Technical Guidance: Recording and Submitting Your Narrated PowerPoint

Before you start
Complete your slides first, save the presentation, and record in a quiet environment using a microphone that produces clear audio. The built-in microphone on a laptop is acceptable if the narration is clearly audible. Camera recording is not required for this assessment.

Windows

1. Record your narration: Open the final presentation and select Record > From Beginning. In some versions, the same option appears under Slide Show > Record. Check that the correct microphone is selected, switch the camera off if you do not want video, select Record, wait for the countdown and begin speaking. PowerPoint records the narration and timing separately for each slide.

2. Pause when changing slides and check the first recording: Do not speak while a slide transition is taking place. PowerPoint does not record narration during transitions and adds a brief buffer of silence at the beginning and end of each slide. As a practical rule, pause briefly before advancing and resume once the next slide is visible. After recording your first slide, use Play/Replay to check that the audio is clear before continuing.

3. Re-record an individual slide if needed: If you make a mistake, you do not need to record the whole presentation again. Select the slide, choose Clear Recording on Current Slide (or use the delete/trash control in the current Recording Studio), then record that slide again. Take care not to select Clear Recording on All Slides.

4. Save the narrated PowerPoint: Save the completed presentation as a standard PowerPoint Presentation (.pptx). The narration and recorded timings are embedded in the slides. Keep this .pptx file even if you also create an MP4.

5. Export an MP4 if this is your chosen submission format: Select File > Export > Create a Video (or Record > Export to Video in newer versions). Select Full HD (1080p), make sure Use Recorded Timings and Narrations is selected, then choose Create Video and save as MPEG-4 Video (.mp4). Open the finished MP4 and check that the slides and narration play correctly before submitting it.

Mac

1. Record your narration: Open the final presentation and select Record > From Beginning. If your version uses the Slide Show menu, select Slide Show > Record Slide Show. Check that the correct microphone is selected, switch the camera off if you are recording audio only, select Record and begin after the countdown. PowerPoint records the narration and timing on a slide-by-slide basis.

2. Pause when changing slides and check the first recording: Do not narrate while moving between slides. Allow the transition to finish before continuing. After the first slide, play the recording back and confirm that your voice is clear and the microphone is working as expected before recording the remainder of the presentation.

3. Re-record an individual slide if needed: Navigate to the slide you want to replace and clear/delete the recording for the current slide only, then record that slide again. Do not use the option to clear recordings from all slides unless you intend to remove the entire narration.

4. Save the narrated PowerPoint: Save the completed presentation as a PowerPoint Presentation (.pptx). The recorded narration and timings are stored in the presentation. Keep the original narrated .pptx even if you plan to submit an MP4.

5. Export an MP4 if this is your chosen submission format: Select File > Export (not Save As). Under File Format, choose MP4. Select Full HD (1080p), ensure Use Recorded Timings and Narrations is checked, and select Export. When export is complete, play the MP4 and confirm that the full narration and slides are present before submission.