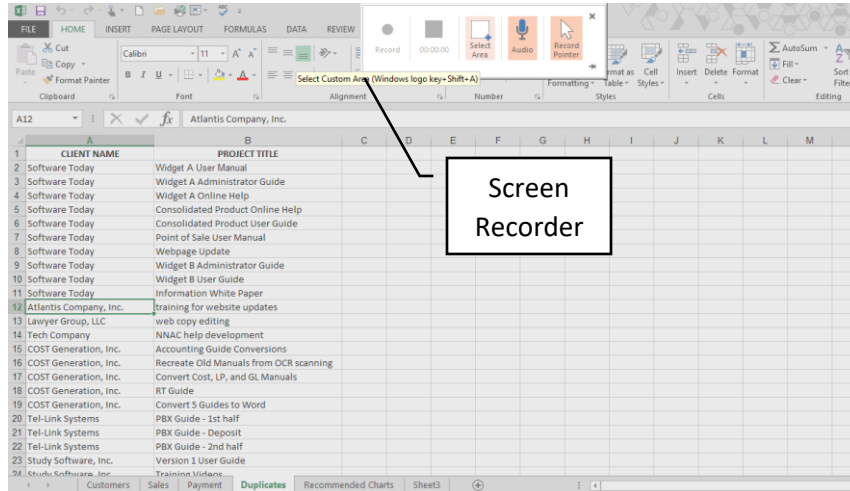


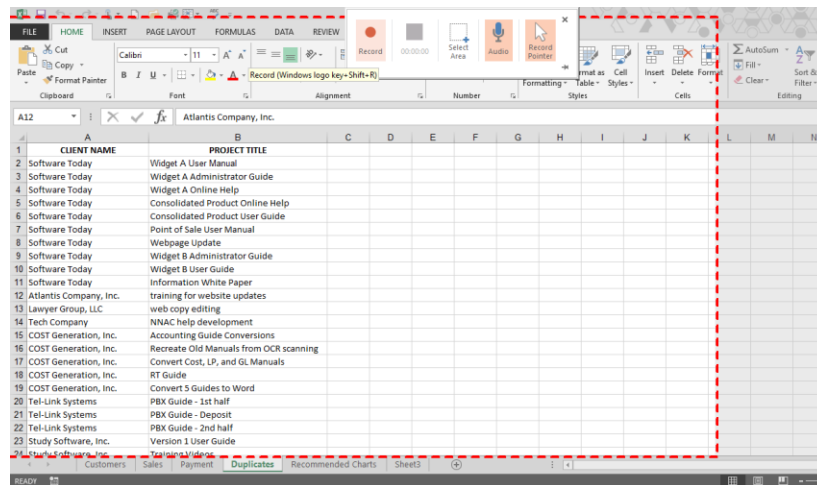
How to Make a Screen Recording in PowerPoint

Before you begin, open the program and files that you want to record.

1. **Insert** a New Blank or Content **slide**.
2. From the **Insert Tab**, choose **Screen Recording**.
3. Any open program appears along with a screen recorder toolbar.



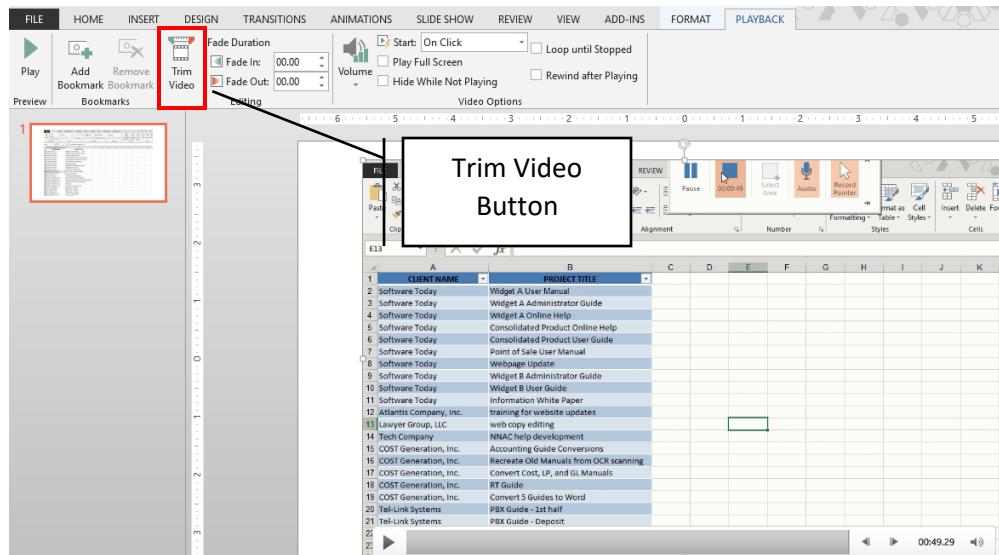
4. **Click the Select Area** button and select the area of the screen to record.
 - To record a narration, verify the audio button is selected.
 - To record your mouse pointer movements, verify the Record pointer button is selected.



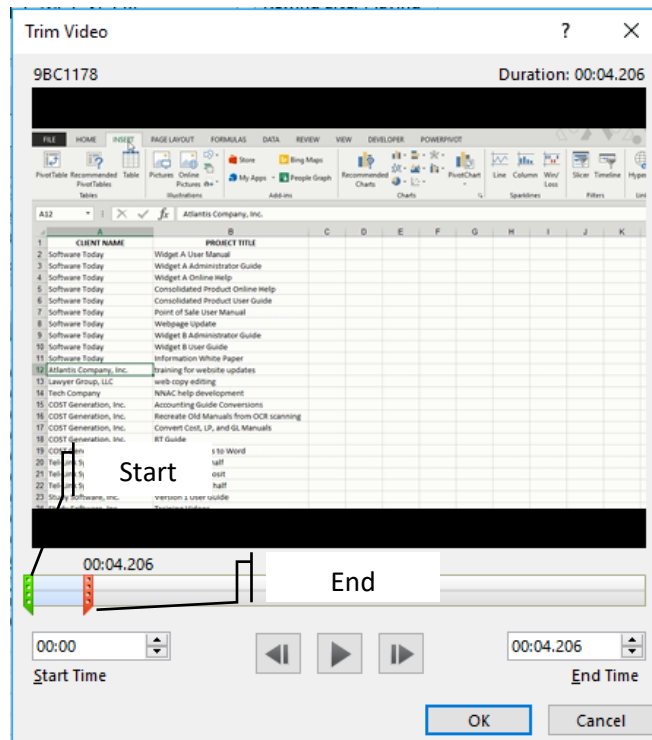
5. **Click the Record** button to begin recording.
6. The screen recording toolbar will hide from view. When done recording, **move your mouse to the top of the screen**.
7. The screen recorder toolbar will reappear. **Click the Stop button**.
8. The screen recording will be embedded on the slide.

How to Edit a Video in PowerPoint

1. Select the video on the slide to activate the Video Tools tab.
2. Choose the Playback option.



3. Select Trim Video.
4. Move the Start (Green) and End (Red) play heads around the section of the video to delete.



5. Click OK to trim selection from the video.
6. Repeat the above steps to trim other sections from the video.