

PowerPoint: Preparing a self-playing slideshow with narration

Centre for Holistic Teaching and Learning, HKBU

This document outlines the steps required for preparing a self-playing slideshow with narration using Microsoft PowerPoint, so as to enable students to view the slideshow themselves, with your explanations and annotations made on the slides (if any) presented.

What you need:

1. The **PowerPoint file** you would like to present
2. A **microphone** connected to your computer (recent models of laptop computers usually have one built-in)

Important note on file saving:

You need to **save the finished PowerPoint file as the new PPTX format (“PowerPoint Presentation”)** rather than the old PPT format (“PowerPoint 97-2003 Presentation”). Otherwise, all audio recording may be lost.

Procedure:

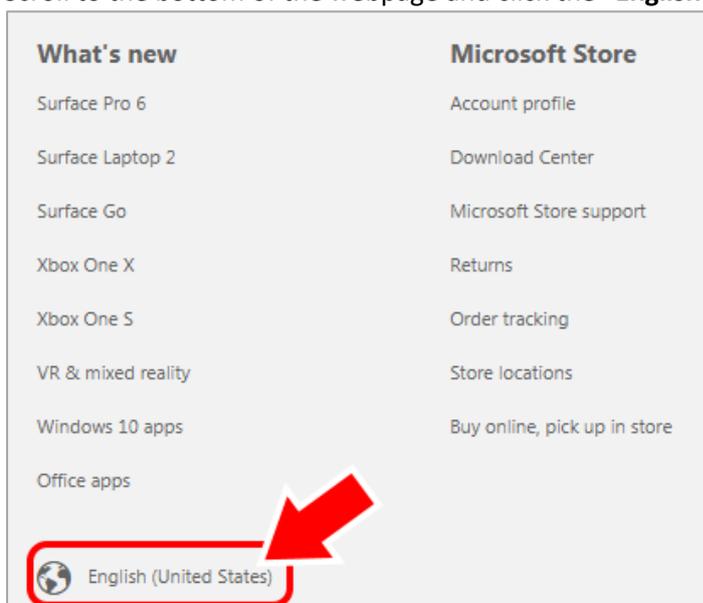
Please refer to the following Microsoft webpage for the step-by-step instructions for the preparation, as well as those for starting the playback of a recorded self-playing slideshow. An instructional video clip outlining the steps is also provided.

<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

The above webpage is in English, but it is available in various languages (including Chinese). In addition, the page provides different sets of steps specific to each recent version of PowerPoint (by default, it shows the steps for “Office 365 for Windows”).

To change the language setting of the webpage:

1. Scroll to the bottom of the webpage and click the “**English (United States)**” link on the left.

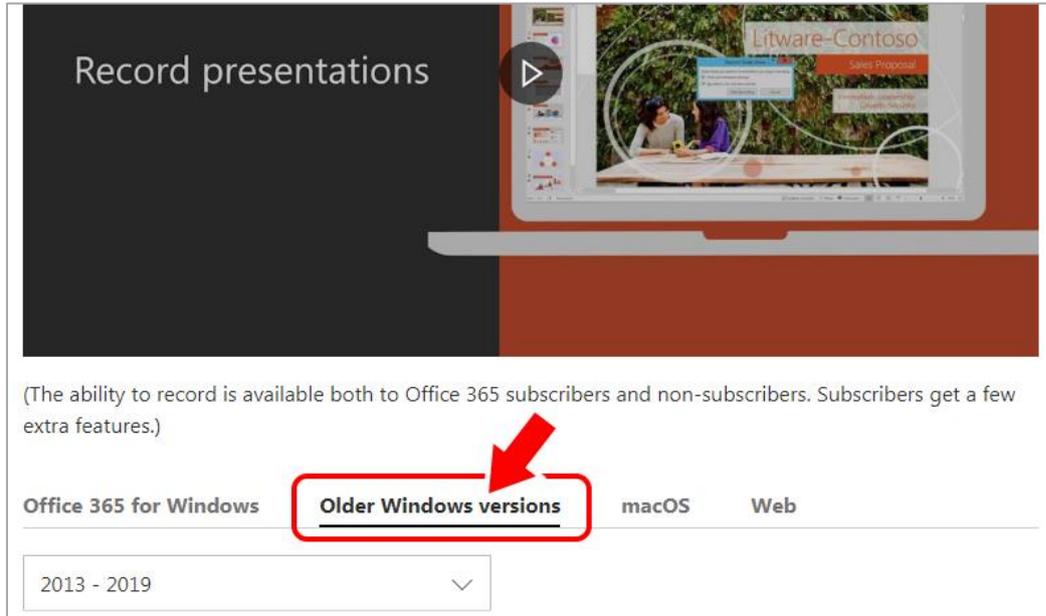


2. Select the desired language.

To view the steps specific to your version of PowerPoint:

Note: To find out the version of PowerPoint you are using, please see the information at <https://www.shapechef.com/blog/find-powerpoint-version>

1. Click the “Older Windows versions” tab (or “macOS” if you are using the Mac version of PowerPoint) just under the instructional video clip:



2. Select from the drop-down list the version of PowerPoint you are using.

To show subtitles on the instructional video:

If you view the above webpage in a language other than English (e.g. Chinese), an additional option will be available for you to enable the subtitles of the instructional video in your preferred language. The audio of the video is only available in English.

(“Chinese (Hong Kong SAR)” version of the webpage is used below as an example)

1. Click the “speech bubble” icon on the playback control bar of the video player.
2. Select the **second item** (“繁體中文” in this case) to enable the subtitles.



Support from CHTL:

If you have any questions on the above, please contact Mr Kendall YAN at the Centre for Holistic Teaching and Learning via email at yyyan@hkbu.edu.hk.