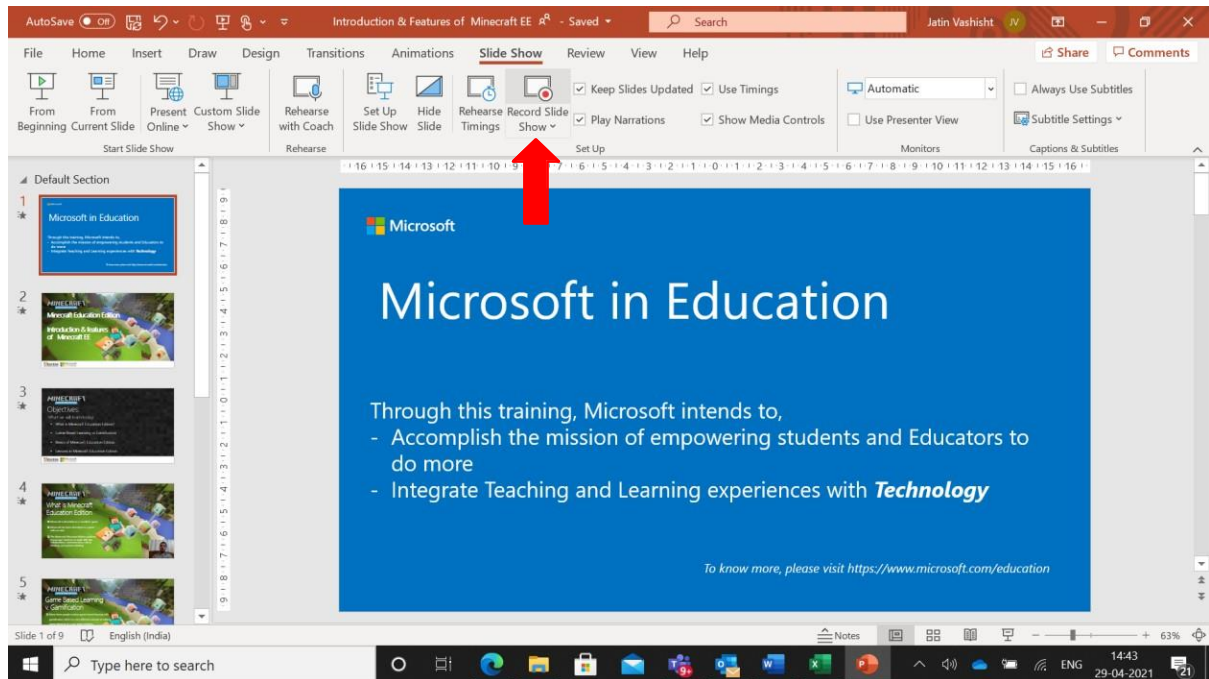


# Recording your PowerPoint presentation

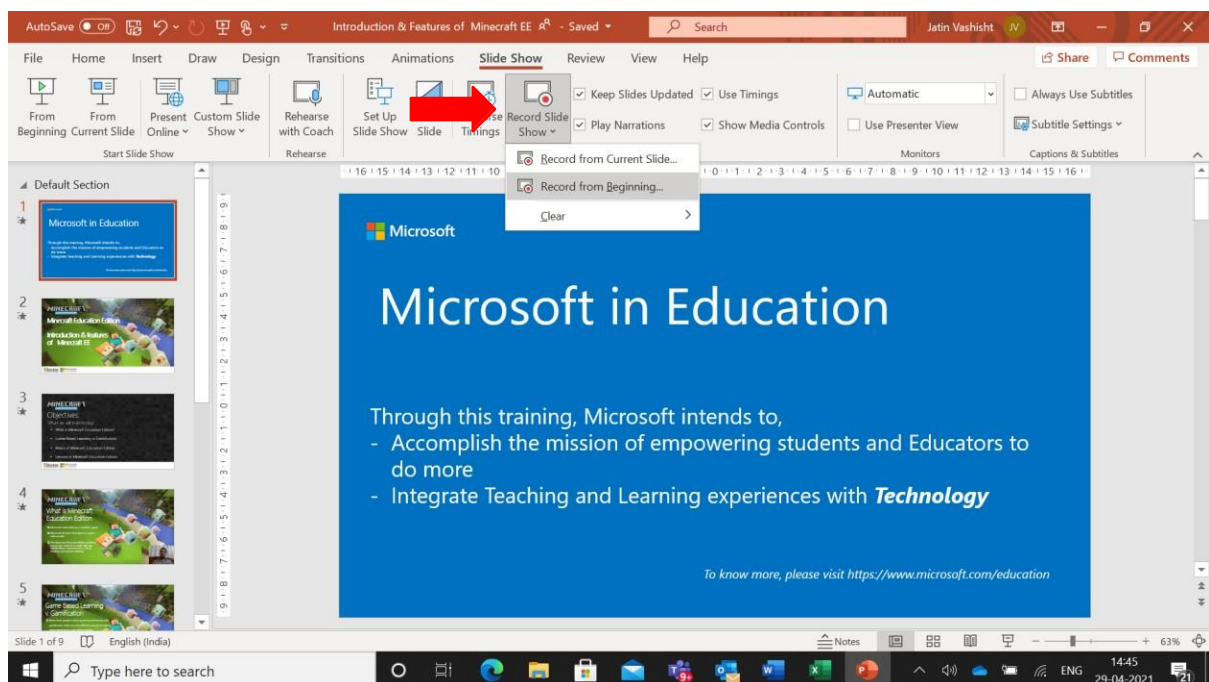
## Step 1

Go to slide show tab and click record slide show.



## Step 2

Choose “record from beginning”.



### Step 3

Click record button.



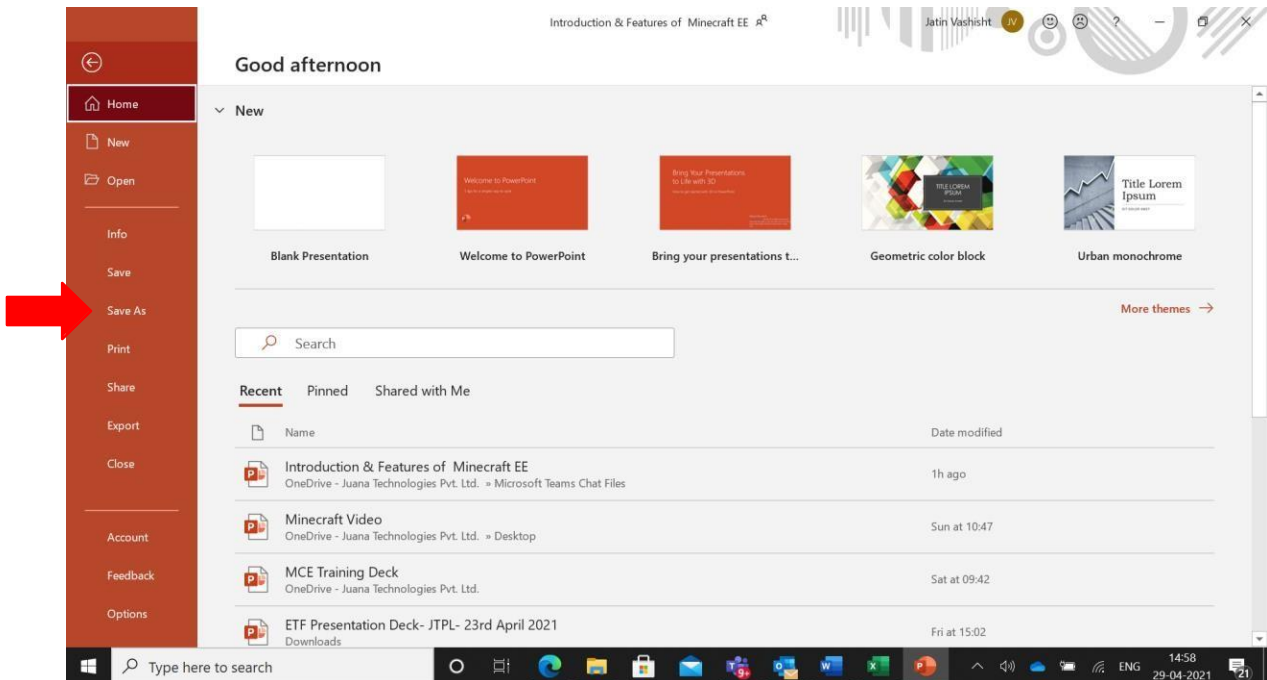
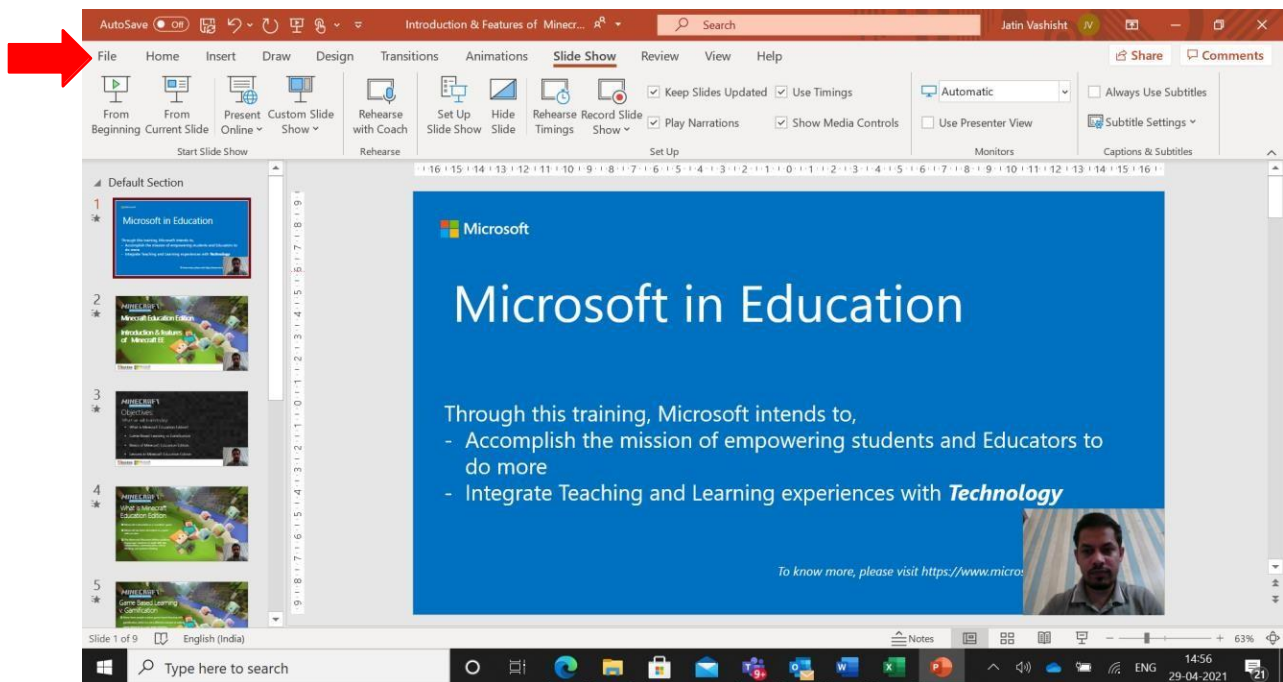
### Step 4

After completing your presentation, click stop button and the Esc key on the keyboard.



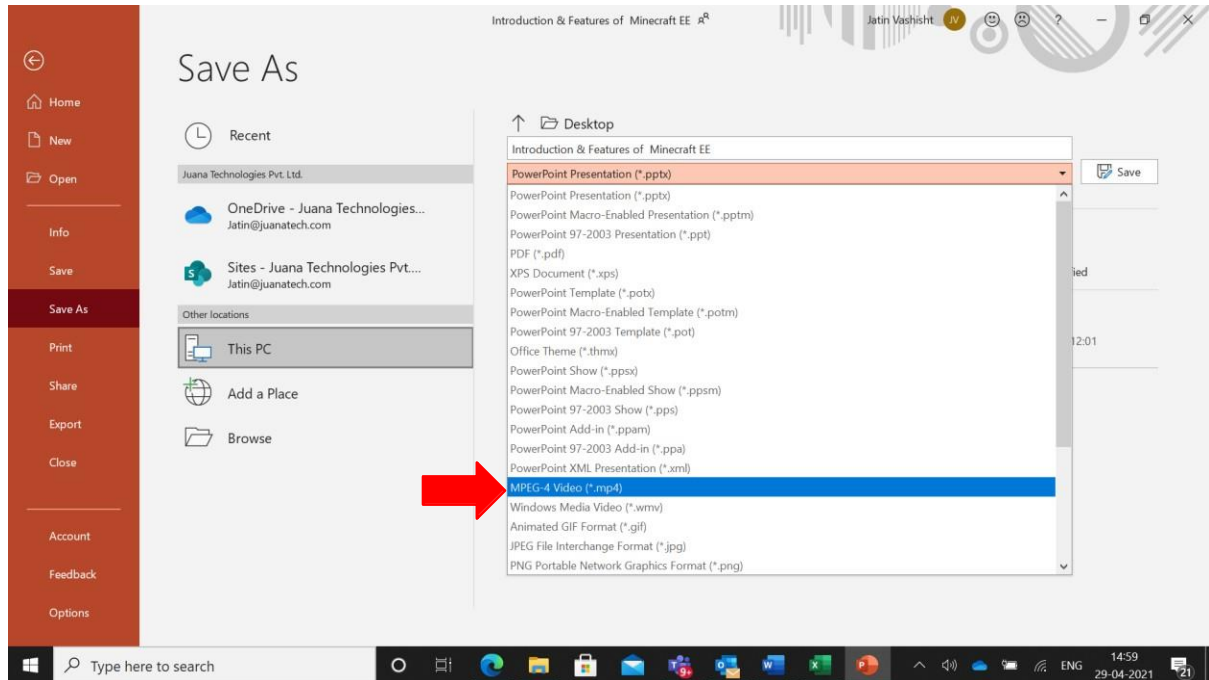
## Step 5

Now you will see your recorded video on every slide. From here go to Files tab and then choose save as.



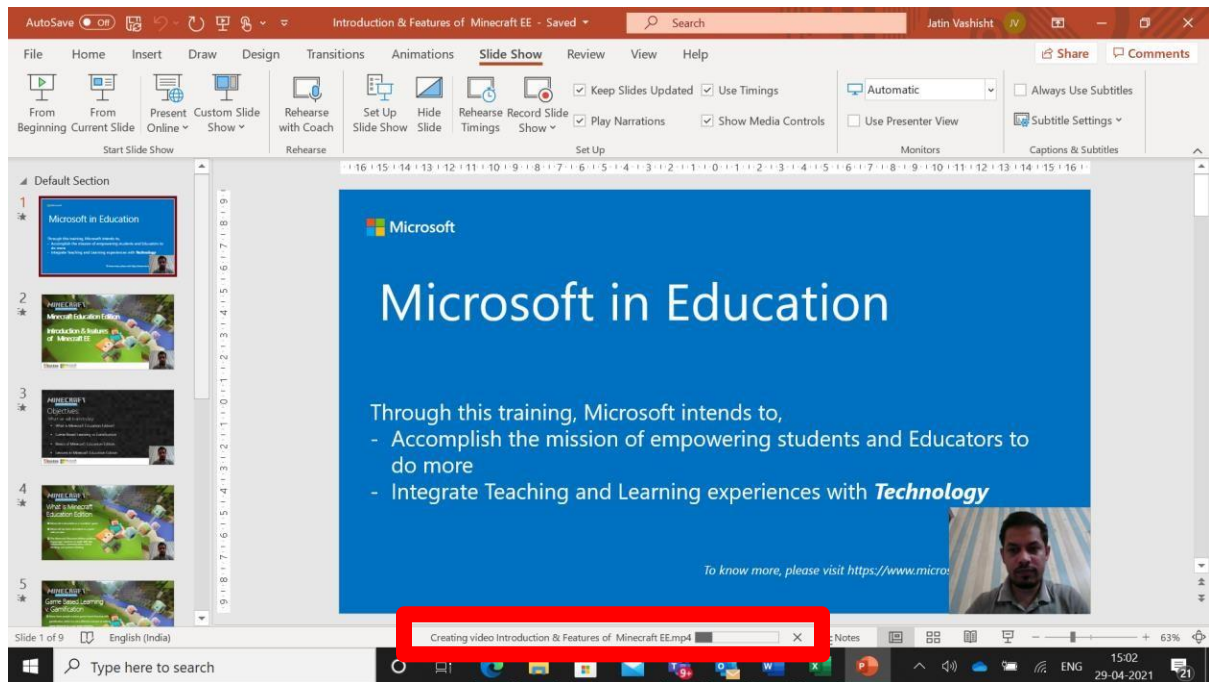
## Step 6

Save it as MPEG – 4 (.mp4) video on your device.



## Step 7

Wait for the file to process and get saved.



Play and check, then share the link of this video with us by uploading it to your one drive.