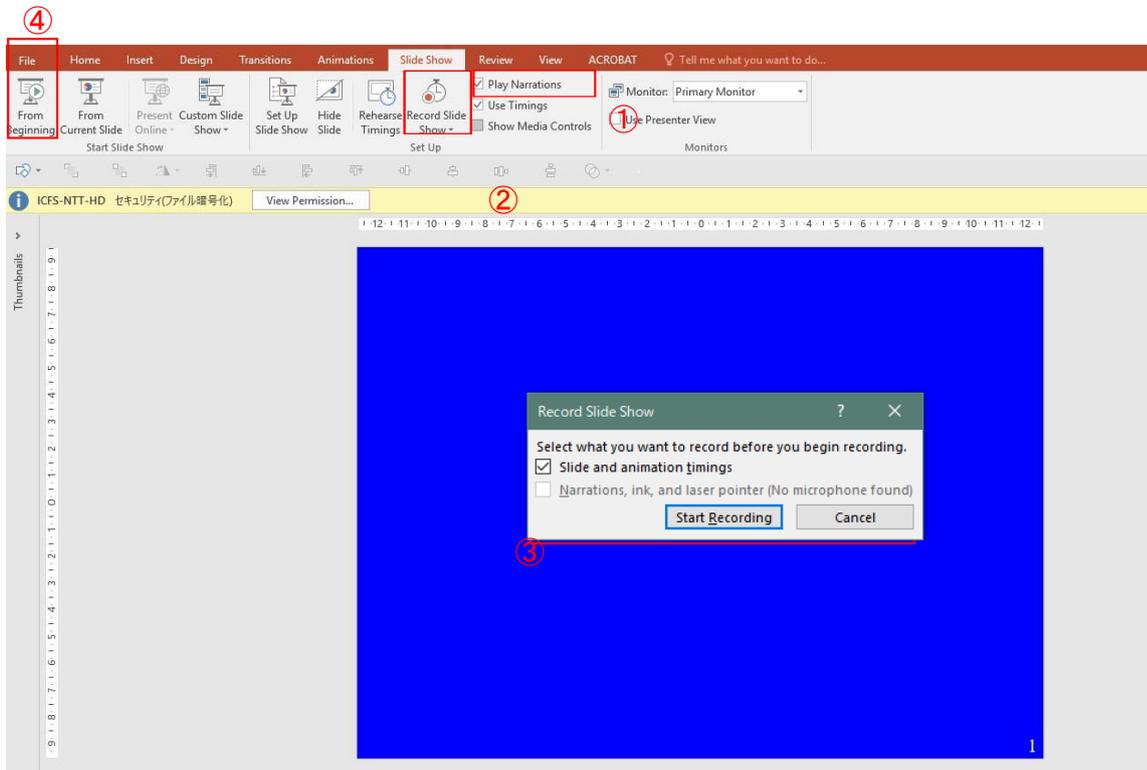
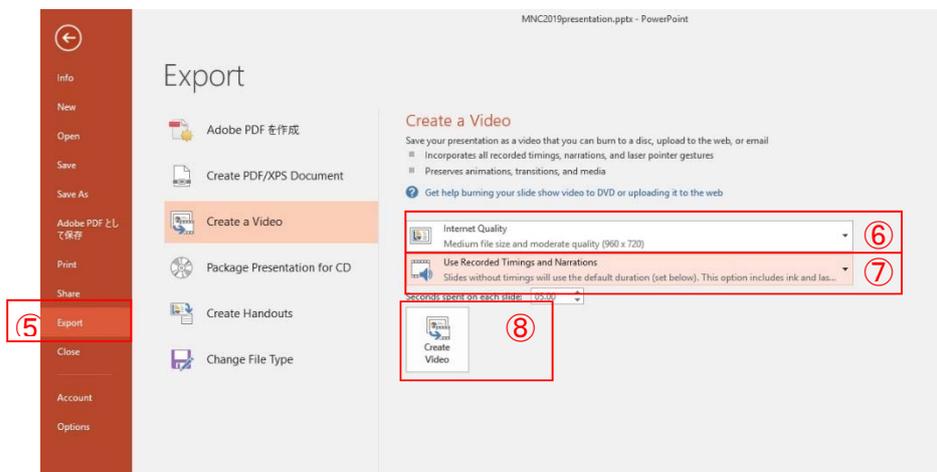


■ How to record a presentation by PowerPoint

- ① Check “Play Narrations” and “Use Timings”.
- ② Push “Record Slide Show”. → Pop - up window “Record Slide Show” appears.
- ③ Check “Slide and animation timings” and select “Start Recording”.
- ④ After recording, select “File” tab.



- ⑤ Select “Export” and then “Create a Video”.
- ⑥ Select “Internet Quality”.
- ⑦ Select “Use Recorded Timings and Narrations”.
- ⑧ Start “Create Video” and save the file as MPEG-4 video (*.mp4).



Please also refer Microsoft site.

[Record a presentation - PowerPoint \(microsoft.com\)](https://support.office.com/Record-a-presentation-PowerPoint-microsoft-com)