# Guide to creating a PowerPoint presentation with audio (Windows) and uploading to Moodle

This is a guide to creating an audio enhanced PowerPoint presentation using the Windows version. The PowerPoint programme is available free to Lancaster University students as part of the Office 365 Suite of Office products. Office 365 is available at: www.lancaster.ac.uk/office365

This guide assumes you have already created a non-audio PowerPoint presentation and now wish to add audio.

To add audio to a Presentation (Windows)

1.   It is good practice to make a copy of your presentation and always use a copy to create an audio version. This means you if you are unhappy with your audio version you can make another copy from your master and record a revised audio presentation. Click 'File,' on your master, then 'Save As' and chose a new presentation name.
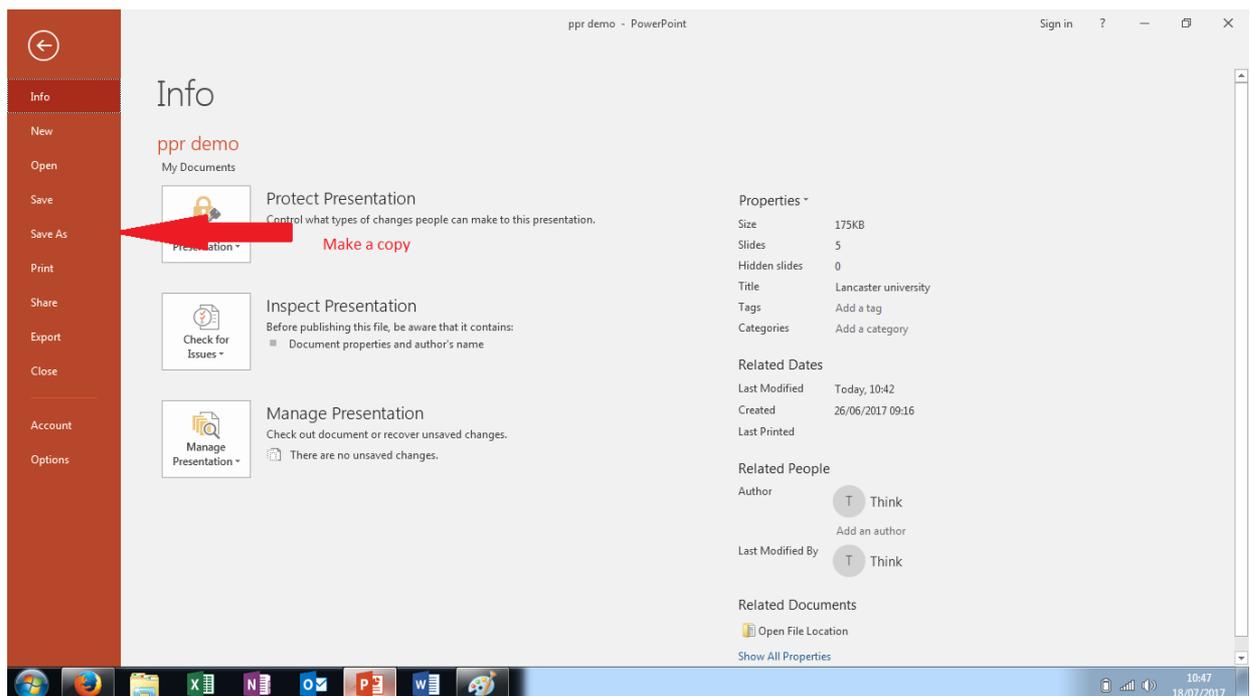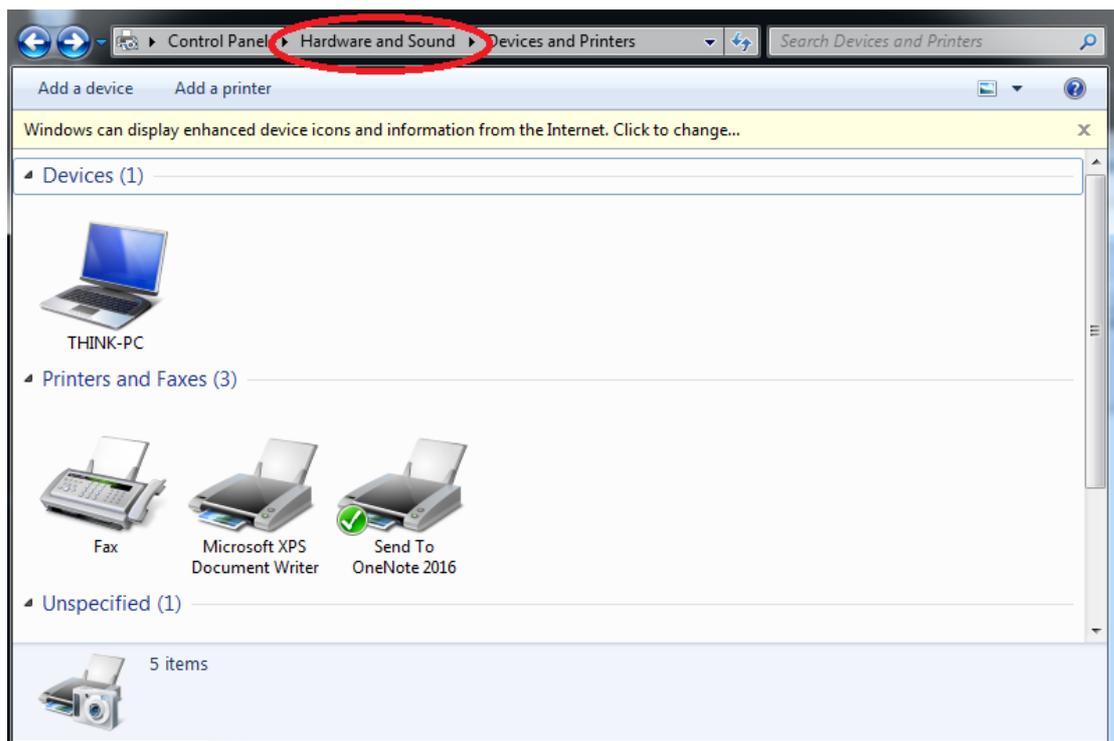
2.   With your copy presentation open you are now ready to add audio. First, check your microphone is working. To do this click on the Windows icon (a) of your system toolbar and select 'Control Panel' (b).
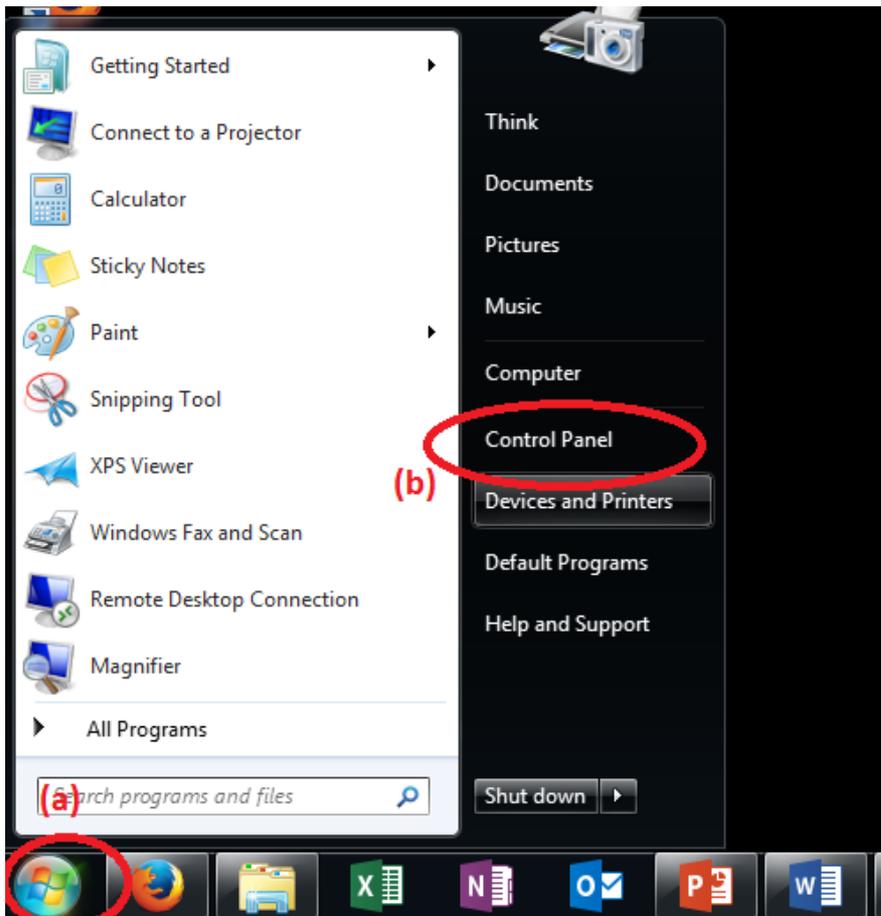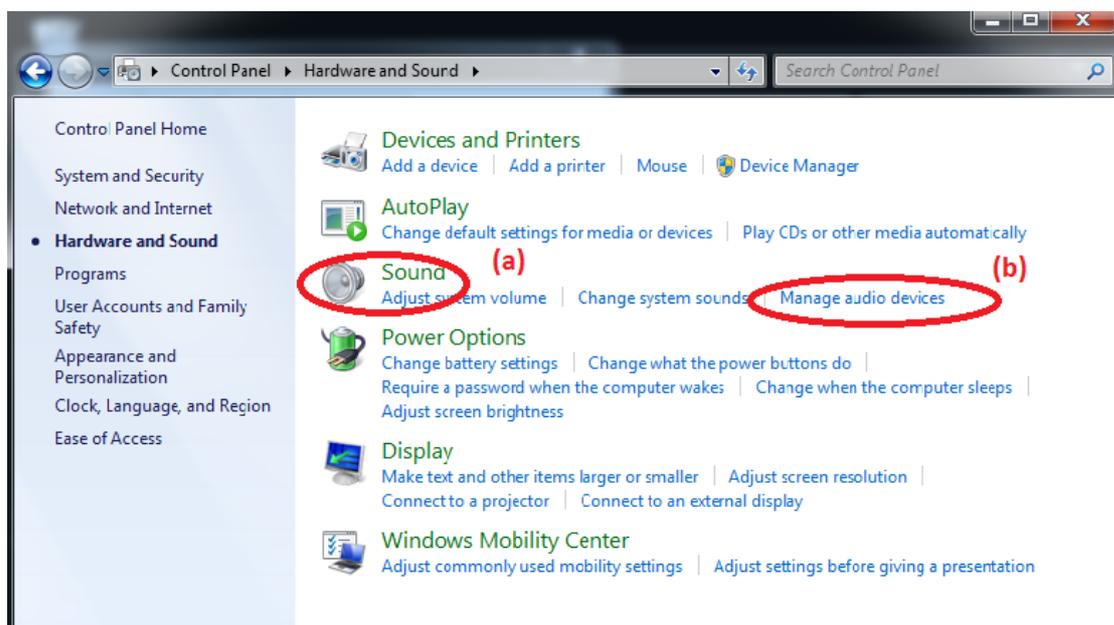

3.   Under 'Hardware and Sound' click on the 'View devices and printers' field.
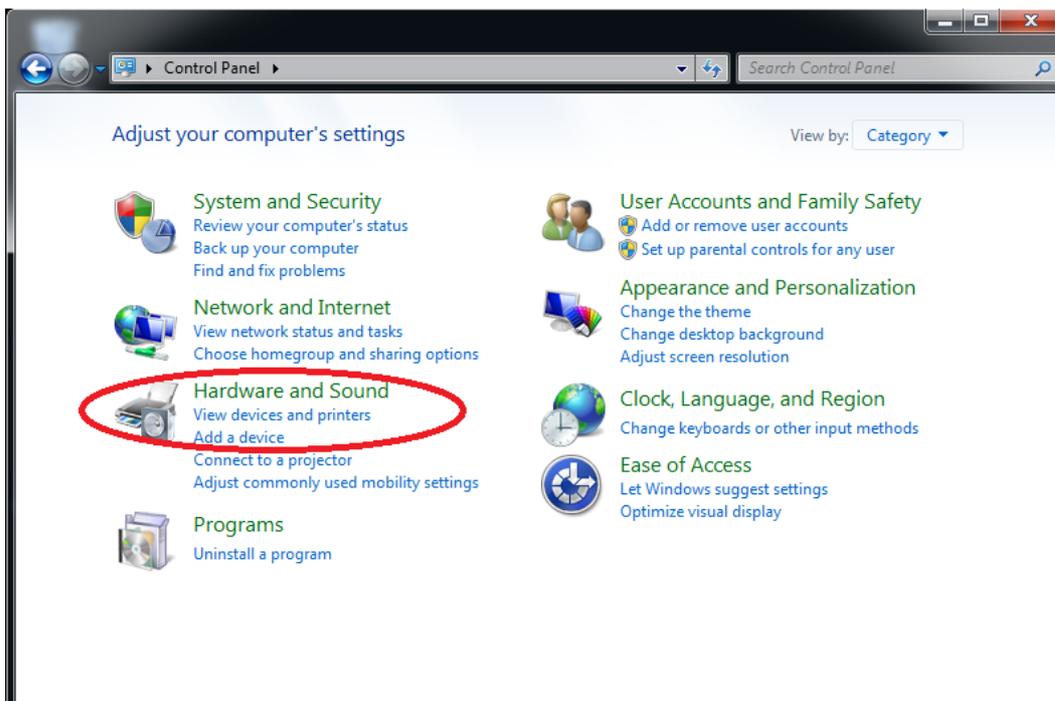
4. At the top select 'Hardware and Sound' and click.

5. Under the 'Sound' icon, click on 'Manage audio devices'

6. Select the 'Recording' tab. The window shows you the number of sound devices your computer has installed. Select the device you wish to use for recording from the list. This demo computer has an external microphone plugged into a USB port. Most laptops have an inbuilt microphone.
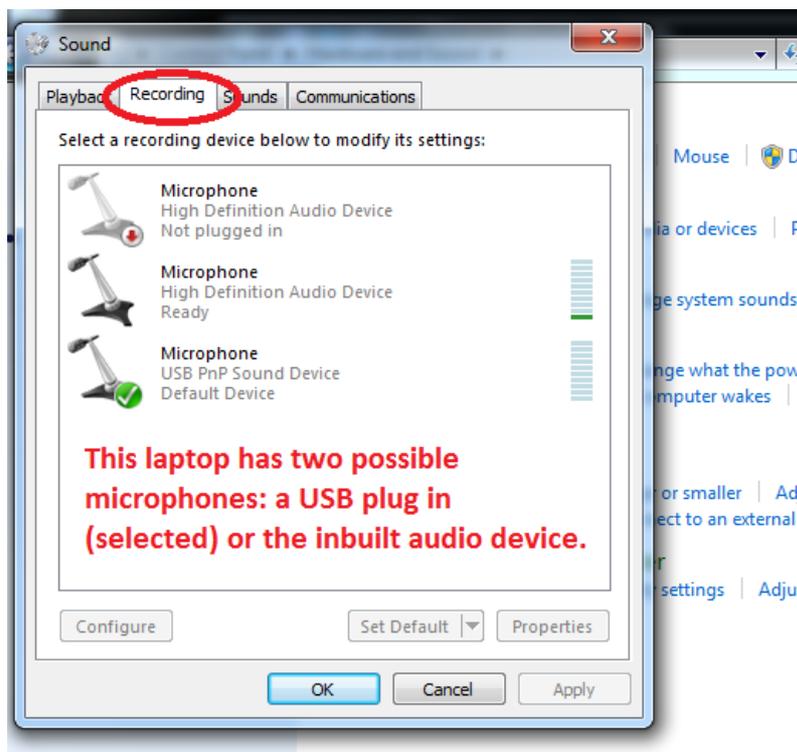

7. Check the volume is set to an appropriate level by speaking and observing the bars to the right of each microphone. The green bars indicate the volume level being picked-up. You can adjust the volume by clicking on your selected microphone and clicking the 'Levels' tab.
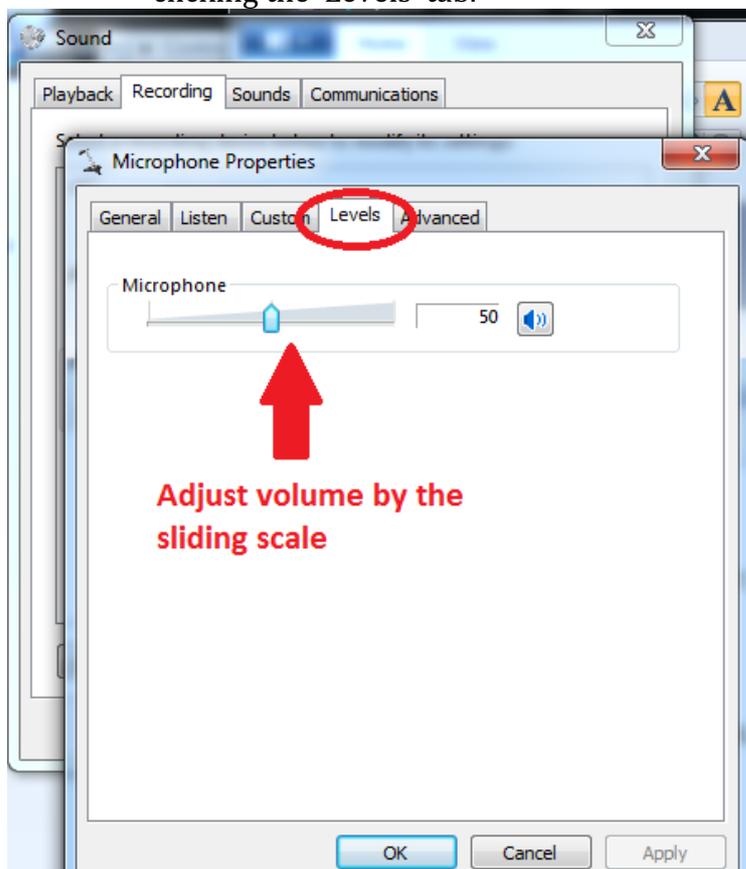
8.   Close the Sound and System Preferences Windows once you have checked the microphone is working and return to your copy PowerPoint presentation. Choose and click on the 'Slide Show' tab on the top bar of PowerPoint.
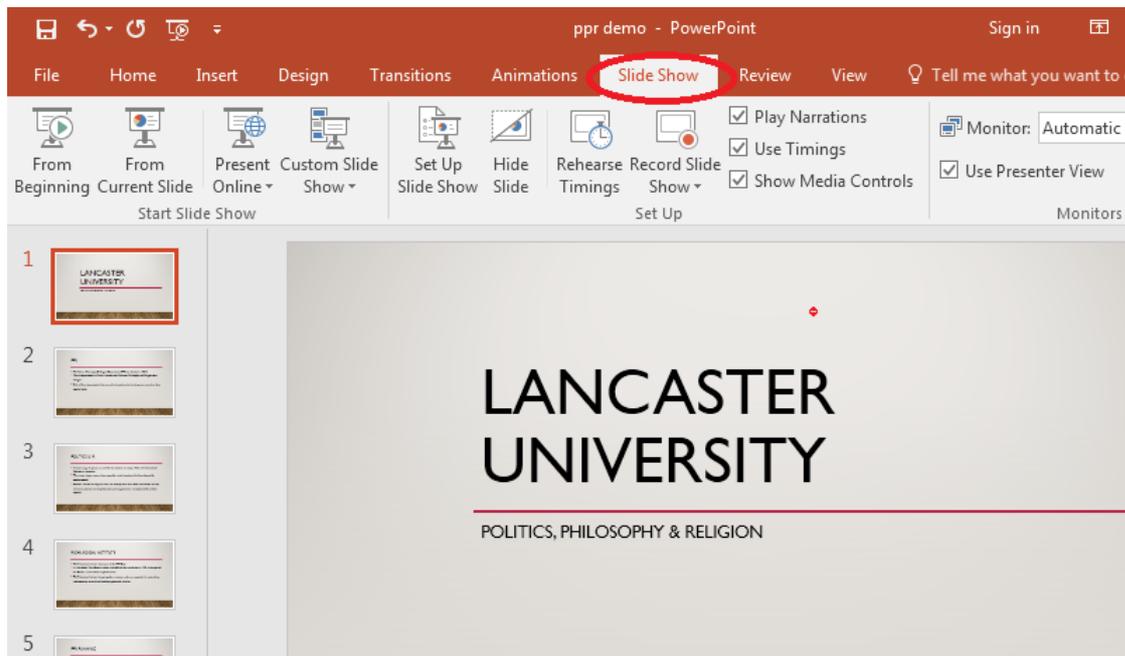

9.   On the drop-down menu choose 'Record from Beginning'
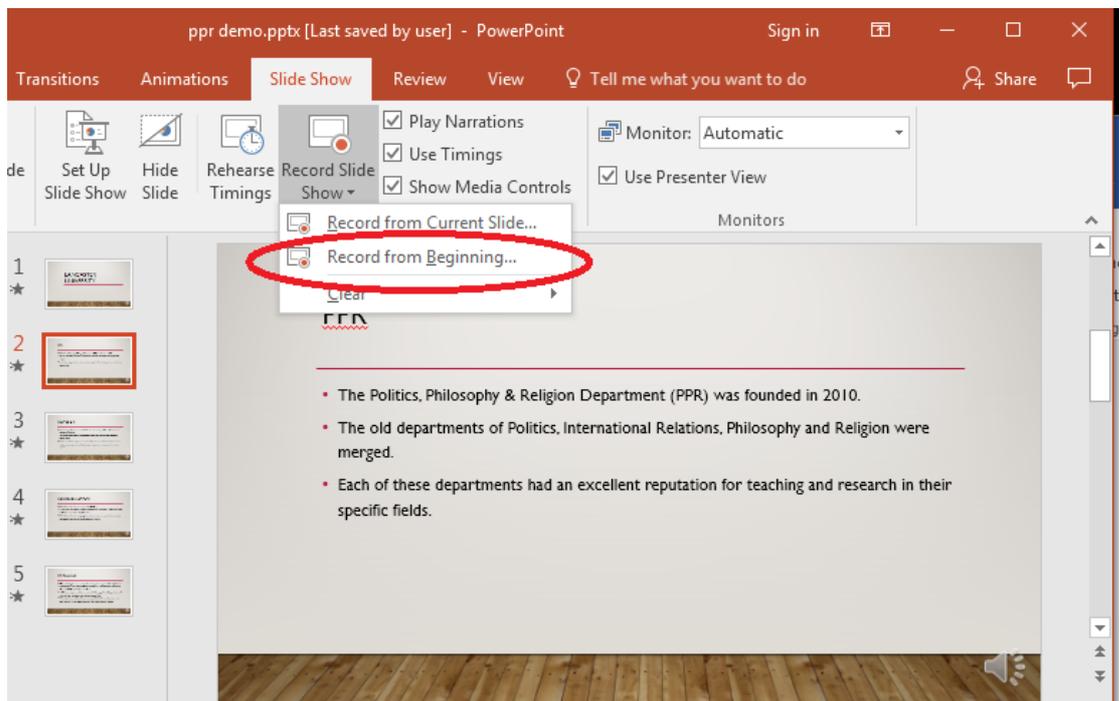
10.   You now need to prepare for what you want to narrate. You may wish to make notes or write out exactly what you want to say. The recordings work on a slide-by-slide basis so you need to prepare for each slide.

11.   Once you are ready ensure you are at the start of the presentation. Prepare to click the record button. Be aware the voice recording will start after a 3,2,1 countdown. You can pause the recording using the blue squared button (greyed out when not in recording mode). When you have finished recording for the slide, click the right-hand arrow to advance to the next slide.
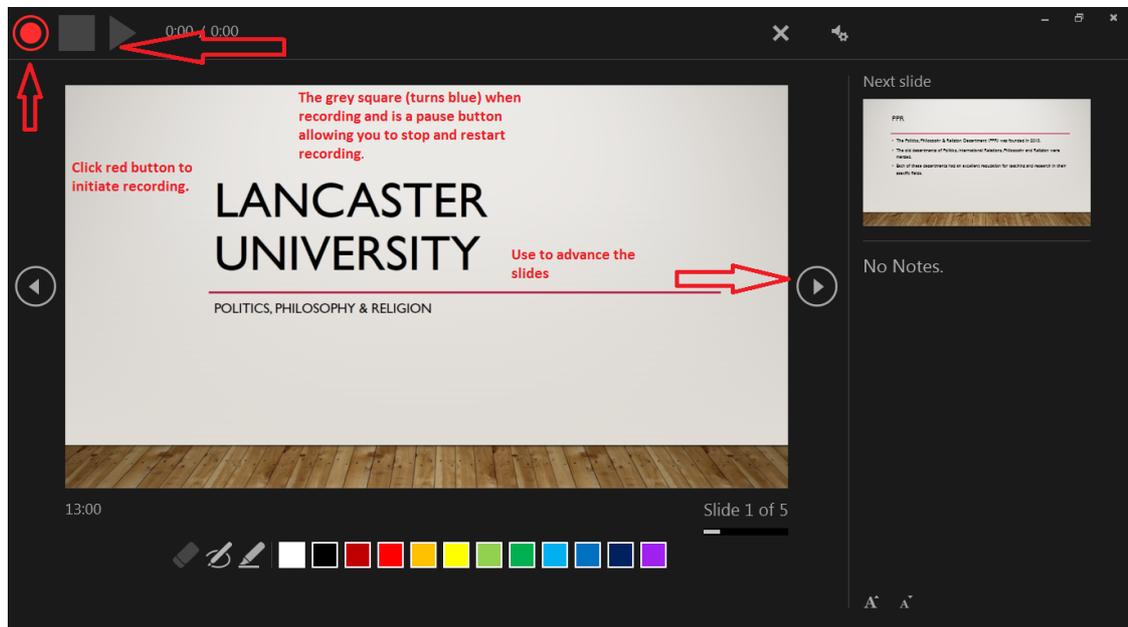
12.   When you are in record mode you can track the time elapsed by referring to the stopwatch to the left at the foot of the page.
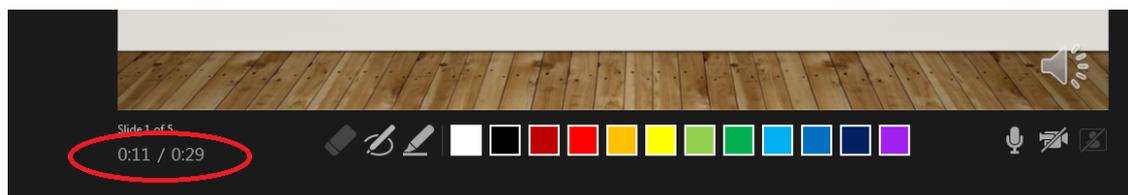
13. Once you have reached the last slide, you will be prompted to exit the recording mode. Click the screen to exit.
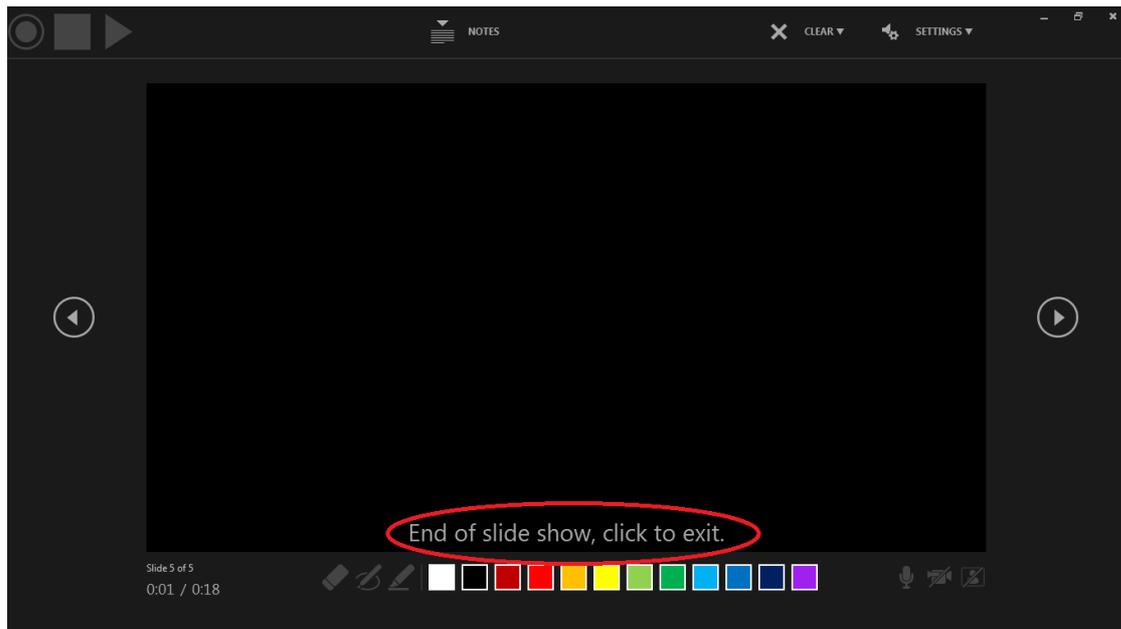
14. Save your narrated version

15. Make sure the 'Play Narration' box is ticked (a). You can now play your narrated presentation by clicking the 'From Beginning button' (b). Note: if your device does not have speakers you will need to plug-in a headphone to hear the audio.
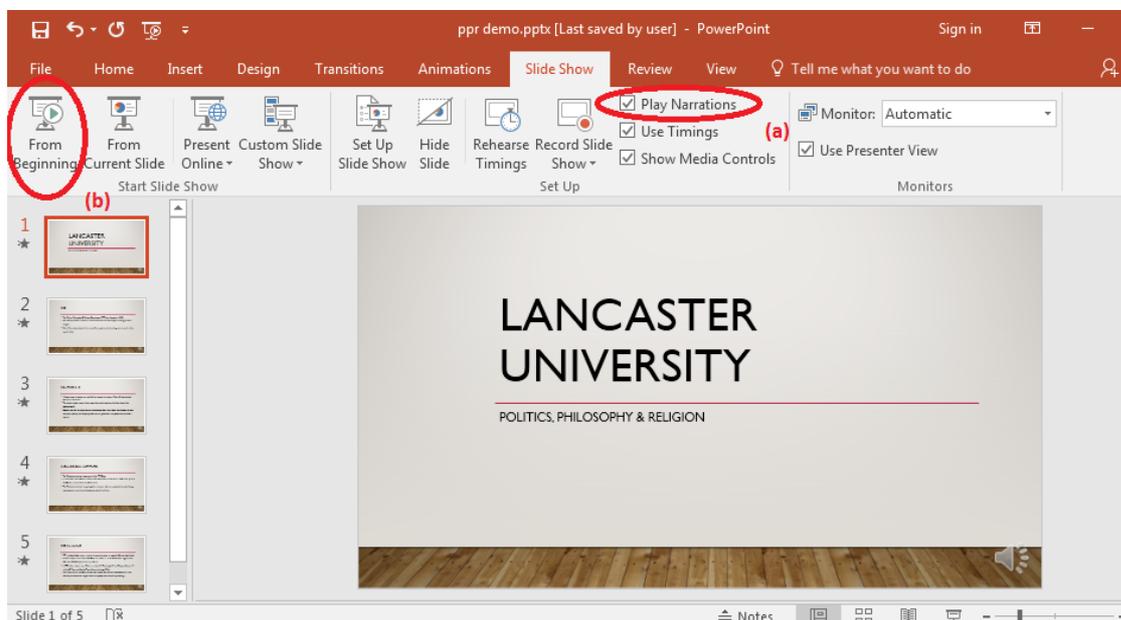
16. You now need to automate the slide transitions. Under the 'Slide Show' tab there is a lower tab called "Set Up Slide Show." Click this and a drop-down box appears. Ensure the radio button, "Using timings, if present" is set. (The presentation will use the narration timings you recorded as the points to advance slides.)
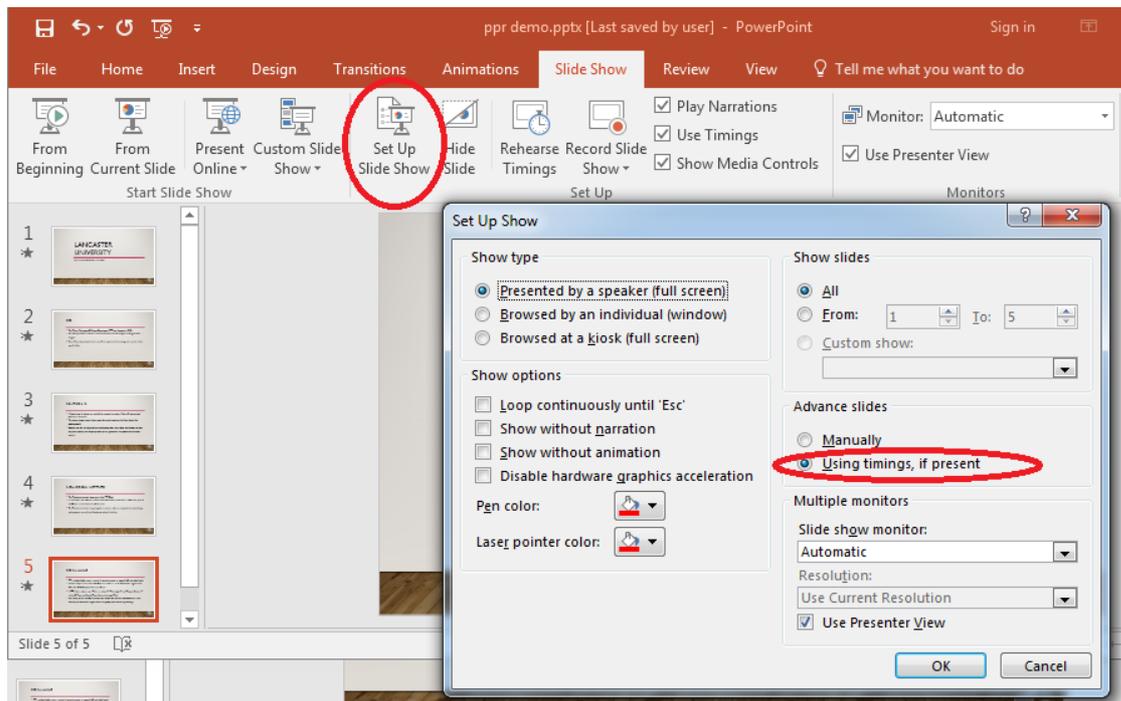
18. Now save your presentation before preparing to upload to your Moodle course.

19. To upload your presentation to Moodle, sign in, select the relevant module course, and click the 'Add new discussion topic' as you would normally to make a contribution.

20. You can now add your presentation along with any heading and comments in the 'Discussion Topics' fields. To add your presentation, simply select the presentation on your computer and drag into the attachment box and when ready click the 'Post to Forum' button.

21. Your comments and your presentation will appear on the Moodle forum for other participants to access.