

Adding a Narration to a PowerPoint 2010

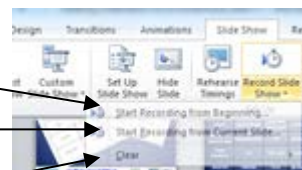
Open the PowerPoint presentation you wish to add a narration to. The narration will play back with a full screen slide show.

Click on the **"Slide Show"** tab.



Then click on **"Record Slide Show"**

You can select
Start recording from beginning to record on every slide
or
start recording from current slide to just record one slide at a time

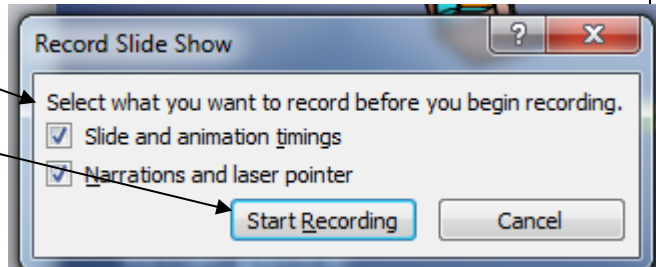


If you don't like what you have recorded just click clear

Make sure both boxes are ticked
To start recording narration

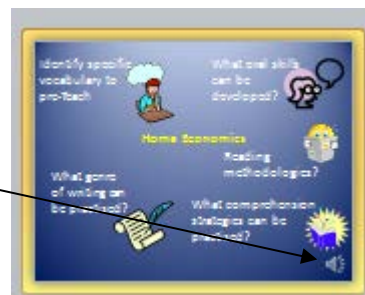
click **"Start Recording"**

A full screen slide show will start, which you can record your narration for. Move from slide to slide by clicking.



When you are finished recording click the X and the top left hand side of the screen and press escape.

After a few minutes the slides will appear in slide sorter view. The slides that have a narration on them will have a sound symbol.



Preview slide show to check narration. Save you PowerPoint.