
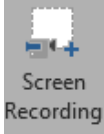
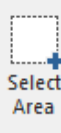

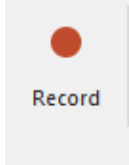




Office 365 "How To's"



PowerPoint Desktop to Create Screencast Videos

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|--|---|
| <p>1. On a Windows 10 computer, launch the PowerPoint desktop app. Once opened, select Blank Presentation to start a new presentation.</p> |  |
| <p>2. Click on the slide, then click the Insert tab and select Media > Screen Recording.</p> |  |
| <p>3. The screen recording toolbar will pop up on the screen. Next, click the Select Area button to select the area of the screen to capture. The area within the red border will be included when recording.</p> |  |
| <p>4. Select the Audio button and/or Record Pointer if needed for the screencast. Audio can be included if there is a microphone available. Typically, laptops have one that is built-in, while desktops require an external microphone. Some headphones and webcams have microphones.</p> |  |
| <p>5. When ready, click the red Record button. Anything that is done on the screen within the red border will be recorded until stopped by either pressing the Windows + Shift + Q keys at the same time or hovering at the top of the recording area to drop-down the tool menu to click the pause button or the blue square to stop recording.</p> |  |
| <p>6. Once the recording is stopped, the video will insert directly onto the slide. At this point, the video can be edited before saving. To do so, first select the video by clicking on it. Then, right-click to view the options which include Style, Trim, and Start.</p> |  |
| <p>7. When finished editing, right-click again to select Save Media as... to name the screencast video and choose a location where it will be saved as an MP4 file.</p> |  |