

# How to Make PowerPoint Video Lectures



1. When to use PowerPoint for video-making
2. Eight Easy Steps to Creating a PowerPoint Video Presentation
3. Additional tips and tricks

# I. When to use PowerPoint for Video-Making

In general, PowerPoint is used for making presentations and lecture materials.

It is also an easy tool that can be used to record a presenter who will explain the visual presentation.

This is a good option when the main focus of your video presentation is going to be on visual or written material, as well as a human voice or presenter.





Image created by Dall-E 3, February 5, 2024

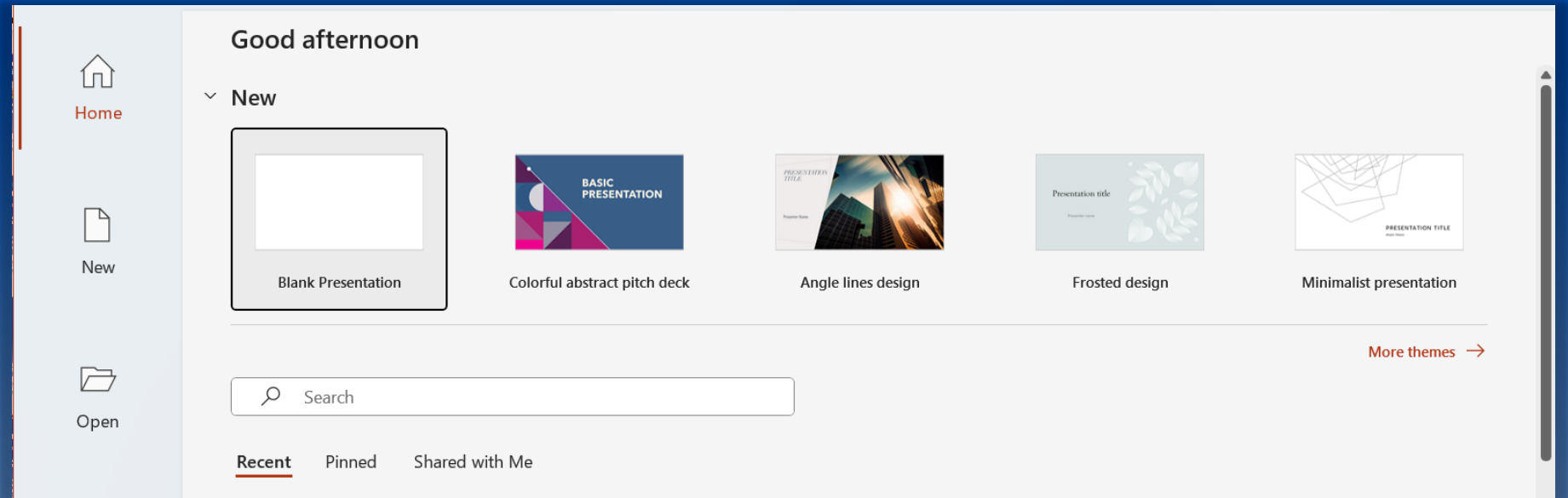


When you export your PowerPoint presentation as a video, the videos you have recorded over each slide will be incorporated automatically, as in this image.

Once you have created your slides and added images, text, or other content that you like, you can record a video of yourself explaining or commenting on each of the slides.

# II. Eight Easy Steps to Creating a PowerPoint Video Presentation

**1.** Open PowerPoint.  
Create a blank presentation or use one of the available templates to get you started.



(Want a Champlain-themed template to get you started? Click [here](#).)



**2. Add your slides. Add any text, images, graphs, or other elements you want. You can also add slide transitions and other special elements.**

**Your presentation can have a simple appearance as long as the important information is there.**

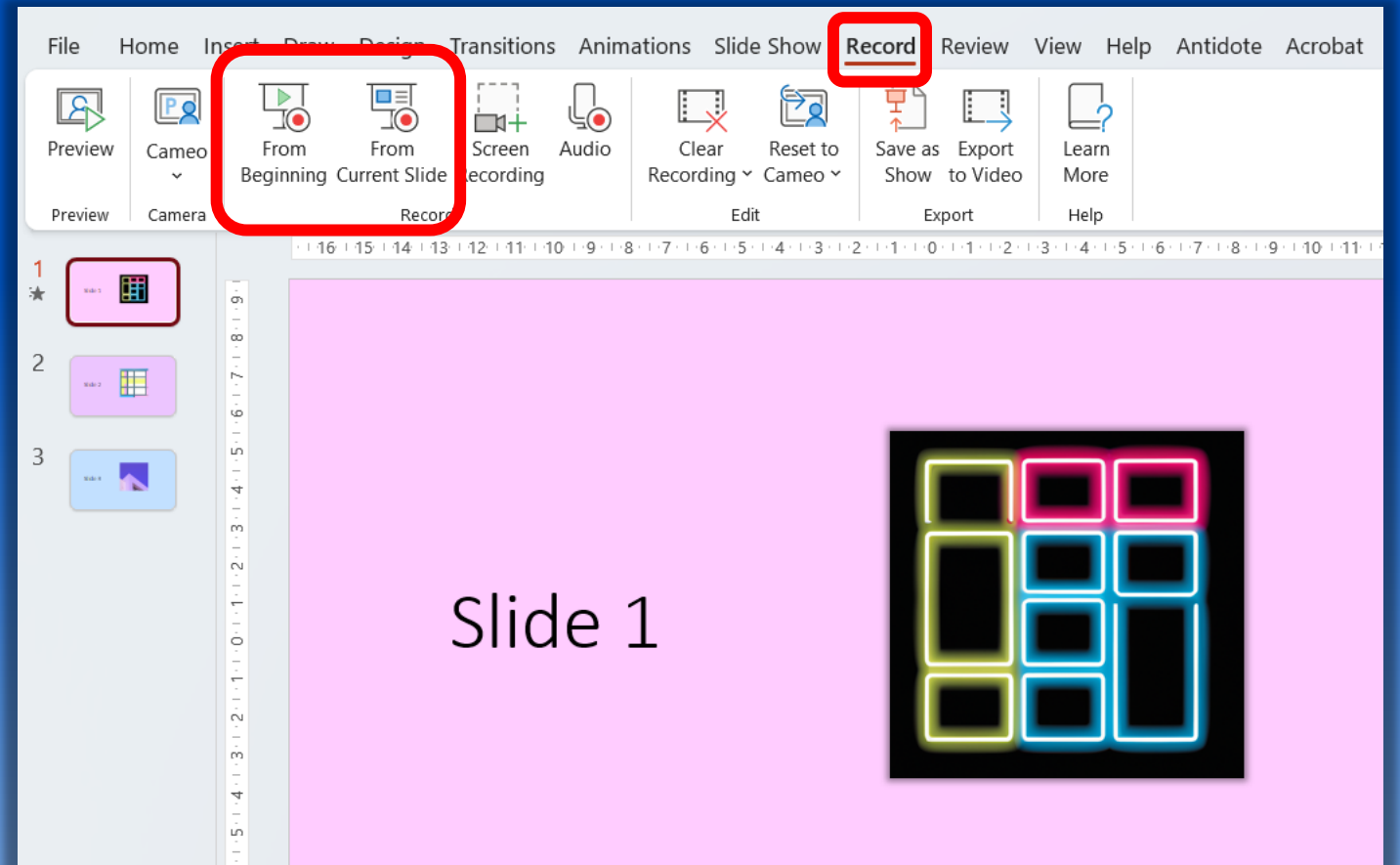
**Think about what kind of layout and presentation will best allow you to communicate to your audience. *Fancy graphics are not important. Good communication is important.***



**3.** When you are finished, click on the ‘Record’ tab at the top.

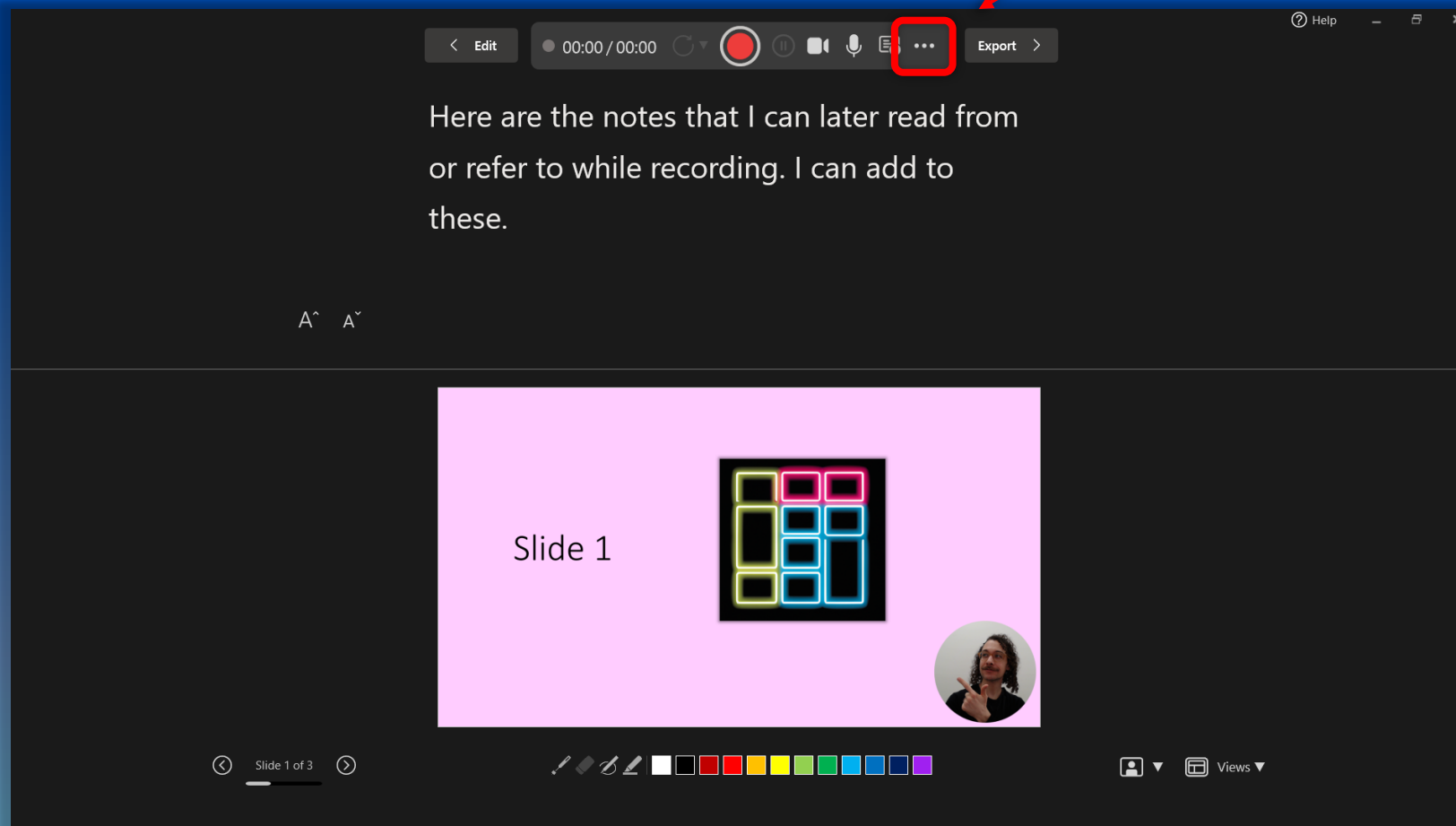
**4.** From the new set of options, select whether you want to record “From Current Slide” or “From Beginning.”

Either way, you will be able to record over each slide individually and repeat the process until you are happy with the video.



**5.** This will bring you to the recording window. Use the icons at the top to select your camera and microphone. When you are ready, hit the red recording button at the top.

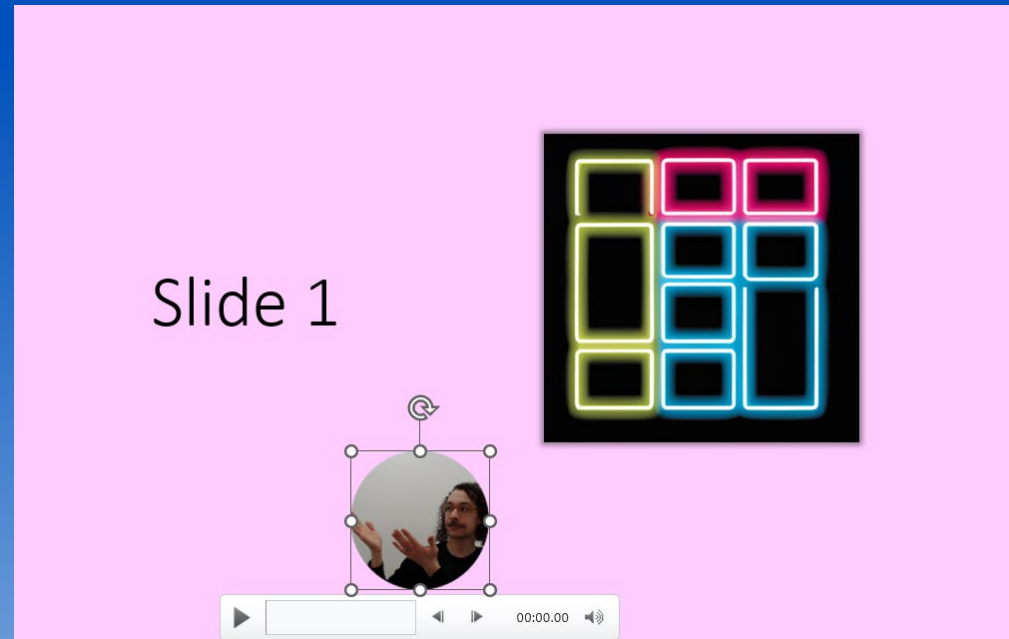
There are also some presentation tools (pen, a laser pointer, etc.), that you can use during your video presentation. These effects will be captured in the video.



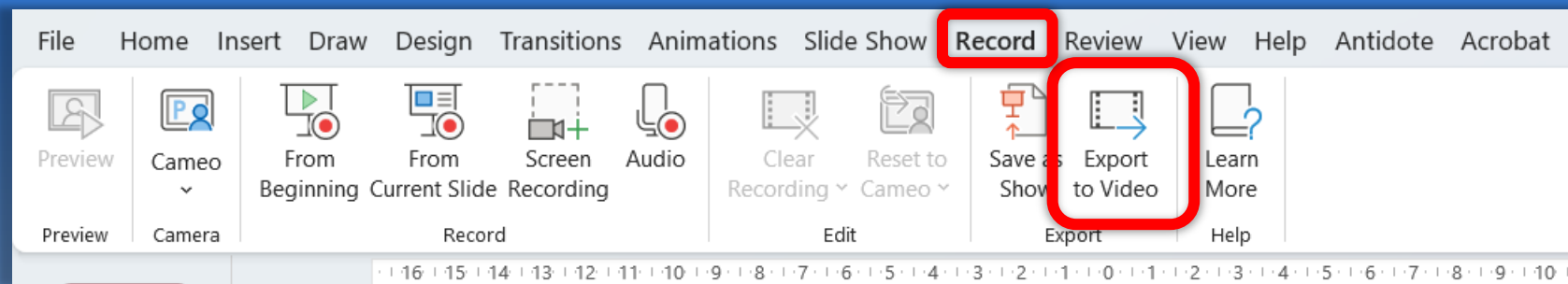
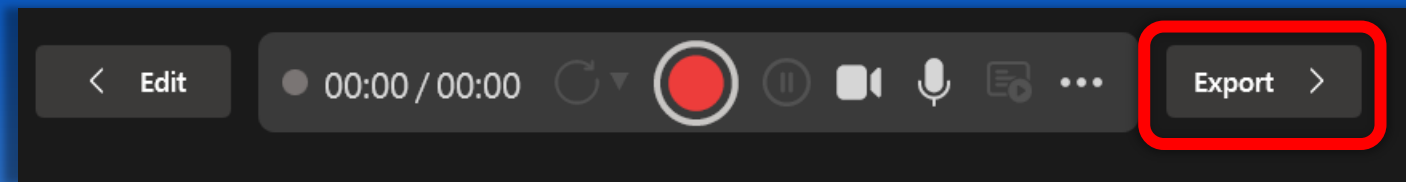
**6.** You can play back the video on each of your slides to confirm that you are happy with it. If you are not happy with a video, you can replace it with a new recording of yourself.

Once you have recorded over your slides, you can exit the recording module and return to the regular editing view. Here, you can click on the video to resize it and drag it to where on the slide you want it to appear.

Depending on the rest of the content on your slide, you may need to move the video to one part of the slide or another.

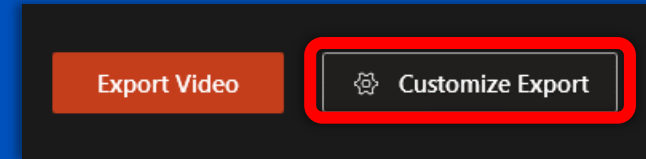


7. When your videos are recorded and your presentation is done, click “Export” in the Recording module or “Export to Video” in the Editing module.



# 8. Exportation size and video sharing.

When you go to export your video, you will be given the option to **Customize Export**.



From here, you can select the video file size. In general, a higher video resolution (i.e., the number of pixels that each video frame uses) means a higher quality image, but also a larger file size.






For use on a cell phone or a computer monitor, 720p is usually adequate. For a projection screen, or when image files must be extremely detailed, a larger video format may be required. However, these will take longer to create, send, and download as needed.

These easiest way to share videos with people within the College is to use OneDrive.

**Create a Video**  
Export your presentation as a video that you can share with others

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[Learn more](#)

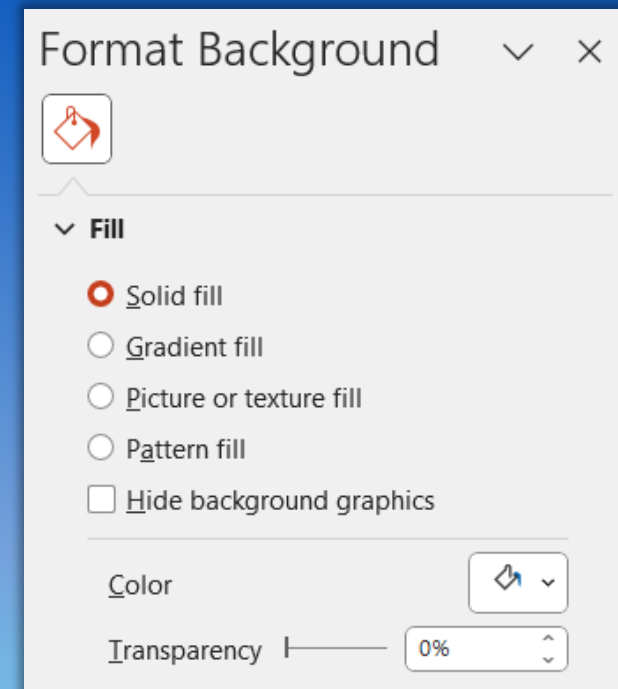
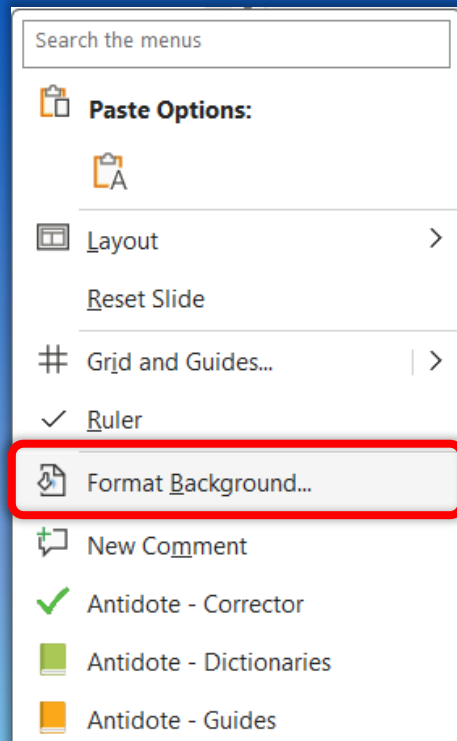
	<b>Full HD (1080p)</b> Large file size and full high quality (1920 x 1080)
	<b>Ultra HD (4K)</b> Largest file size and ultra-high quality (3840 x 2160)
	<b>Full HD (1080p)</b> Large file size and full high quality (1920 x 1080)
	<b>HD (720p)</b> Medium file size and moderate quality (1280 x 720)
	<b>Standard (480p)</b> Smallest file size and lowest quality (852 x 480)



# III. Additional Tips and Tricks

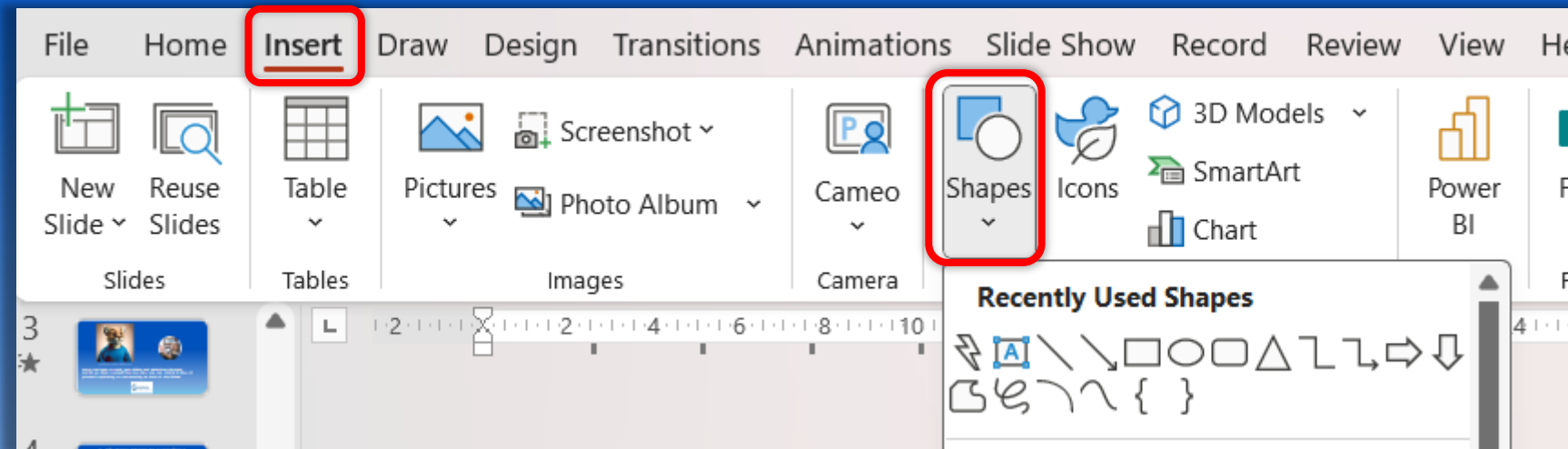
## 1. Format your slide background.

Right-click on the background of your slide and select “Format Background...” The pane on the right will then allow you to customize your slide background.

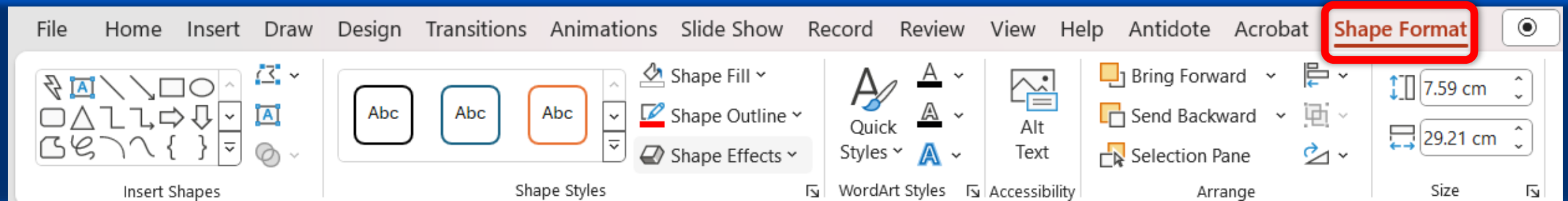


## 2. Add and format shapes.

Rectangles and arrows were used earlier in this presentation. You can use these to help highlight information in your presentation. Go to the 'Insert' tab and select 'Shapes' to pick your desired shape.



Once created, select the shape and use the ‘Shape Format’ tab to edit it.



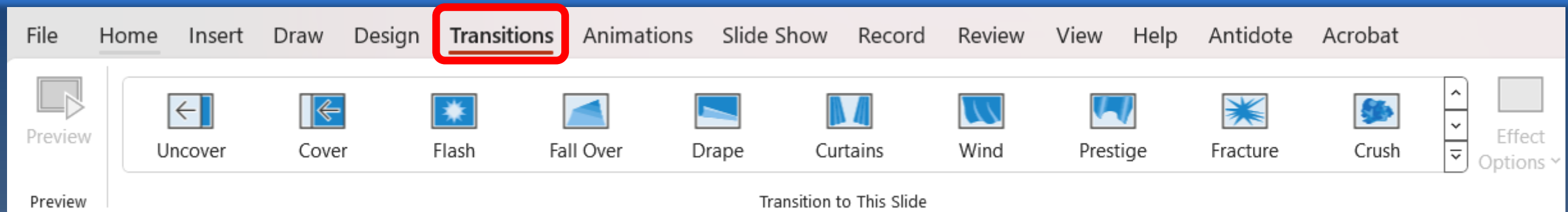
You can change the colour of the interior of the object (or the ‘Shape fill’) as well as the colour of the shape’s outline. You can also add effects like “shadow” for a slightly more professional look.

Note that many of these effects can also be applied to images. (Both the image of the menu bar above and the little red rectangle shape have a subtle shadow effect on them.)



# 3. Add transitions.

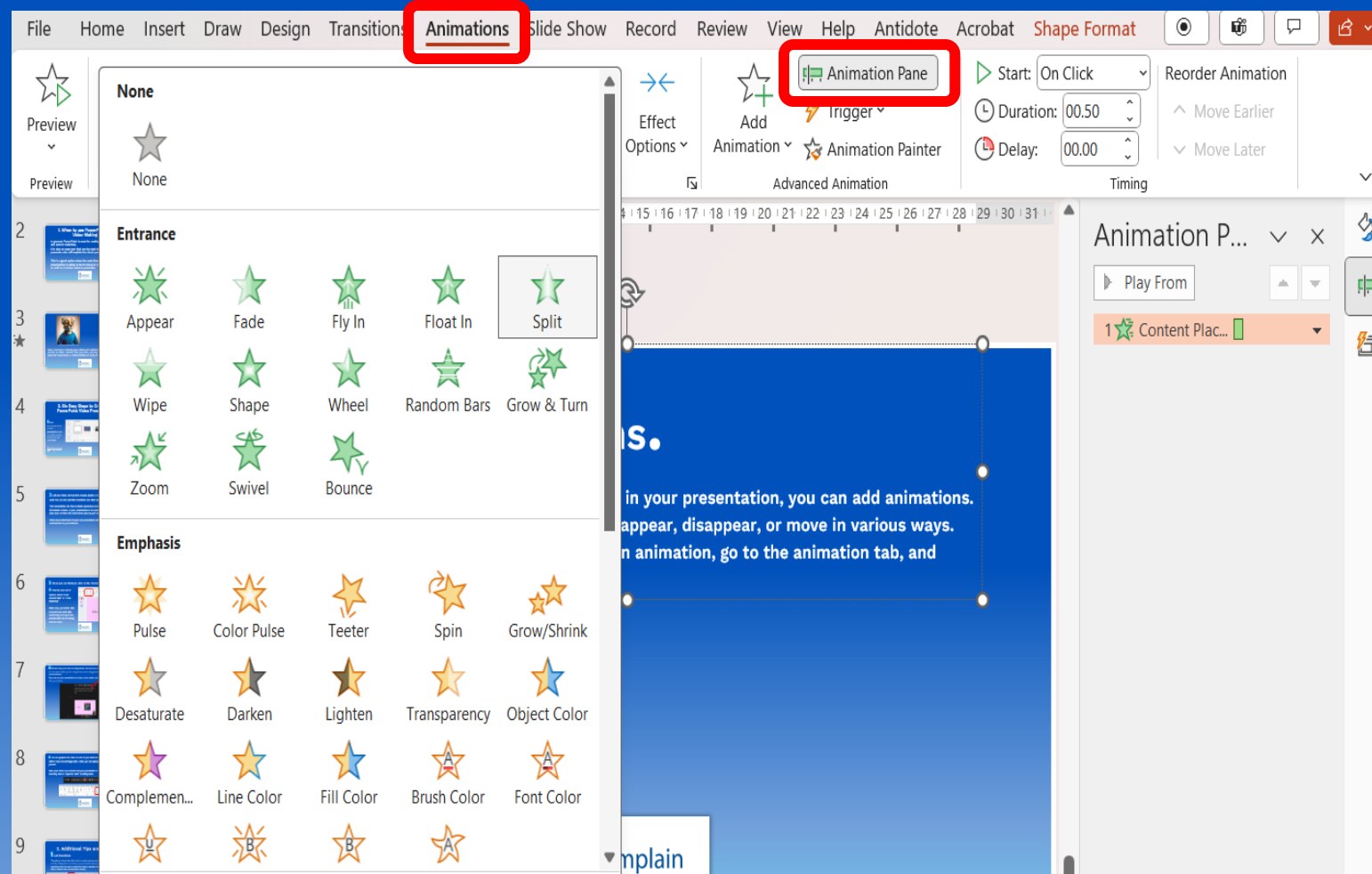
“Transitions” refers to the effect that is created when you move from one slide to the next. Try adding them to customize your presentation. (Keep in mind, though, that transitions should be used to sustain the viewer’s attention. Do not let complex transitions distract viewers from your important content!)



# 4. Add animations.

For any shape, image, text box, or other item in your presentation, you can add animations. Animations can allow you to make an object appear, disappear, or move across the screen in various ways.

Select the object to which you want to add an animation, go to the animation tab, and experiment with the different options. The “Animation Pane” can be used to keep track of the timing of multiple animations.



## How and when to use animations?

Animations can be used to slowly reveal bits of text or visual materials on a page. This can allow you—the presenter—to better guide your viewers through the material that you have prepared.

In other cases, animations can be used to give viewers little animated surprises to look forward to throughout the presentation.

Here, too, you should be careful that your animations are serving to keep your viewers focused on your content rather than leading viewers to be distracted.

