

When adding audio make sure you know what you are going to say. Practice what you are going to say and use expression in your voice.

If you are adding music and sounds make sure it adds to the enhancement of the content and it is not a distraction.



Adding Narration to a Powerpoint

1. Connect a microphone to your computer
2. Click the “Insert” Tab
3. Click on the Audio arrow
4. Click on “Record Audio”
5. Click the red record button when done.
6. Talk into the microphone
7. When done – Click the stop button (square box)
8. Click the play button (arrow) to listen to your recording.
9. Click Ok if you want to use this recording.

