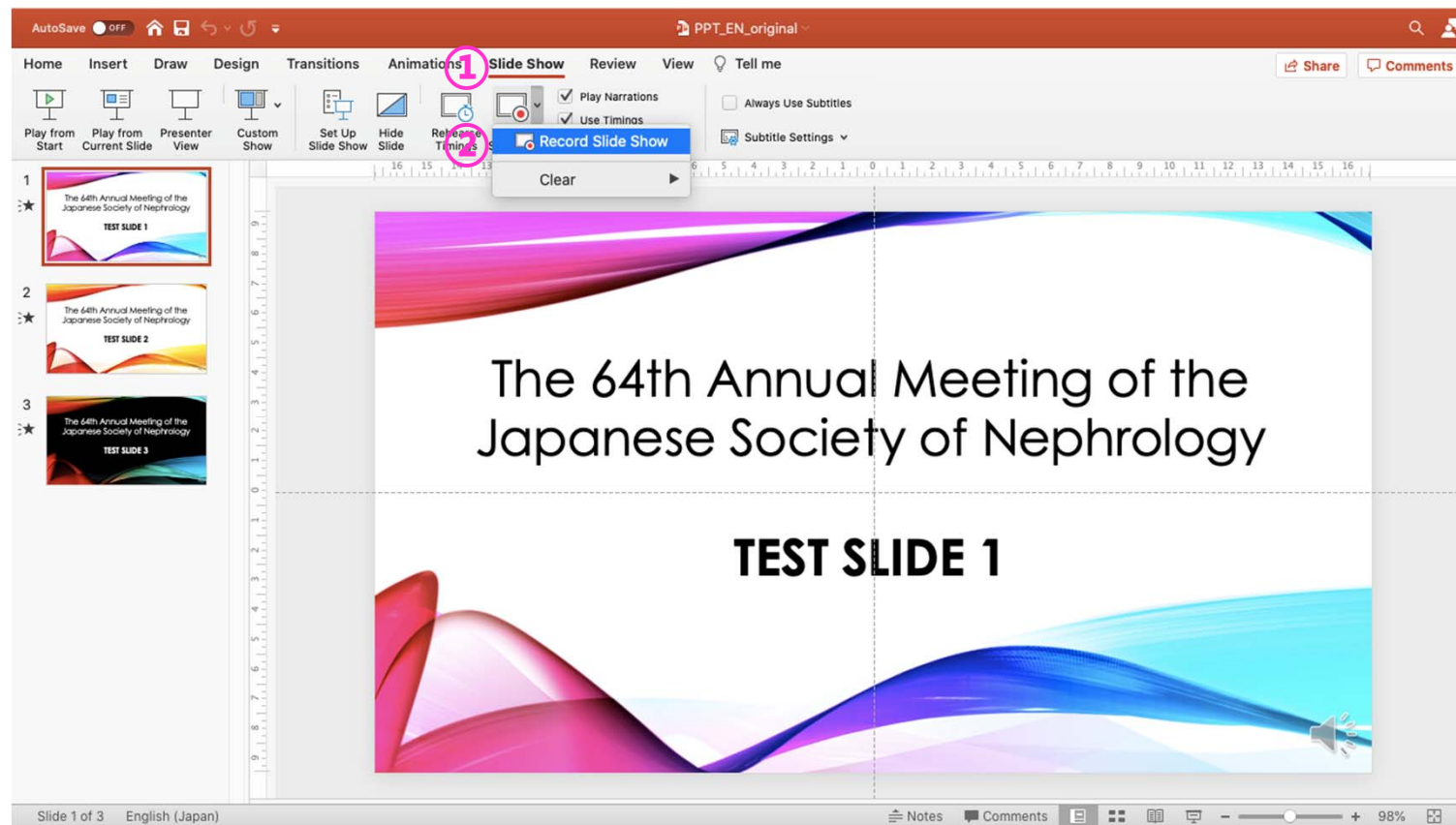


How to create PowerPoint presentations with audio
-PowerPoint (Mac)-

01

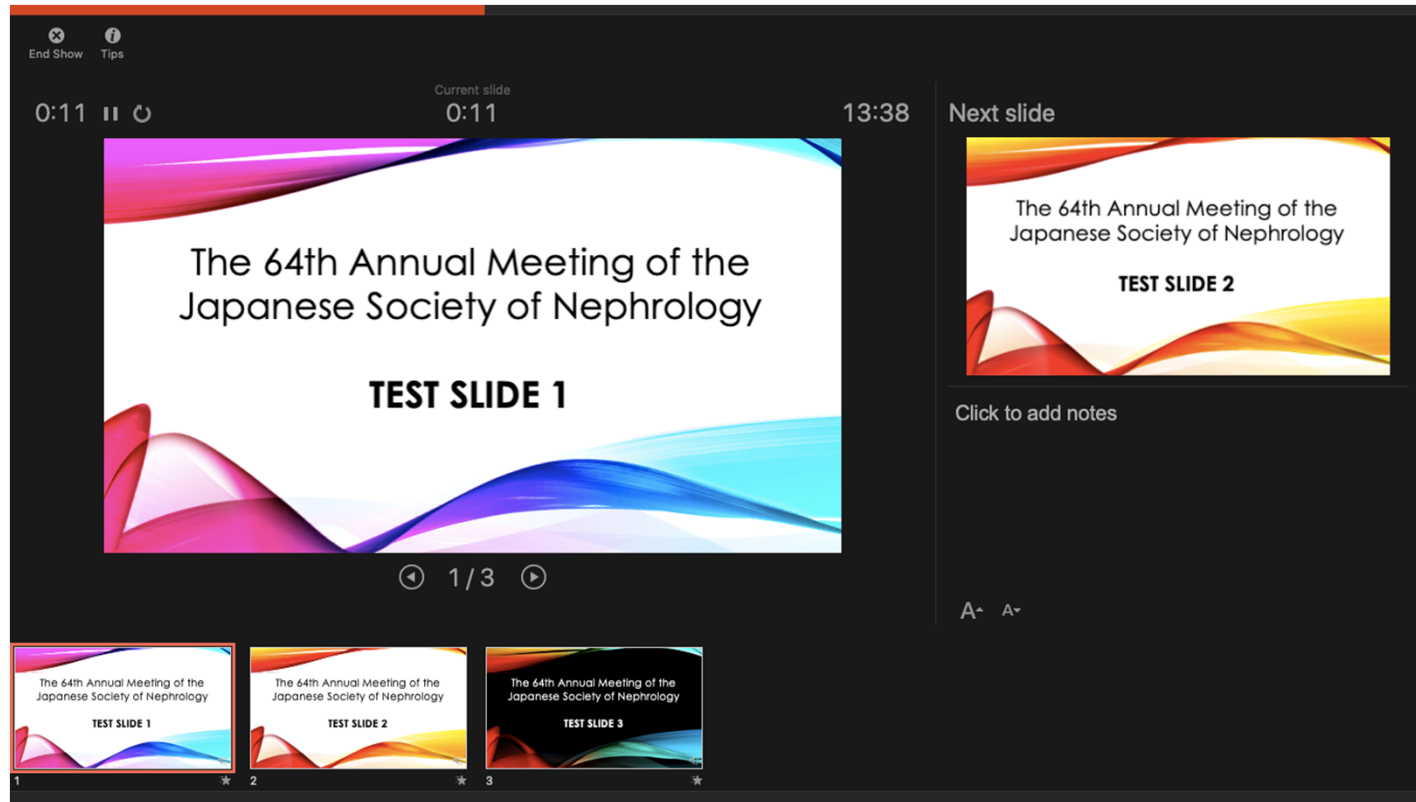
How to record a slide show with narration



①Select **Slide Show** tab →② Click **Record Slide Show**

02

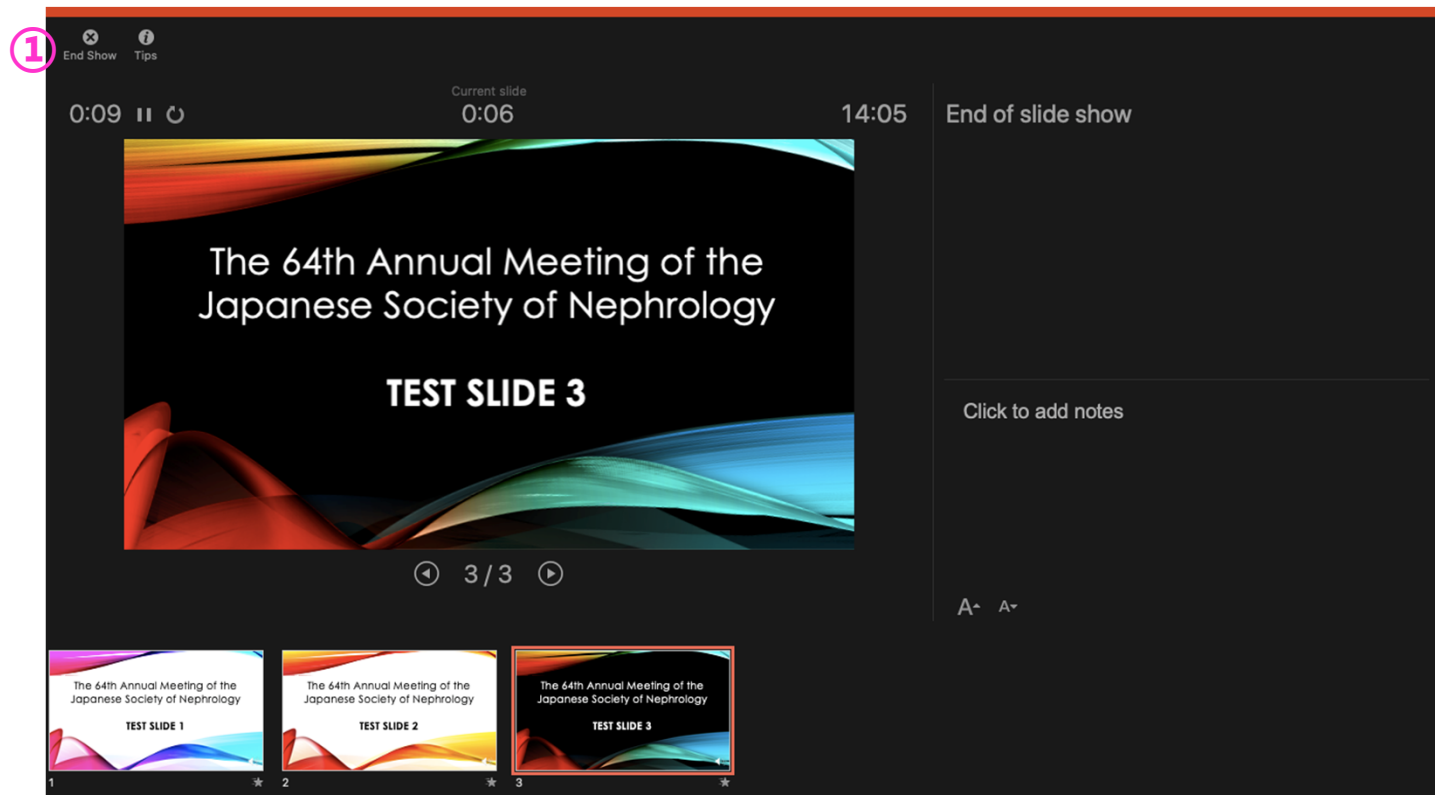
How to record a slide show with narration



Then, the recording window will open and the recording will begin

03

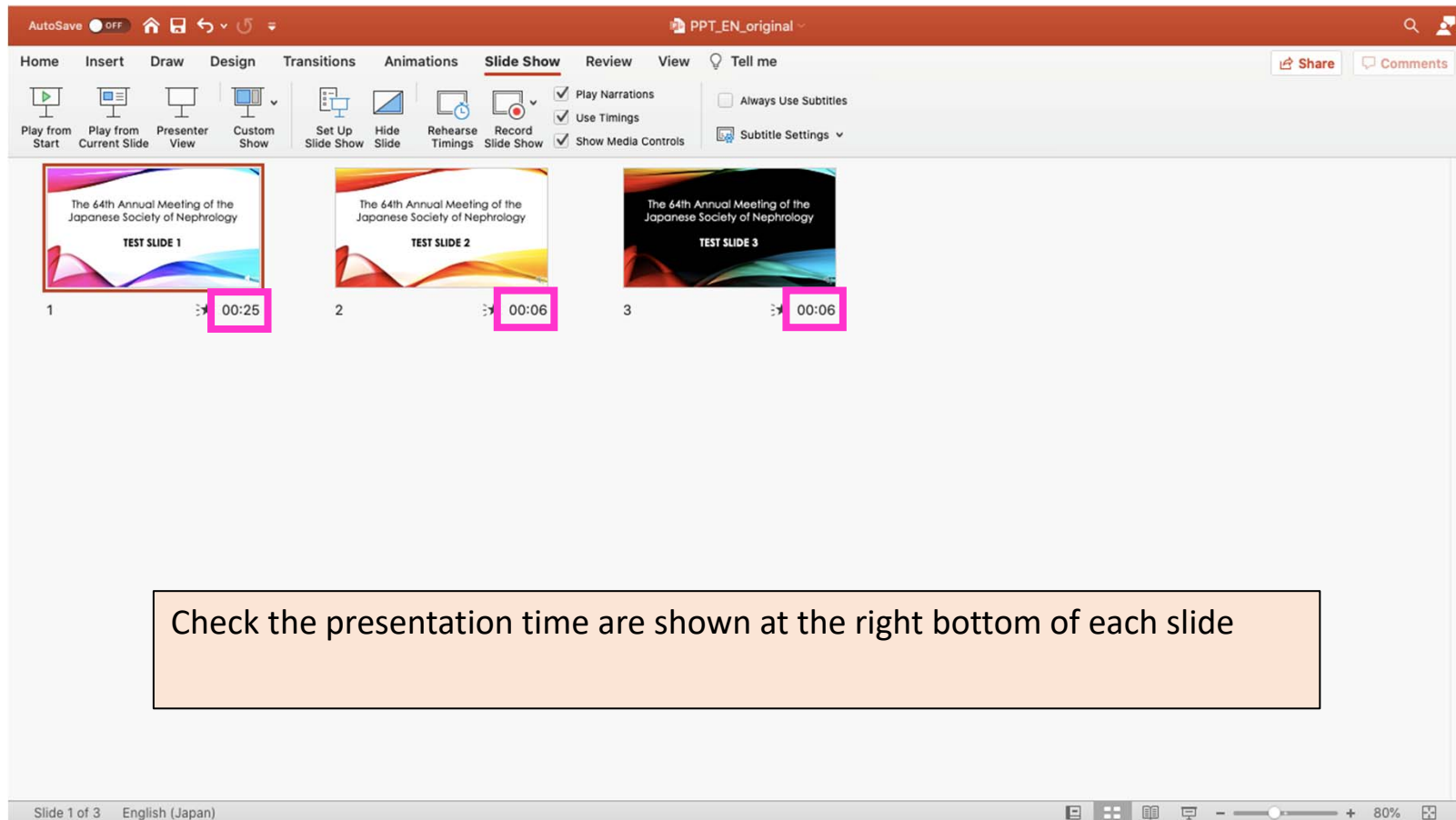
How to record a slide show with narration



① To end the recording, click **End Show**

04

How to record a slide show with narration

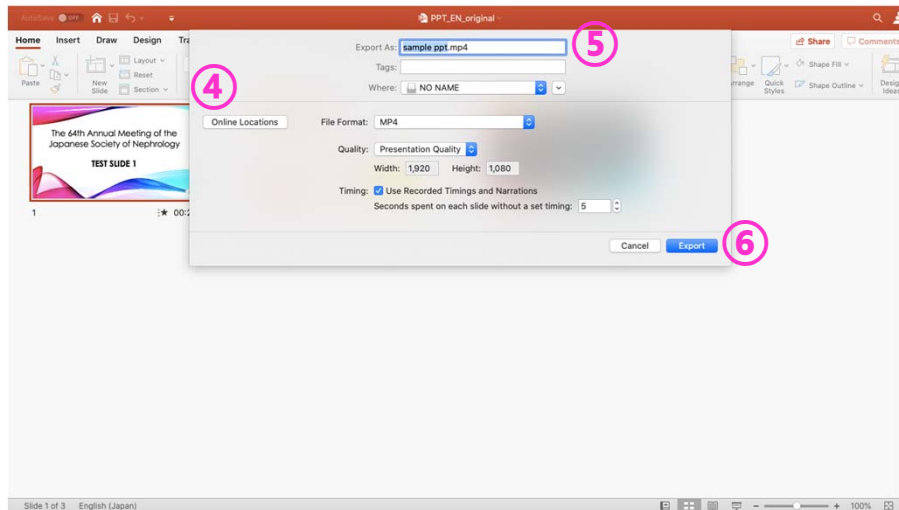
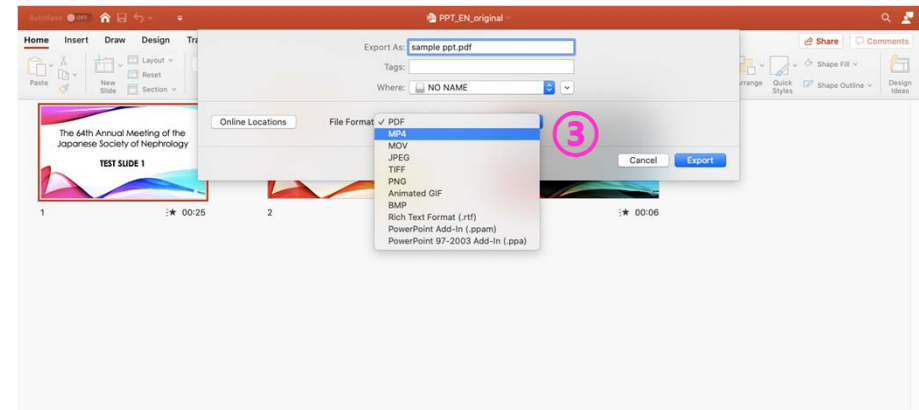
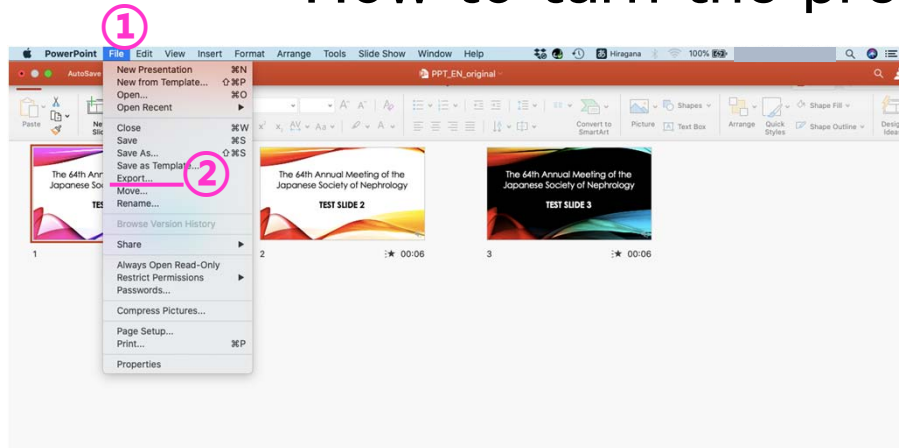


The screenshot displays the Microsoft PowerPoint interface with the 'Slide Show' tab selected. The ribbon includes options for 'Play from Start', 'Play from Current Slide', 'Presenter View', 'Custom Show', 'Set Up Slide Show', 'Hide Slide', 'Rehearse Timings', and 'Record Slide Show'. Checkmarks are visible for 'Play Narrations', 'Use Timings', and 'Show Media Controls'. The 'Slide Sorter' view shows three slides, each with a recorded time at the bottom right: Slide 1 (00:25), Slide 2 (00:06), and Slide 3 (00:06). The times are highlighted with pink boxes. A text box at the bottom of the slide sorter area contains the instruction: 'Check the presentation time are shown at the right bottom of each slide'. The status bar at the bottom indicates 'Slide 1 of 3' and 'English (Japan)'.

Check the presentation time are shown at the right bottom of each slide

05

How to turn the presentation into a video



- ① Click **File** tab
- ② Click **Export**
- ③ Select File Format **MP4**
- ④ Select location
- ⑤ Type file name
- ⑥ Click **Export**