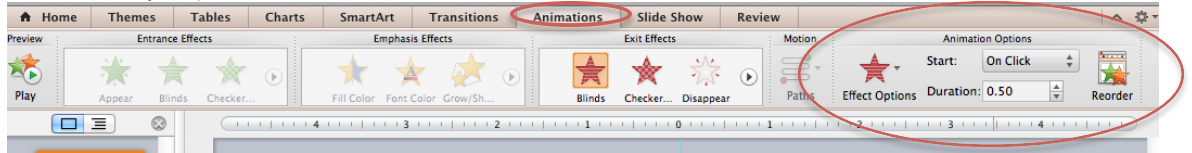


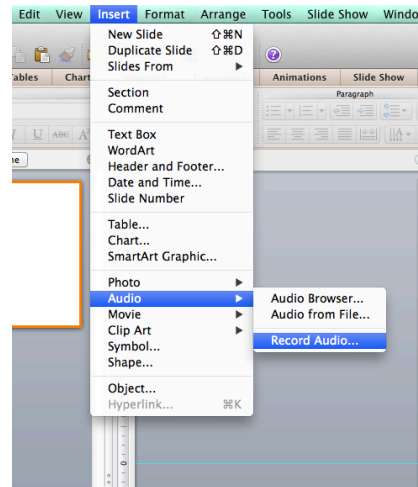
How to Animate and Record Audio in Microsoft PowerPoint 2011

1. Open a PowerPoint Document.
2. Create text/object.
3. Select text/object and click on “Animations” in the menu bar.



4. Select your desired effect(s).
5. With your animated object selected, on the top right of the screen there is a section called “Animation Options”. Here you can choose “Effect Options” to alter your effects, “Reorder” to change the order of your effects, and alter the start/duration of your effects.

6. To record audio, select **Insert > Audio > Record Audio**.
7. Record sound. When you have finished recording, title your sound and select “Save”.
8. NOTE: Be sure to save as a **PPTX, NOT PPT**. This step is crucial to retaining audio files.



9. To record a slideshow, click “Slide Show” in the menu bar and select “Record Slide Show”.



10. Run through your presentation, as you would like for it to be timed. Once you have finished, select “Exit Show”.
11. A dialogue box will appear to ask if you would like to save timings. Select “yes”.

12. To save your PowerPoint as a movie file, select **File > Save as Movie...** in the main menu bar and save it as a movie.