

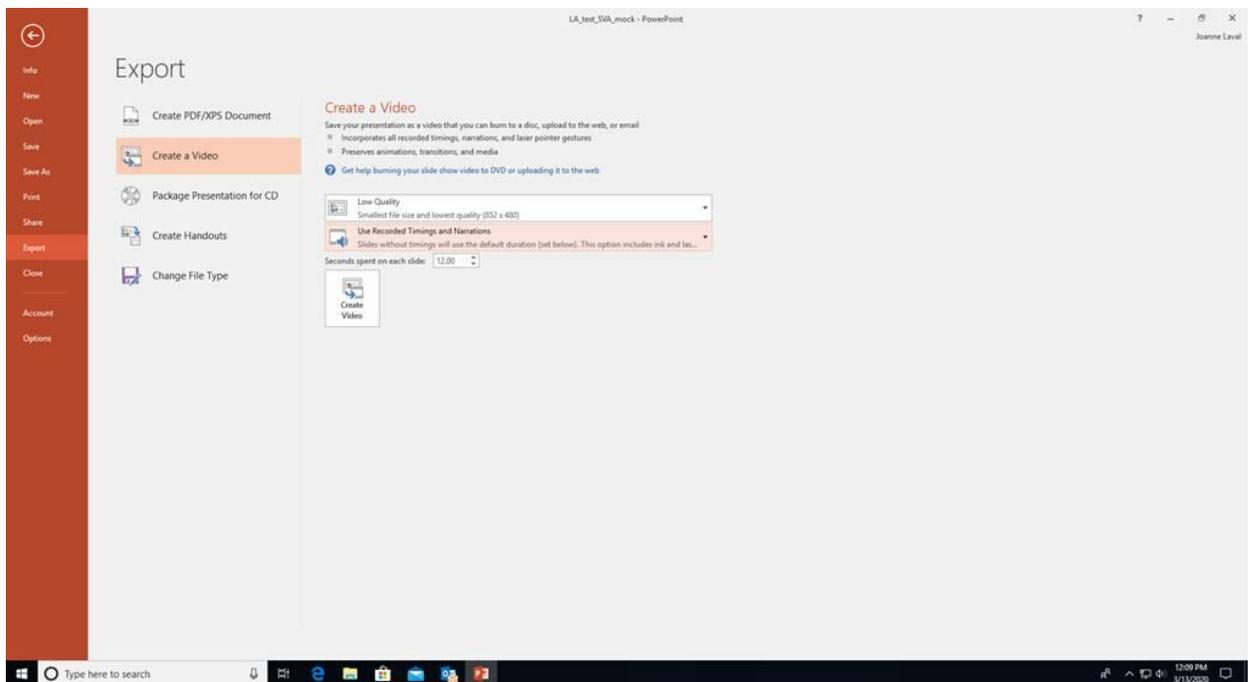
Turn your presentation into a video

When you make a recording of a presentation, all its elements (narration, animation, pointer movements, timings, and so on) are saved in the presentation itself. In essence, the presentation becomes a video that your audience can watch in PowerPoint.

Save as a video file

After you've created your slides and [recorded any timing and narrations](#) and [laser pointer gestures](#) that you want to include, you're ready to create a video file.

1. On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).
2. Click **File > Export > Create a Video**. (Or, on the **Recording** tab of the ribbon, click **Export to Video**.)

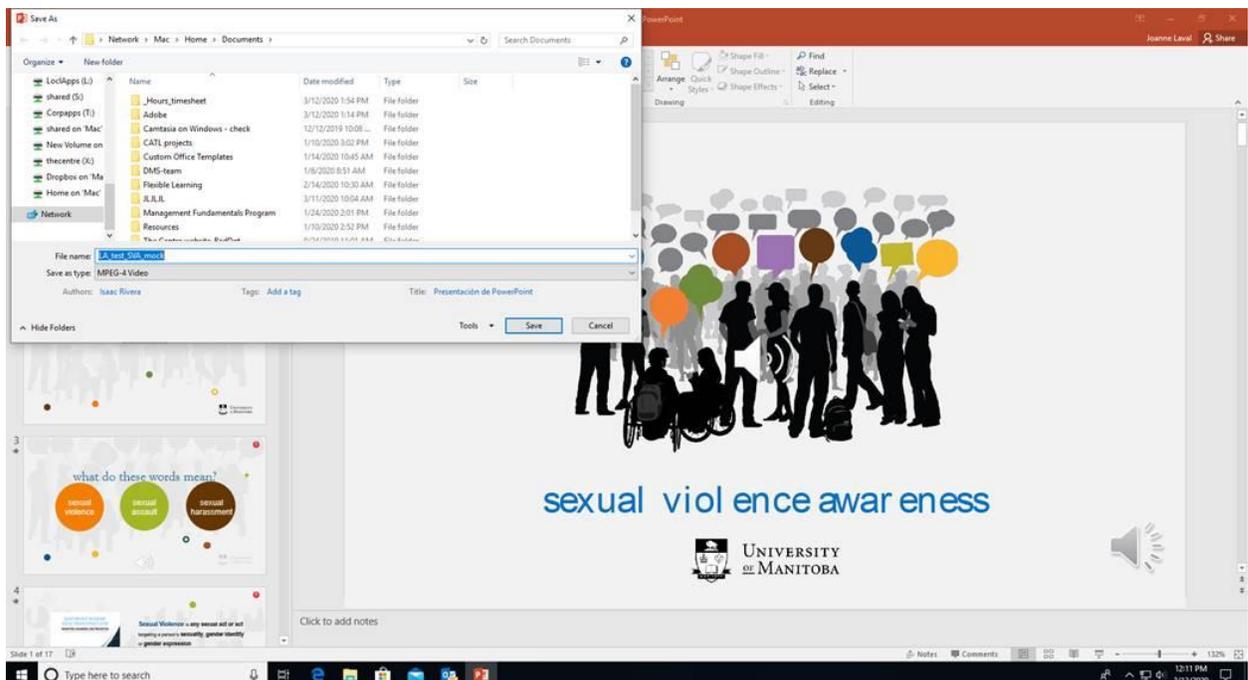


3. In the first drop-down box under the **Create a Video** heading, select the video quality you want, which pertains to the resolution of the finished video. The higher the video quality, the larger the file size. (You may want to test them to determine which one meets your needs.)
4. The second drop-down box under the **Create a Video** heading tells whether your presentation includes narration and timings. (You may switch this setting if you like.)

- If you haven't recorded timed narration, by default the value is **Don't Use Recorded Timings and Narrations**.
- The default time spent on each slide is 5 seconds. You can change that timing in the **Seconds to spend on each slide** box. To the right of the box, click the up arrow to increase the duration, or click the down arrow to decrease the duration.
- If you have recorded a timed narration, by default the value is **Use Recorded Timings and Narrations**.

5. Click **Create Video**.

6. In the **File name** box, enter a file name for the video, browse for the folder that will contain this file, and then click **Save**.



7. In the **Save as type** box, choose either **MPEG-4 Video** or **Windows Media Video**.

You can track the progress of the video creation by looking at the status bar at the bottom of your screen. The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation.

Tip: For a long video, you can set it up to be created overnight. That way, it'll be ready for you the following morning.

8. To play your newly-created video, go to the designated folder location, and then double-click the file.

How to export your presentation as a video in Mac

Note: This feature is only available to [Office 365 subscribers](#). If you have an Office 365 subscription, [make sure you have the latest version of Office](#).

1. Click **File > Export**.
2. On the **File Format** menu, select the video format that you want (MP4 or MOV).
3. Select the video quality you want: **Presentation Quality**, **Internet Quality**, or **Low Quality**. The higher the video quality, the larger the file size.
4. If you have recorded timings and want to use them in the video you create from your presentation, make sure the box next to **Use Recorded Timings and Narrations** is checked. You can also choose to set the amount of time the video will spend on each slide if you don't have a set timing.
5. When you've made all your selections, choose **Export**.

Note: When you export your presentation as a video, any narrated audio that was recorded in Slide Show will play, but other embedded media files won't play.

After you've saved your presentation as a video, you can share it just as you would any other video, by using applications or devices that can open and play videos.

These instructions are taken from Microsoft Office support page.

<https://support.office.com/en-us/article/Turn-your-presentation-into-a-video-C140551F-CB37-4818-B5D4-3E30815C3E83>

<https://support.office.com/en-us/article/export-your-powerpoint-for-mac-presentation-as-a-different-file-format-0547523c-56c4-4799-b5f7-6257907c09ee>