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Exercise: Recording a presentation

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account](#).

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

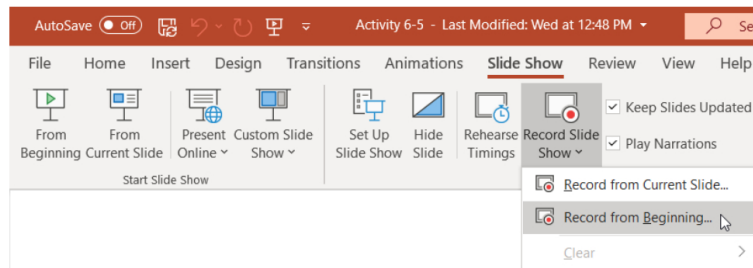
Let's get started!

You would like to record a presentation for an upcoming conference.

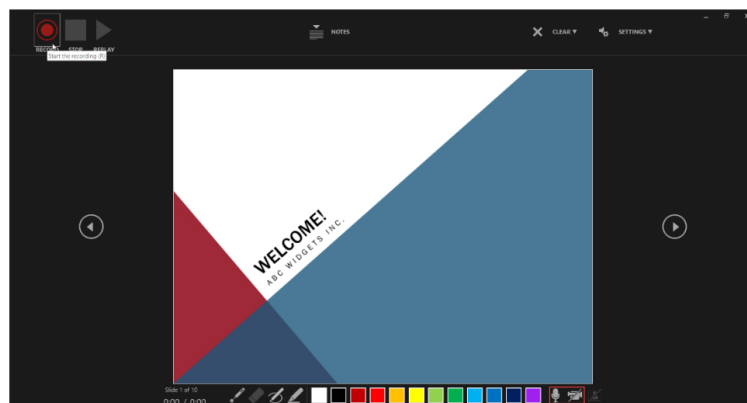
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Recording a Presentation](#)

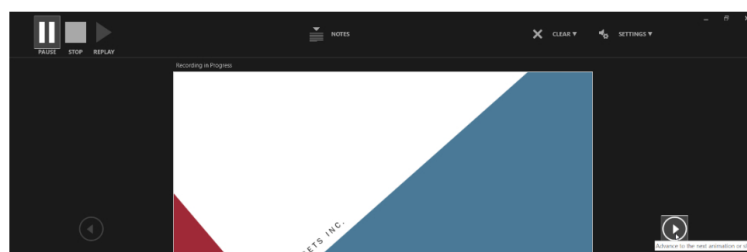
2. Start recording by clicking **Slide Show** → **Record Slide Show** → **Record from Beginning**:



3. The Record Screen will open. Make sure that your microphone is on, and your camera is turned off. Then, click **Record** to start:

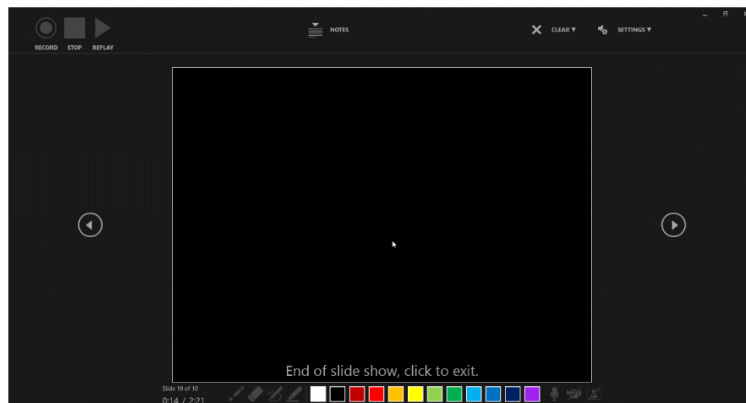


4. The recording will start. **Read** all of the text on the first slide and **advance** to the next slide:





5. **Repeat step four** until the slide show is complete. At the end of the presentation, click anywhere on the main screen to **close** the Slide Show view:



6. View the slide show again to make sure that the new slide timings are working. Then, save the presentation as **Activity 6-5 Complete** and close Microsoft 365 PowerPoint to complete this exercise.

7. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Recording a Presentation](#) [↗](#)

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