

T4L Support Guides

Microsoft PowerPoint

Screen Recorder



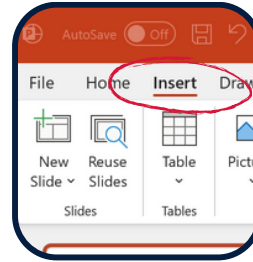
Step 1

Open Microsoft PowerPoint desktop app and click on blank presentation.



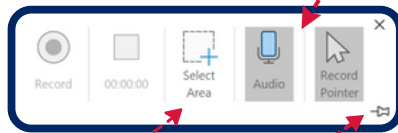
Step 2

On the Insert tab on the ribbon select Screen Recording.



Step 3

On the Control Dock, choose Select Area. Select and drag to select the area of the screen you want to record.



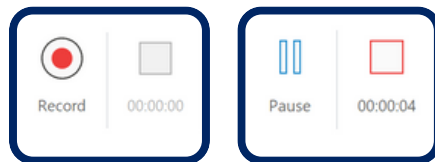
NOTE: Click the pin to keep the control dock on the screen otherwise it will slide up and off the screen.

Step 4

PowerPoint automatically records the audio and the mouse pointer, so by default those options are selected on the control dock. To turn them off, deselect Audio and Record Pointer.

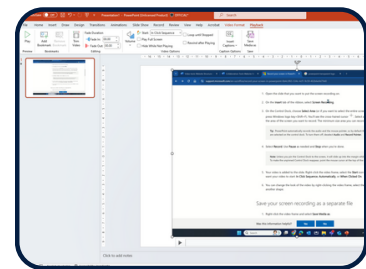
Step 5

To begin the recording, select Record. Use Pause as needed and Stop when you're done.



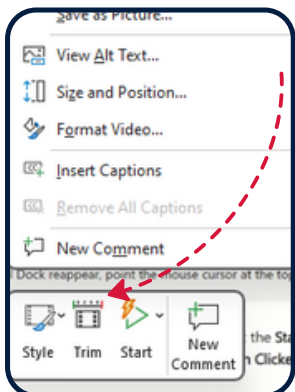
Step 6

The video will be added to the slide.



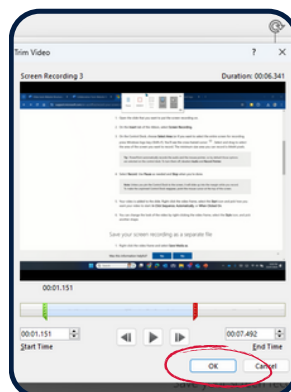
Step 7

To trim your video, right click on the video and select trim.



Step 8

Use the sliders to determine the start and end point of your video then click OK to save the changes.



Step 9

To save your screen recording as a separate video, right click the video frame and select Save Media As.

Choose a folder destination and give the file a name then click Save.

