

Voice-Over Power Point

To Create

1. Start by opening your Microsoft Power Point presentation.
2. Select the slide that you want your audio recording to play on.
3. Locate the insert tab at the top of the page.
4. Click on the lower arrow on the sound tab on the right.
5. Click on record sound.
6. Enter the name of your sound and then click the red button to start recording.
7. Make sure to speak clearly into the microphone.
8. When you have finished recording, press the stop button.
9. After pressing the stop button, press ok and your sound will be inserted into your slide.
10. To add audio to another slide, repeat steps two through nine on the chosen slide.
11. Save your presentation and exit.

To Use

1. Open Microsoft Power Point.
2. Find your presentation and open it. Click on the slideshow tab at the top of the screen, and click on from beginning.
3. Find and press the speaker icon on the slide to start playing the audio.
4. Left click to go to the next slide and repeat step three.