

HOW TO CREATE AN ANIMATED LECTURE FOR REMOTE AND ONLINE PRESENTATIONS

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Use this step-by-step guide to create an Animated Lecture with Microsoft Powerpoint.

1. Create your PowerPoint presentation with the images and text you want to use.
2. Prepare your script or notes that go along with each slide in a separate document. Be sure to have it printed, or available on a different screen.
3. When finished, go to the tab on top labelled "Slide Show".
4. Under this tab you will see a stopwatch icon with a red dot called "Record Slide Show".
5. When you click on this you will IMMEDIATELY start recording so be prepared to start talking right away. Have your script on hand to start reading.
6. You will see a digital timer keeping track of the duration of your talk. Use this to ensure consistency in timing for your narrations slide to slide and to keep track of the length of your talk.
7. You control the action of the content and advancing the slides so your narration will always match what's happening on the screen.
8. When you have recorded your entire lecture, click the small button in the top left corner called "End Show". You're finished. Be sure to save your PowerPoint as a **".pptx"** file. This is necessary to save your narration to the PowerPoint presentation.
9. To test your recording, select the "Slide Show" tab again and select "Play from Start". Your presentation will play without you needing to prompt any slide and you will be able to hear your voice.
10. Should you want to re-record your narration for a certain slide, highlight that slide then select "Slide Show" (steps 2 to 4). When finished, select "End Show" and your new narration will be added to that slide.
11. Your entire lecture/talk and PowerPoint is now recorded as a "show" and can be emailed to anyone and disseminated to large groups of people.