

How do I make a recordings in PowerPoint?

PowerPoint can be used to create presentation from scratch or a template, you can add text, images, art and video. The PowerPoint designer can help with a professional design.

How do I make a recording in PowerPoint?

PowerPoint allows you to record narration over your slides and save this as a video file (mp4). This articles describes how to do this in PowerPoint for Office 365, PowerPoint 2019 and PowerPoint 2016.

Record narration and timings

Select **Slide Show > Record Slide Show**.




Choose from two options:

- **Start Recording from Beginning** - to record from the beginning of a presentation.
- **Start Recording from Current Slide** - to record from a specific slide.

Select or clear what you'd like for your recording, and then select **Start Recording**.

Start speaking or add markings to your presentation.

 **Note:** Audio won't record when slide transitions happen so let these play first before you start speaking.

Remove Recordings

A sound icon appears on a slide to show when a recording is available.

You can also remove recordings from slides.

Select **Record Slide Show > Clear**.

Choose from four options:

- **Clear Timing on Current Slide** - to delete timings on the current slide.
- **Clear Timings on All Slides** - to delete timings from all slides at once.
- **Clear Narration on Current Slide** - to delete narration on the current slide.
- **Clear Narration on All Slides** - to delete narration on all slides at once.

Export recordings

When you're done recording, save and share your presentation as a video. You can then upload this to your My Media on Canvas.

Select **File > Export**

Select where you'd like to save your presentation to.

Under **Export as type**, select the drop down arrow and then select **Mp4**

Select **Save**.

Watch a short video


This short video (11 mins) explains the steps above.

PowerPoint's recording studio

PowerPoint's **recording studio** now gives you an enhanced recording experience and more options when recording your presentation:

Learn more about PowerPoint's recording studio [here](#).

Need more help?

 See Microsoft's support site: <https://support.office.com/en-ie/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c> and <https://support.office.com/en-ie/article/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>