

## Hidden Talents in your Software?

Most everyone, these days, is familiar with the MicroSoft™ Office (or Office 365™) Suite of software products. We know that we use Word™ for our word processing needs and we fashion our spreadsheets, graphs and tables with Excel™. Databases to Access™ and our e-mails go to Outlook™. Of course, everyone knows that we make our presentation slide decks with PowerPoint™. However, some of these familiar programs have hidden talents. For example, did you know that you could record your screen for demonstrations or training videos using PowerPoint™?

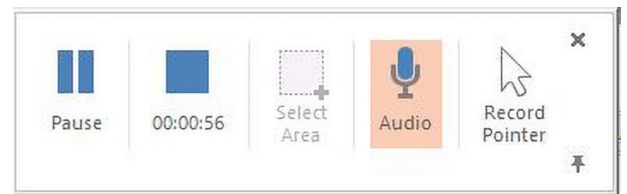
Here are the steps to make a screen recording using PowerPoint™:

1. Open a new PowerPoint™ presentation file, and click on the “Insert” Tab. On the extreme right-hand side of the ribbon in the “Media” group is the “Screen Recording” Icon



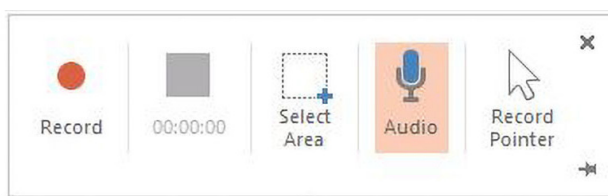
3. Use the “Select Area” Icon on the Control Bar and drag a box on the screen for the area you want to capture. You can capture a portion of a screen or drag the area across your entire desktop. Select the “Record Pointer” option to include the cursor in your video. Press the “Record” icon to start the recording and proceed to record your screen and speak into your microphone to record your voice. Note: You will have a three second warning countdown for when recording will begin. HINT: You might want to practice your screen movements (and audio) a few times before actually capturing anything.

4. During recording the “Record” icon will be replaced by a “Pause” Icon. To stop the recording, mouse to the top of the screen to expose the Control Bar, and press the “Pause” Button



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2. Clicking on the “Screen Recording” Icon will activate the PowerPoint Video and Audio (you can record sound also) Control Bar. Note: You can pin the Control Bar to your screen using the pushpin in the lower right corner, or the Control Bar will collapse into the top of your screen (default) as you record. To recover the Control Bar, just mouse to the top of the screen

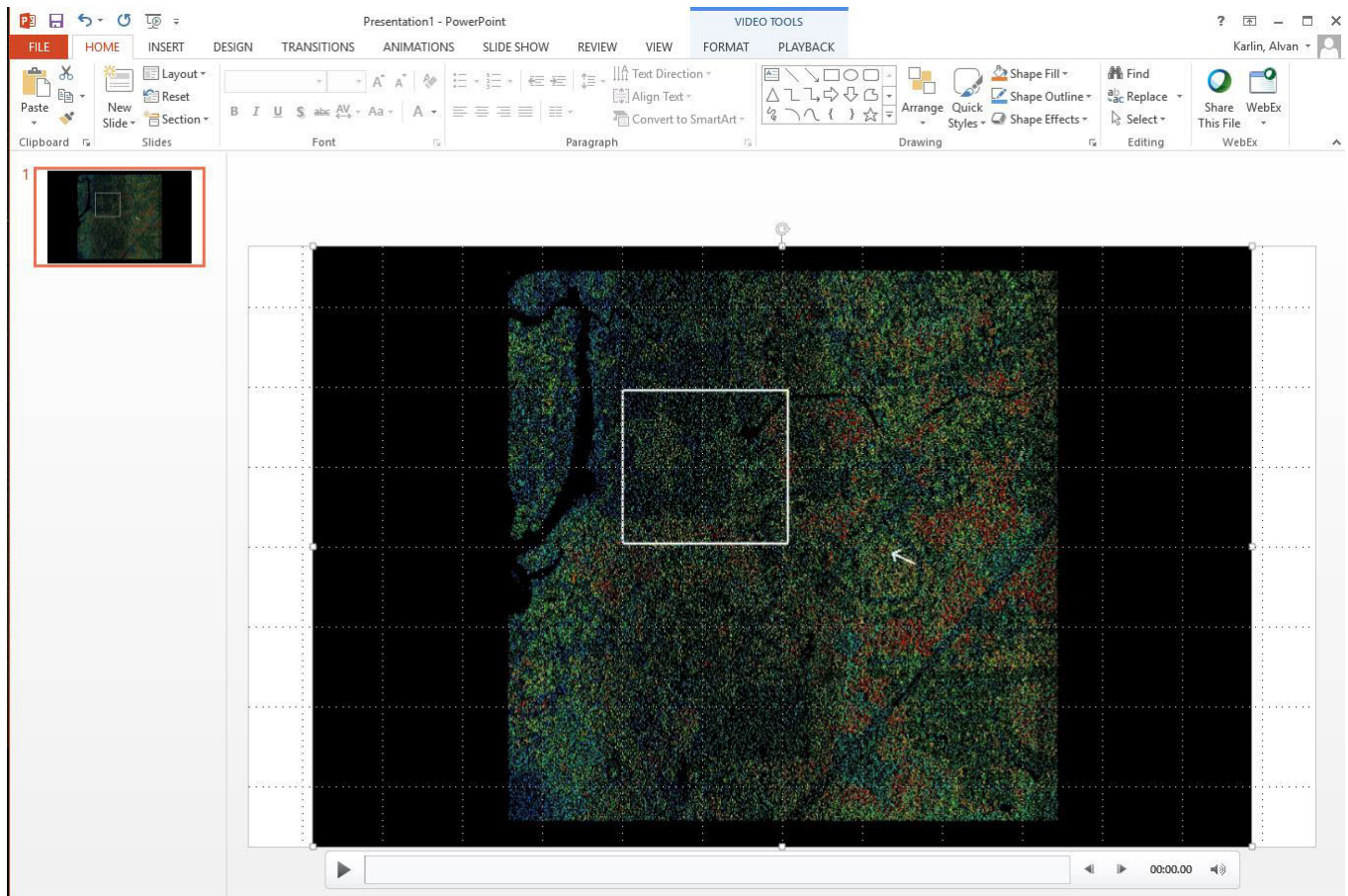


5. To finish the recording and insert the video/audio into your slide, close the Control Bar using the “X” in the upper left-corner or use the Keyboard shortcut; Windows+Shift+Q. This will insert your recording onto your blank slide with the standard player controls beneath the slide:

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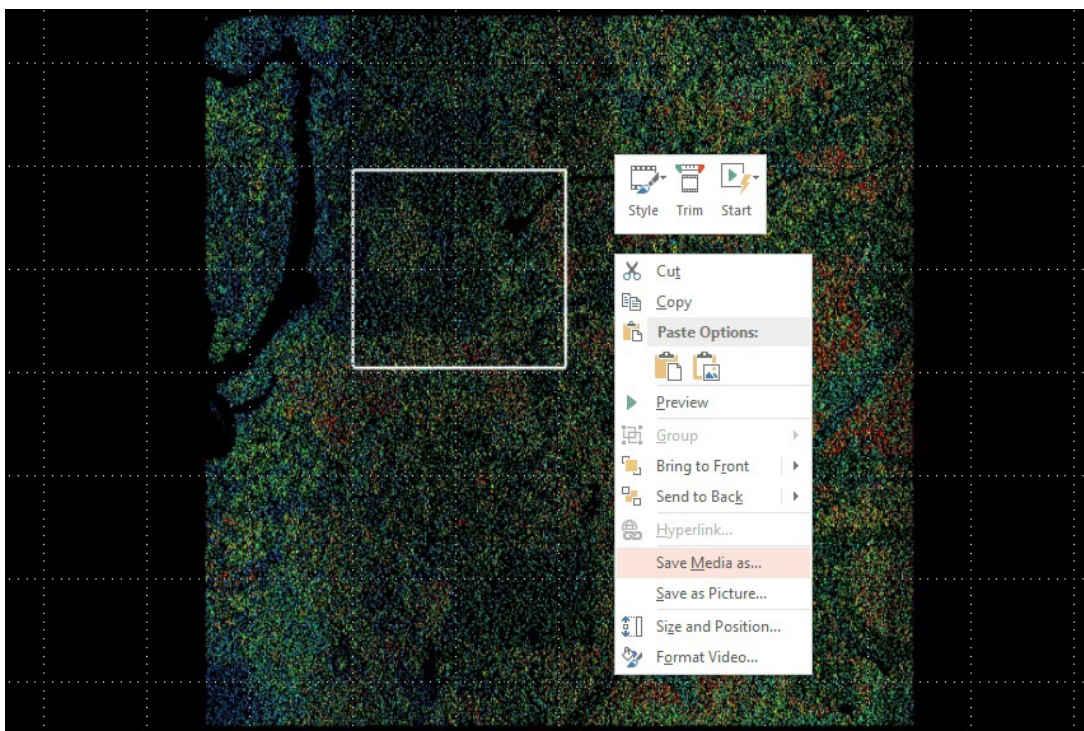
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6. Finally, if you want to output the video/audio file to an .MP4 file, just right-click on the slide and select “Save Media as...”; navigate to a directory, name the file and it will save as an .MP4 medial file.

That is all there is to it. Happy recording using this hidden talent in PowerPoint™.



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