

## **EXERCISE**

1. Write the steps to Record a Presentation.
2. Write the steps to Create a Custom Slide Show
3. Write the steps to add Audio & Video in your presentation.
4. What is Rehearse Timing of Presentation?

### **Answer 1**

1. Prepare Your PowerPoint Slides and Talking Points. ...
2. Select Your Audio and Video Sources. ...
3. Open Your PowerPoint Slides and Capture the Screen. ...
4. Press Record And Start Presenting.

### **Answer 2**

Create a custom show

1. Open the presentation that you want to use to create a custom show.
2. On the Slide Show tab, under Play Slide Show, click Custom Shows, and then click Edit Custom Shows.
3. Click New.
4. Under Slides in presentation, click the slides that you want to include in the custom show, and then click Add.

### **Answer 3**

Inserting Sound or Video

1. To insert a sound or video, go to the Insert Ribbon and click on the Video or Audio icon and choose Video or Audio from File....
2. Navigate to the correct clip, and click the OK button.
3. Once audio is inserted, an audio button will appear, allowing sound to play when it is clicked on.

### **Answer 4**

When you want to record a running time for each slide, use the Rehearse Timings feature. This enables you to run through your presentation in Slide Show view and record the time each slide takes. Then, use the timings to run the show automatically, either to help you rehearse, or for a self-running show.