

Record audio narration for your PowerPoint presentation

You can record narration for a presentation right within PowerPoint.

To record and play back sound, your computer must be equipped with a sound card, microphone, and speakers. Make sure that you aren't running any other sound recording applications, such as Speech Recognition, while you are recording.

Record audio and add it to a slide

1. In the navigation pane, click the slide that you want to add sound to.
2. On the Insert menu, point to **Audio**, and then select **Record Audio**.
The **Record Sound** dialog box opens.
3. To start recording, click **Record** .
4. When you are finished, click **Stop** .
5. To listen to the sound that you just recorded, click **Play** .
6. In the **Name** box, type a name for the sound, and then click **Insert**.

An audio icon appears on the slide.

Set the playback options

1. On the slide, select the audio clip icon .
2. On the PowerPoint ribbon, on the **Playback** tab, do the following, as needed:
 - Determine when the audio clip should start playing: In the **Start** list, select **Automatically** or **When Clicked**.
 - To play an audio clip continuously until stopped (rather than just playing once), select **Loop Until Stopped**. (Used alone, this option means the looping sound lasts while the slide it resides on is being shown. When **Loop Until Stopped** is used in tandem with **Play Across Slides**, the looping sound continues throughout the presentation.)
 - To play the audio clip as you click through the slides in your presentation, select **Play Across Slides**.
 - Select **Hide During Show** if you want the audio icon to be invisible during Slide Show.

Preview Audio

- On the slide, select the audio icon, and then click the **Play/Pause** button beneath the audio icon.



Hide the Audio icon

1. Click the audio clip icon. 
2. On the PowerPoint ribbon, on the **Playback** tab, select the **Hide During Show** check box.

Important: Use this option only if you set the audio clip to play automatically. Note that the audio icon is always visible unless you drag it off the slide.

These instructions are taken from Microsoft Office support page.

<https://support.office.com/en-us/article/record-audio-narration-for-your-powerpoint-presentation-232d5fec-fc90-4abb-9332-c469d336d947#OfficeVersion=macOS>