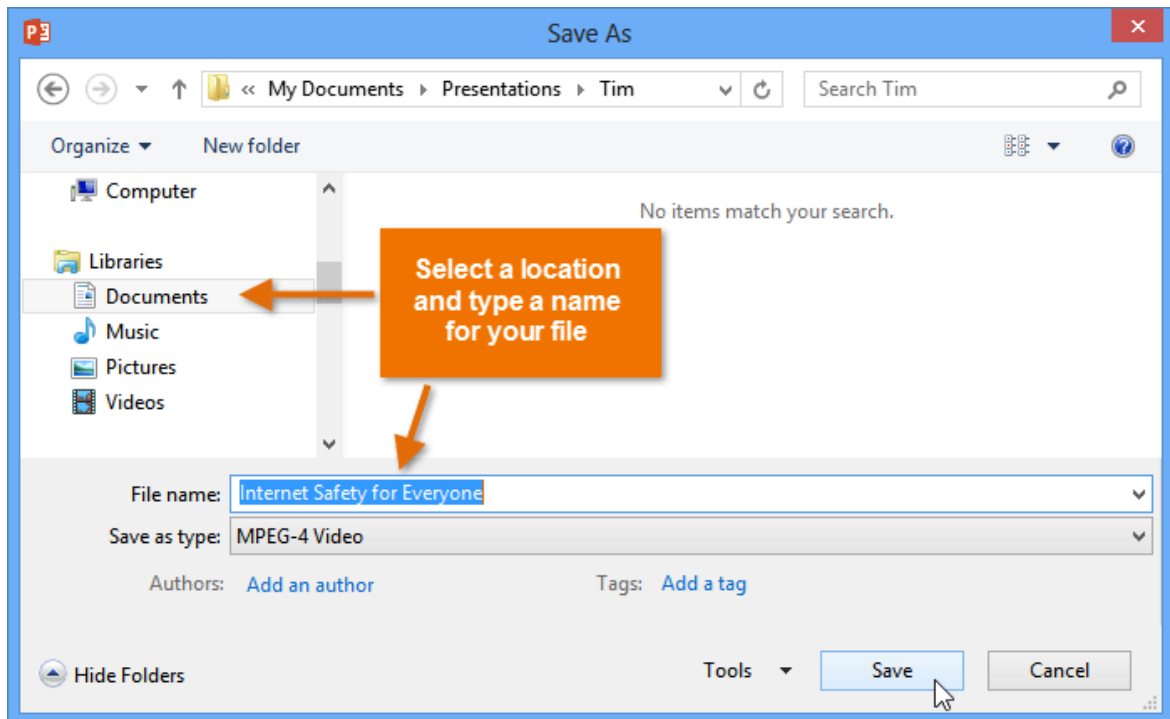
7. Click **Save**. As PowerPoint creates your video, a status bar will appear at the bottom of the PowerPoint window. When the bar is complete, your video is ready to view, send, or upload.