



**SCREEN RECORDING WITH POWERPOINT**

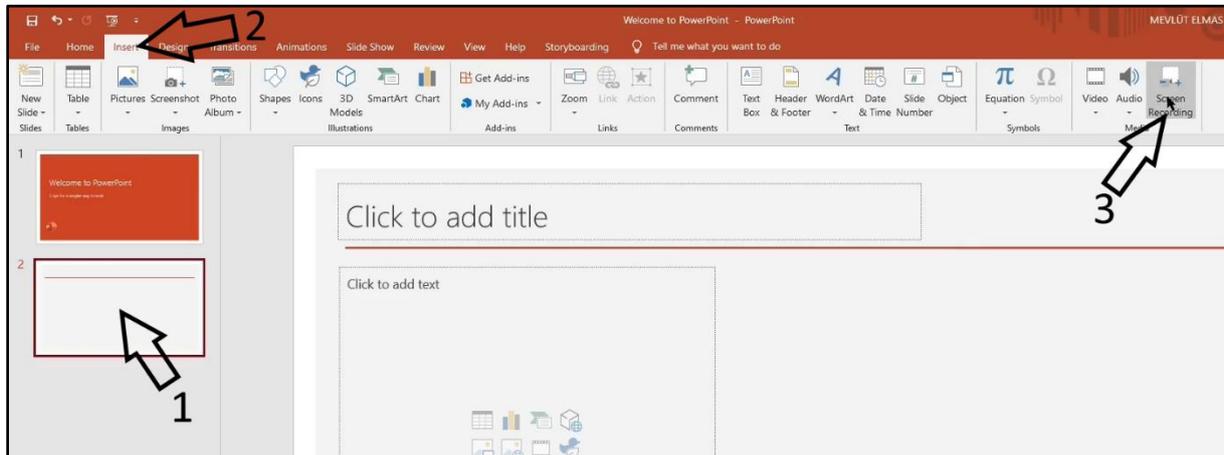


**Dođu Akdeniz  
Üniversitesi**

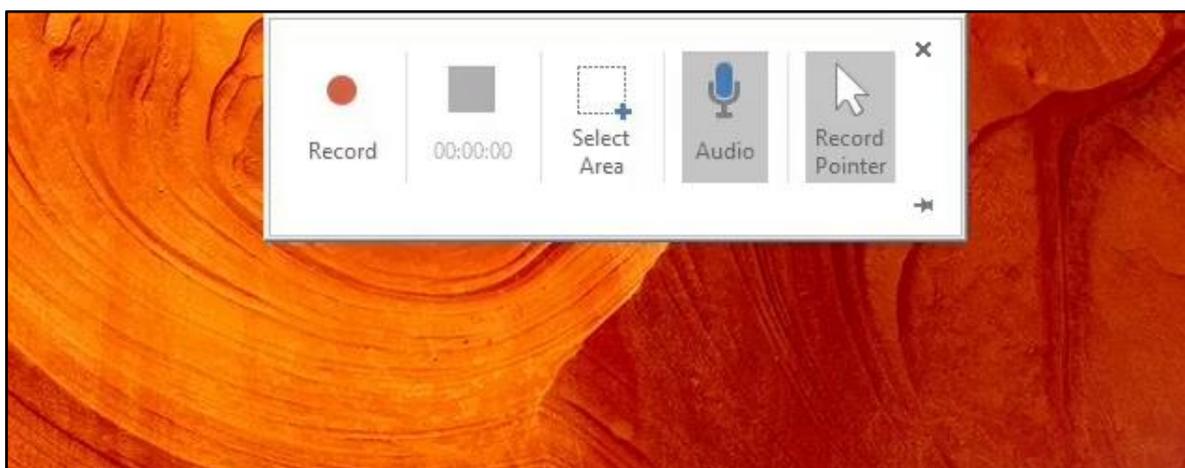
**UZAKTAN EĐİTİM ENSTİTÜSÜ**

EASTERN MEDITERRANEAN UNIVERSITY  
DISTANCE EDUCATION INSTITUTE

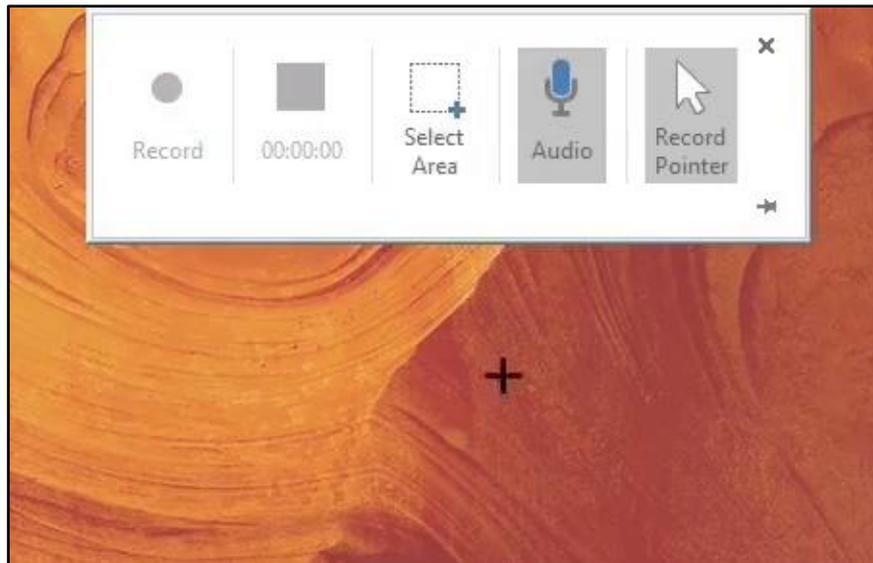
To make a screen recording with PowerPoint, first open the PowerPoint application. Then select the slide you want to add the screen recording to. Like it's shown in the picture below, respectively, select the slide, then click the Insert tab from the tabs above, then click the Screen Recording button on the right of the screen.



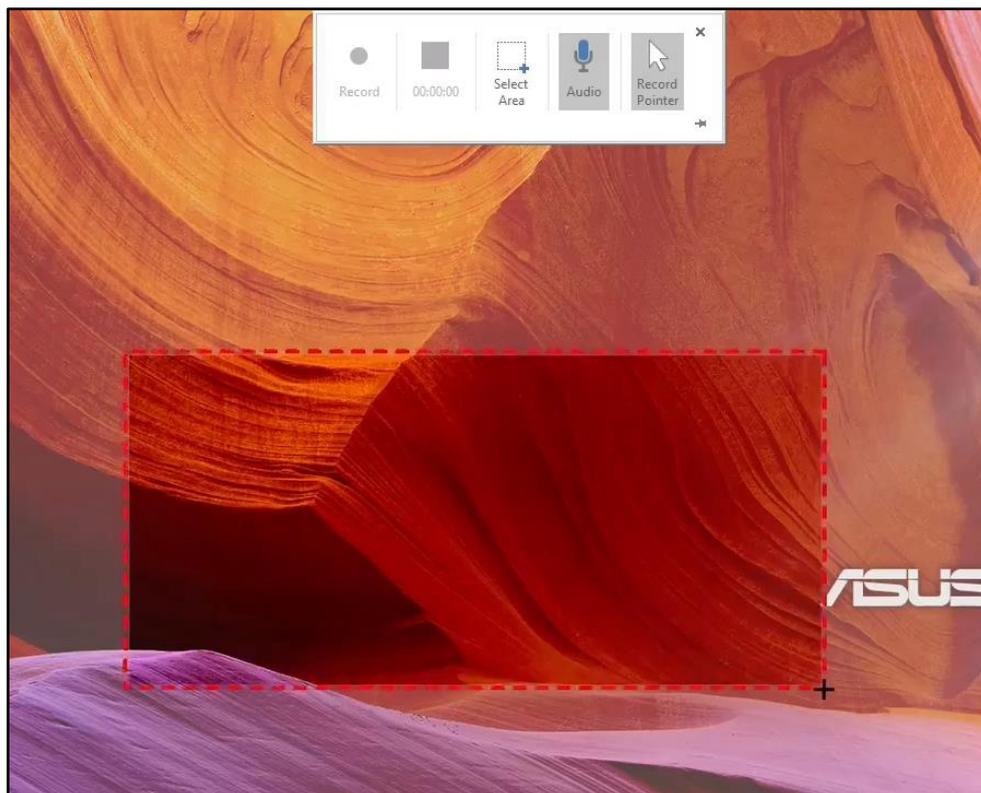
After clicking it, PowerPoint will be minimize and a window will open at the top of the screen. This window will look like the image below. There are respectively the Record button, the stop button, Select Area, Audio, Record Pointer buttons. The audio button is active as shown in the picture. You can disable it with a single click and it will record your screen capture without microphone or computer sounds. Record Pointer option is also active. You can also disable it with a single click and make the mouse cursor disappear from the screen capture.



Before starting screen recording, you must choose which part of the screen you want to be recorded. When you click the Select Area, the background view will be slightly blurred and your mouse cursor will appear as a cross as below.



You can move your cursor to where you want the screen to be saved and select it by clicking and dragging. The part we selected will look like this as seen in the picture below. If you want to record the entire screen, you can select the entire screen if you click and drag from one corner of the screen to the other corner in a diagonal shape.

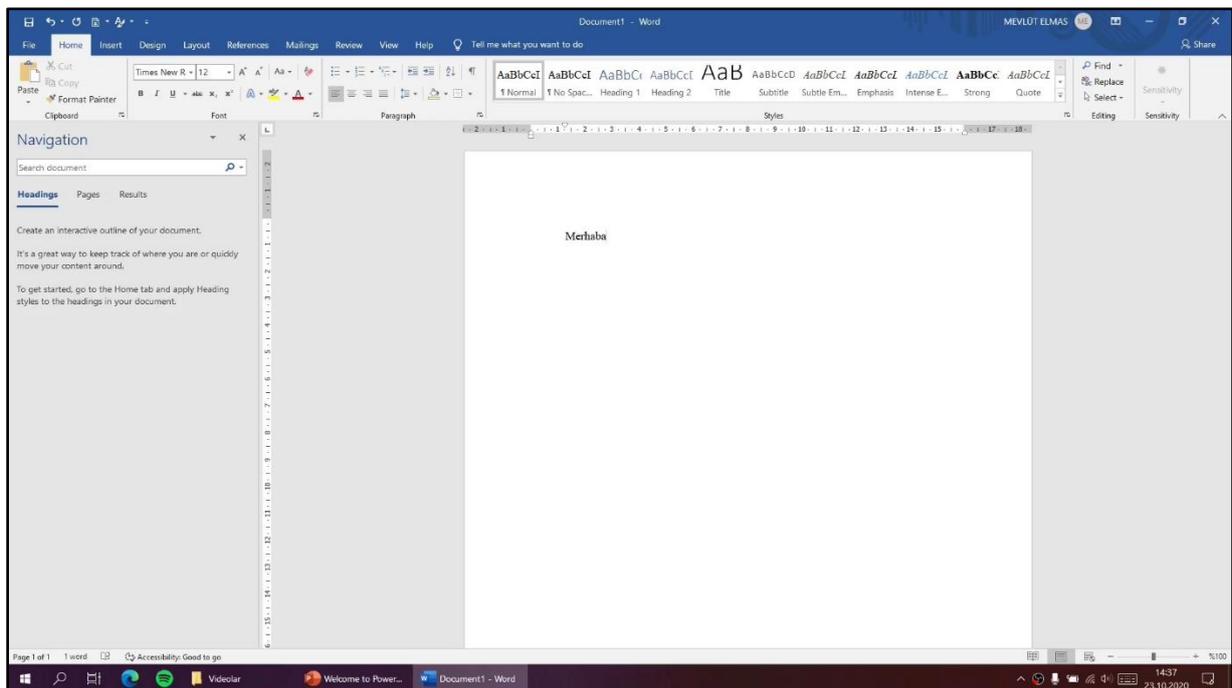


Click the Record button after you finish selecting the area. Recording will start after a 3-second countdown as in the picture below. It tells us under the countdown

that we can stop screen recording using the Windows key + Shift + Q key combinations.

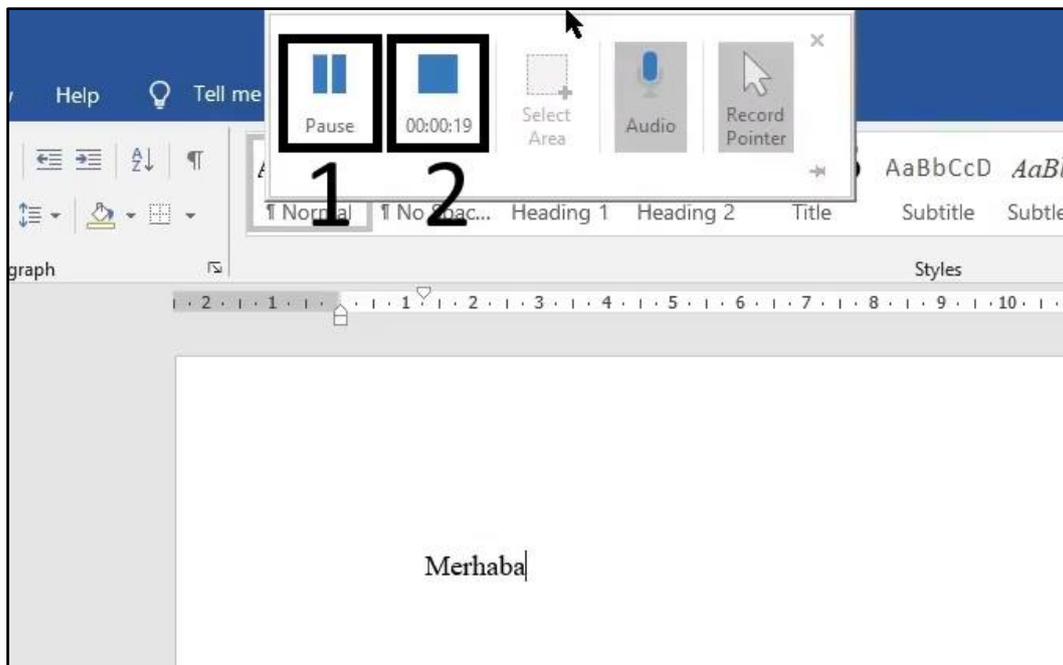


In our example here, we selected the entire screen. As an example, we opened the Word application and wrote an word while recording.

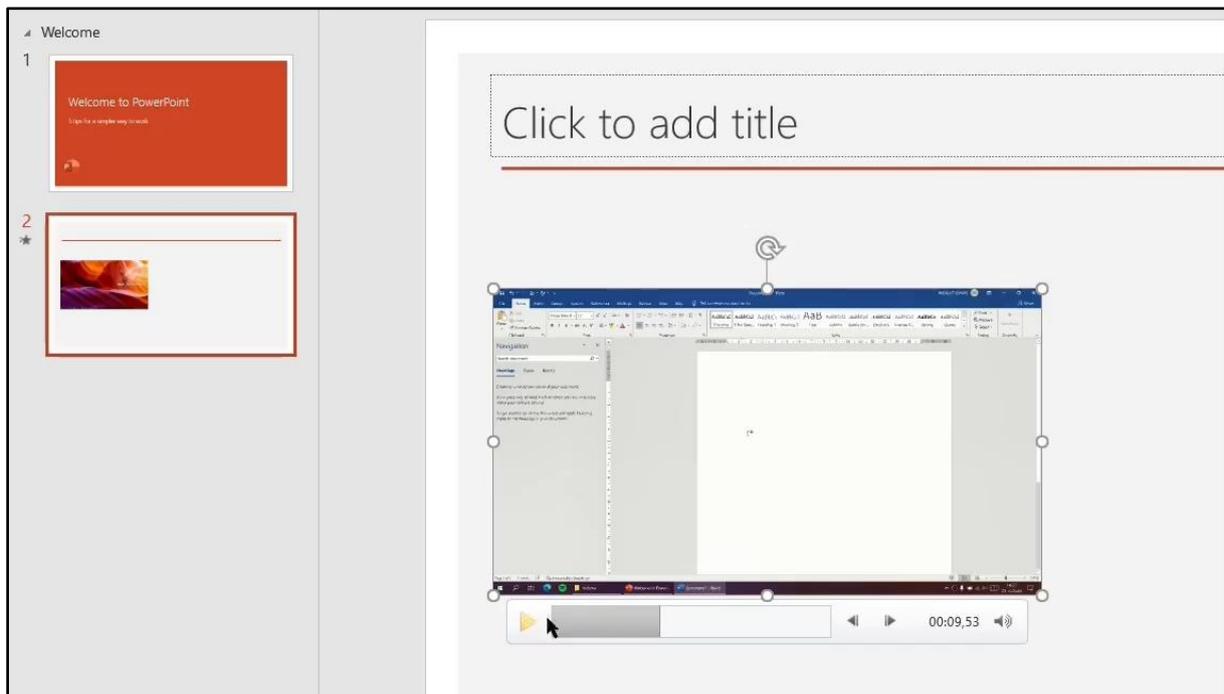


The key (Windows key + Shift + Q) combination described above can be used to finish the recording process. Or, as shown in the picture below, we can move our mouse cursor to the top of the screen to open the recording menu. You can temporarily pause the recording so you can resume later by clicking the button that

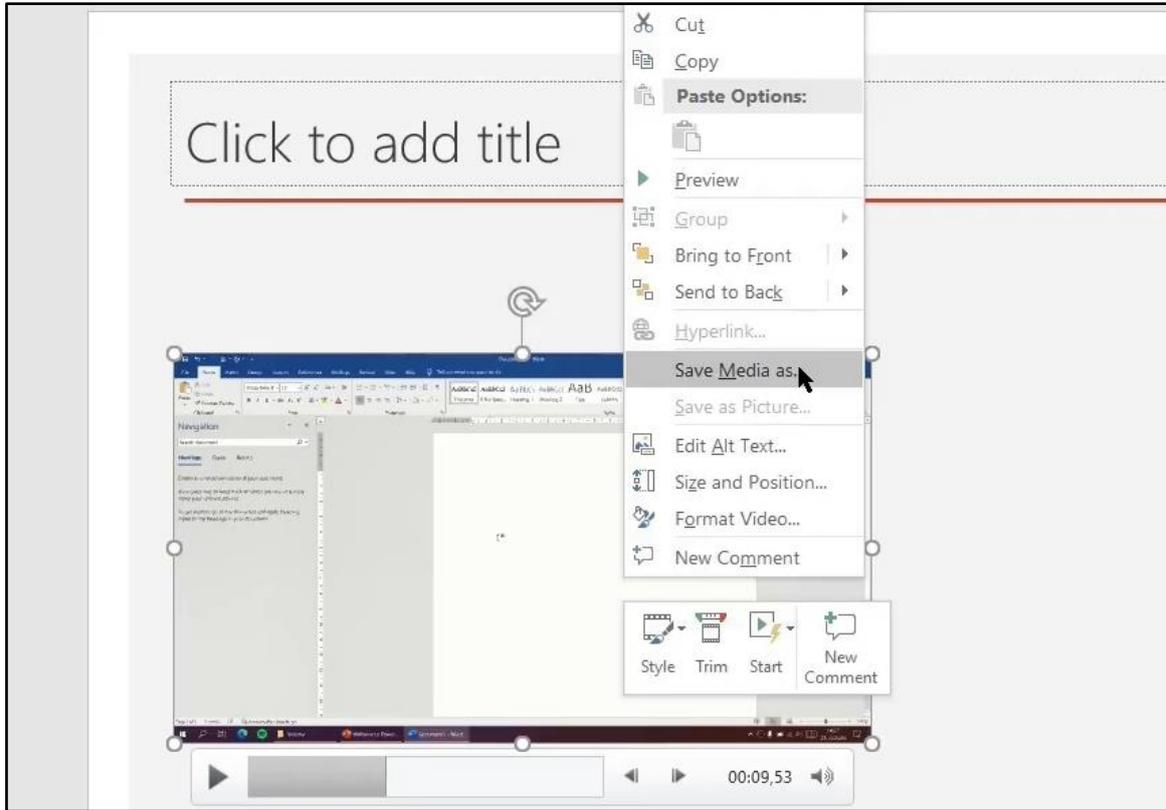
indicated with 1 from the menu that opens. You can stop and end the recording with the button that indicated with 2.



After you stop the recording, your recording will be added to the slide you selected as shown in the picture below. You can play your video with the Play button at the bottom left.



If you want to save your video for use it elsewhere, right click on your video and click the "Save Media as" option as shown in the picture below.



Select the location where you want to save the video from the window that appears, change the name of the video as shown in the picture below, and click the Save button.

