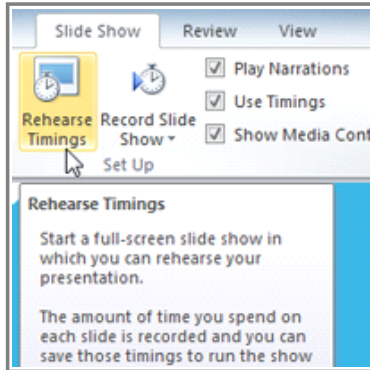




## Introduction



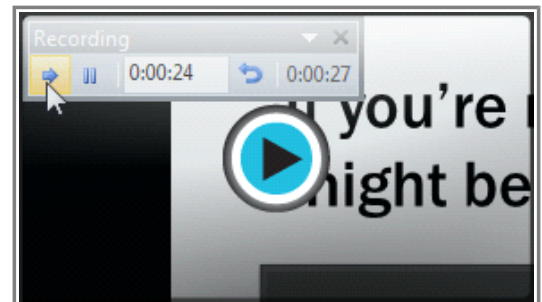
There are many things to keep in mind when giving a presentation. How long will your presentation last? What will you say? If you're not in the same location as your audience, how will they view it? Fortunately, PowerPoint 2010 offers a number of tools to help you ensure that your presentation goes smoothly.

In this lesson, you will learn how to **Rehearse** and **Record** slide shows in advance. You will also learn about alternative presentation options, such as **creating a video** of your presentation or **broadcasting** your presentation to remote audiences. Finally, you will learn how to **create handouts** of your presentation or **customize** it with hidden or rearranged slides.

## Rehearse and Record Slide Shows

PowerPoint 2010 offers you two useful options for rehearsing and preparing the timing and delivery of your presentation in advance: **Rehearse Timings** and **Record Slide Show**.

➤ Watch the video to learn how to rehearse timings, record narration, and use the laser pointer in your presentation.



Watch the video (3:06). [Need help?](#)

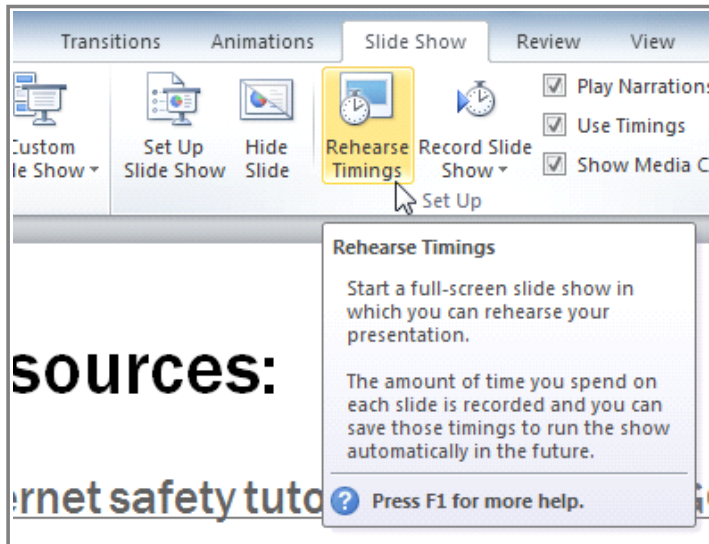
### Rehearsing Slide Show Timings

**Rehearsing timings** can be useful if you want to set up a presentation to play at a certain speed without having to click through the slides to present it. Think of it as a tool to help you practice presenting your slide show. Using this feature, you can save timings for each slide and animation. PowerPoint will then play back the

presentation with the same timings when you present it.

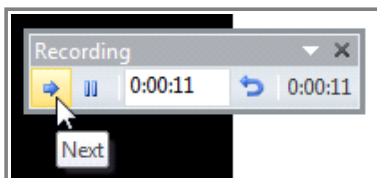
## To Rehearse Timings:

1. Select the **Slide Show** tab and locate the **Set Up** group.
2. Click the **Rehearse Timings** command. You will be taken to a full screen view of your presentation.



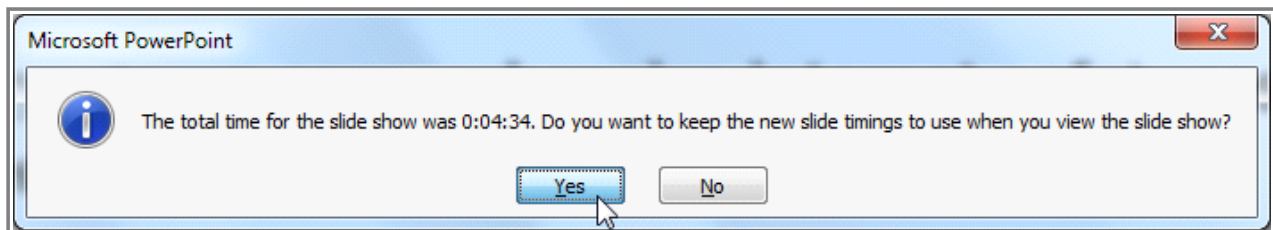
*The Rehearse Timings command*

3. Practice presenting your slide show. When you are ready to move to the next slide, click the **Next** button on the **Recording Toolbar** in the top left corner. If you prefer, you can also use the right arrow key.



*Navigating to the next slide using the Recording toolbar*

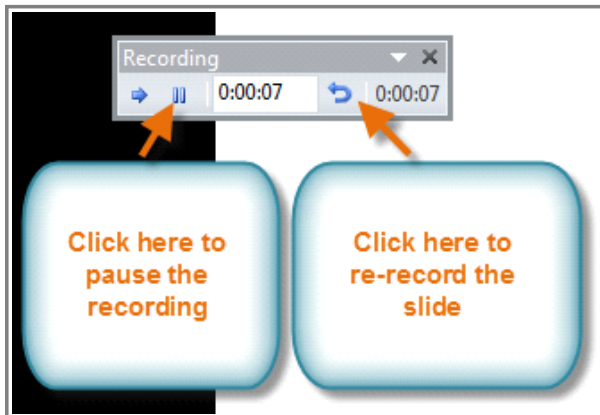
4. When you have reached the end of the show, press the **Esc** key to end your slide show. A dialog box will appear with the total time of your presentation.



*Verifying the new slide timings*

5. If you are satisfied with your timings, click **Yes**.

If you need more than one try to get the timings just right, the **Recording Toolbar** has options to let you take a break or start over on a slide. To pause the timer, click the **pause** button on the toolbar. No actions taken while the timer is paused will be included in the timings. To re-record the timings on the current slide, simply click the **repeat** button.



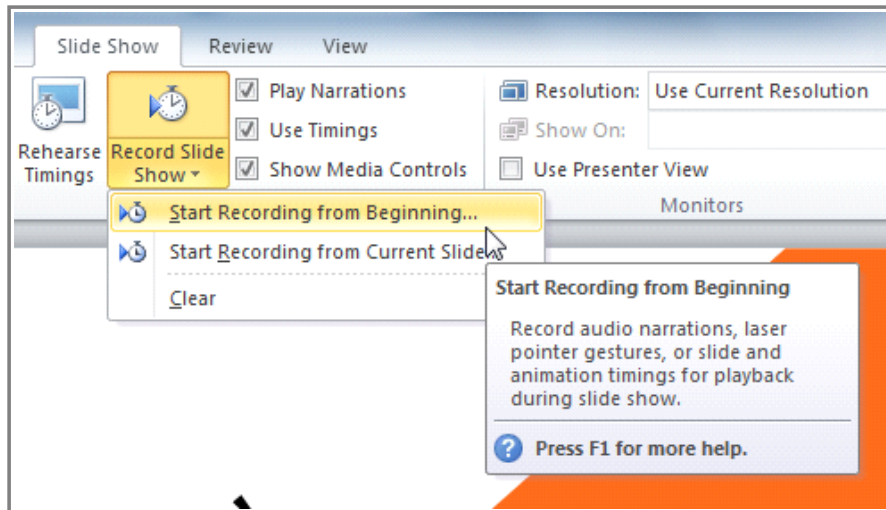
*The Recording toolbar*

## Recording Your Slide Show

The **Record Slide Show** feature is similar to the **Rehearse Timings** feature, but more comprehensive. If you have a microphone for your computer, you can even **record voice-over narration** for the entire presentation. This is useful if you plan on using your slide show for a self-running presentation or a video. Your mouse won't show up on screen in recorded slide shows, so if you would like to **point out details on screen**, you can use PowerPoint's **laser pointer** option.

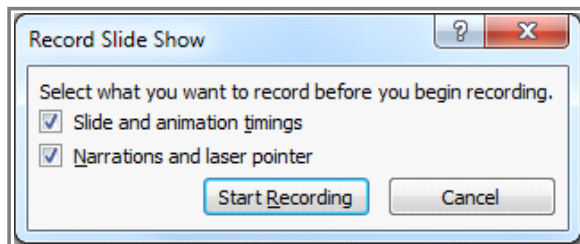
### To Record a Slide Show:

1. Click the **Slide Show** tab and locate the **Set Up** group.
2. Click the **Record Slide Show** drop-down arrow.



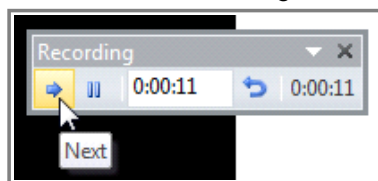
*The Record Slide Show command*

3. Select either **Start Recording from Beginning** or **Start Recording from Current Slide**. The **Record Slide Show** dialog box will appear.
4. Select the desired options. Remember, you can only record narration if you have a **microphone** attached to your computer.



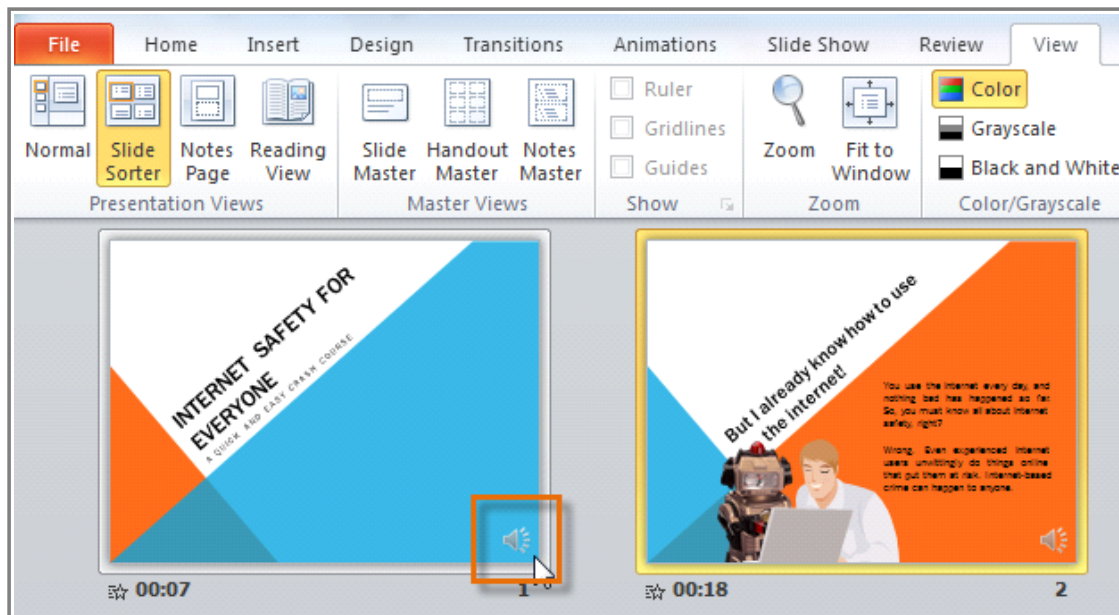
*The Record Slide Show dialog box*

5. Click **Start Recording**. Your presentation will open full screen.
6. Perform your slide show. Make sure to speak clearly into the microphone if you are recording narration. When you are ready to move to the next slide, click the **Next** button on the **Recording Toolbar** in the top left corner or use the right arrow key.



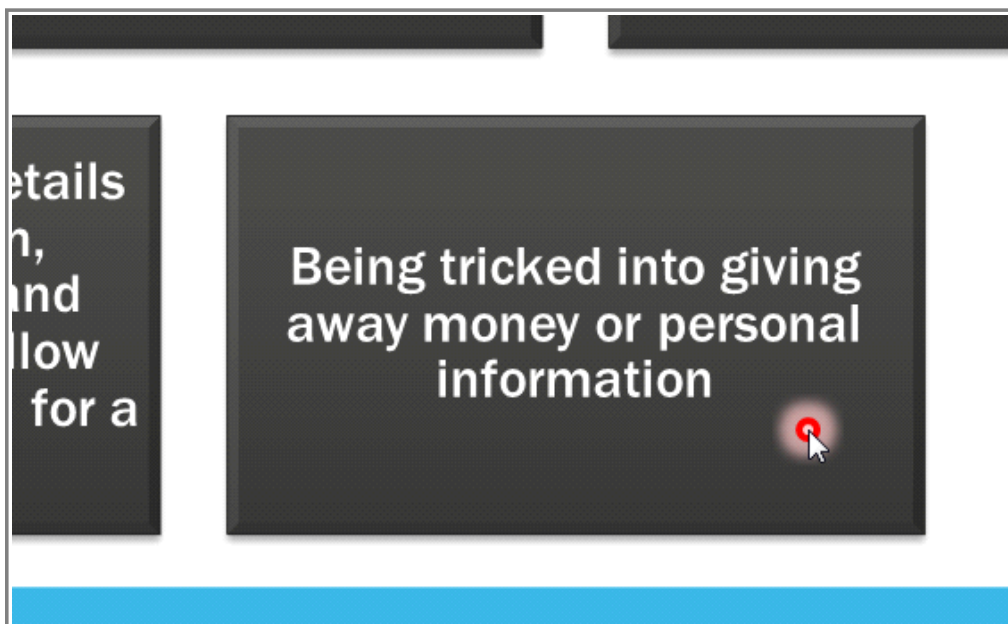
*Navigating to the next slide using the Recording toolbar*

7. When you reach the end of the show, press the **Esc** key to exit.
8. Your slide show timings and narration are now included in your presentation. The slides with narration will be marked with a **speaker icon** in the bottom right corner.



*Slides with narration*

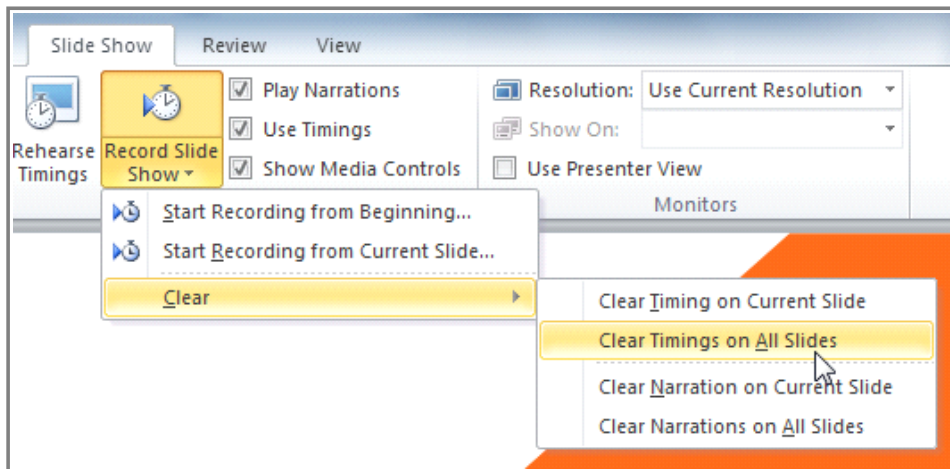
To point out details during your recording, press and hold the **Ctrl** key on your keyboard. Your cursor will show up as a **laser pointer**. Simply move your mouse to indicate the desired details. Release the **Ctrl** key when you are finished pointing out things on screen.



*Using the laser pointer*

## To Remove Narration or Timings from a Recorded Slide Show:

1. Click the **Slide Show** tab and locate the **Set Up** group.
2. Click the **Record Slide Show** drop-down arrow.
3. Hover your mouse over **Clear**.



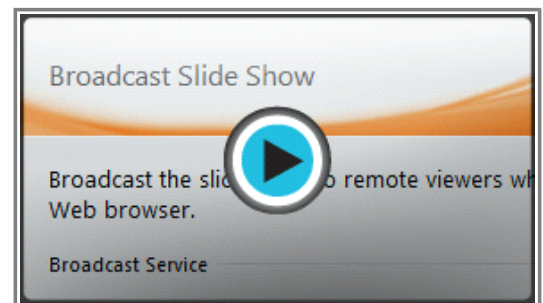
*Clearing timing on all slides*

4. Select the desired option.

## Sharing Presentation Options

**PowerPoint 2010** offers several options to enhance or even totally change the way you deliver presentations. Instead of presenting your slide show normally, you can choose to present it as a **video**, or even **broadcast** it live on the Web so that others can view it remotely. No matter how you choose to give your presentation, you can enhance it by **customizing** your slide show to remove or reorder slides, or **printing handouts** to help your audience take notes. All of these options can help you give a polished and professional presentation.

➤➤➤ Watch the video to learn about the various ways you can share and deliver your presentation, including creating a video, broadcasting your presentation remotely, and printing handouts.



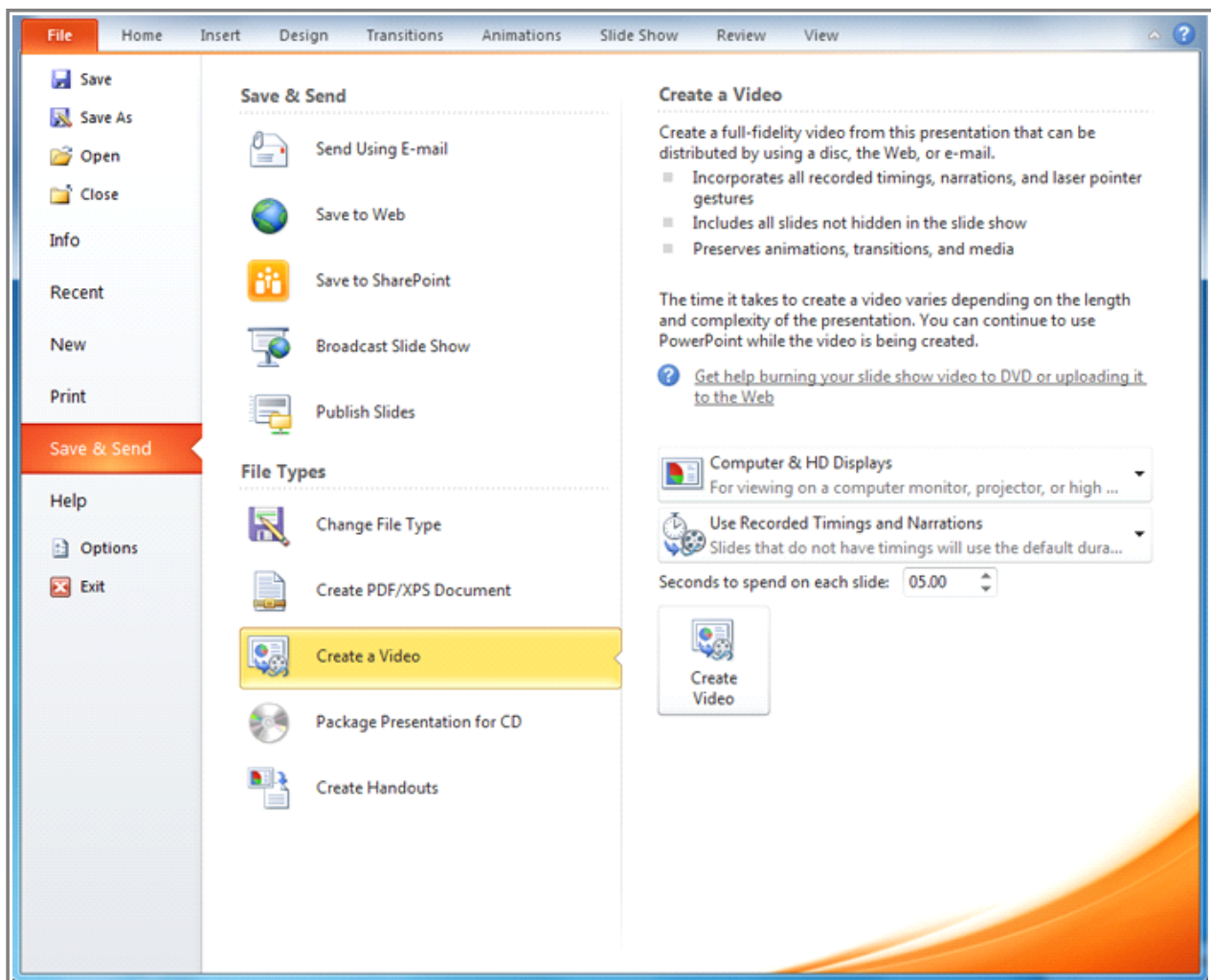
*Watch the video (4:22). [Need help?](#)*

## Presenting Your Slide Show as a Video

The **Create a Video** feature allows you to save your presentation as a video. This can be useful, as it lets your viewers watch the presentation whenever they like. To make sure your viewers have enough time to view each slide, you might want to **rehearse** the timings or **record** your slide show before using this feature.

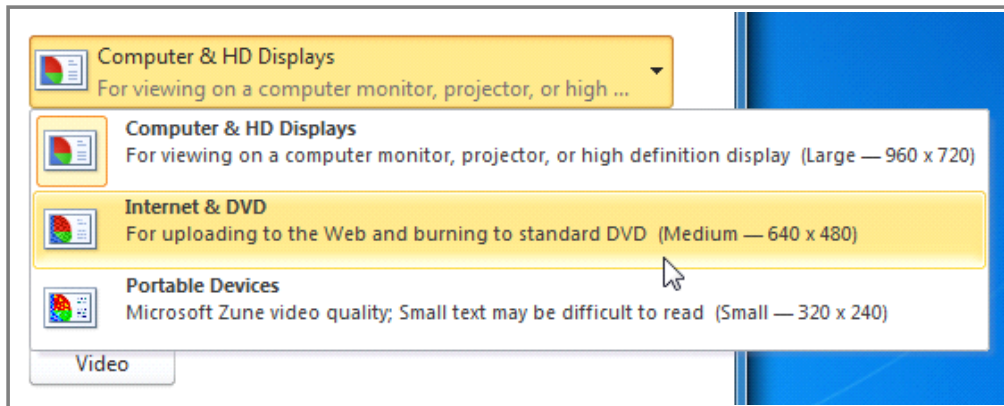
## To Create a Video:

1. Click the **File** tab. This takes you to the **Backstage view**.
2. Select **Save and Send**.
3. Select **Create a Video** under **File Types**. The **Create a Video** menu will appear on the right.



*Creating a video in the Save and Send tab*

4. Click the drop-down arrow next to **Computer and HD Displays** to select the size and quality of your video.



*Selecting video size and quality*

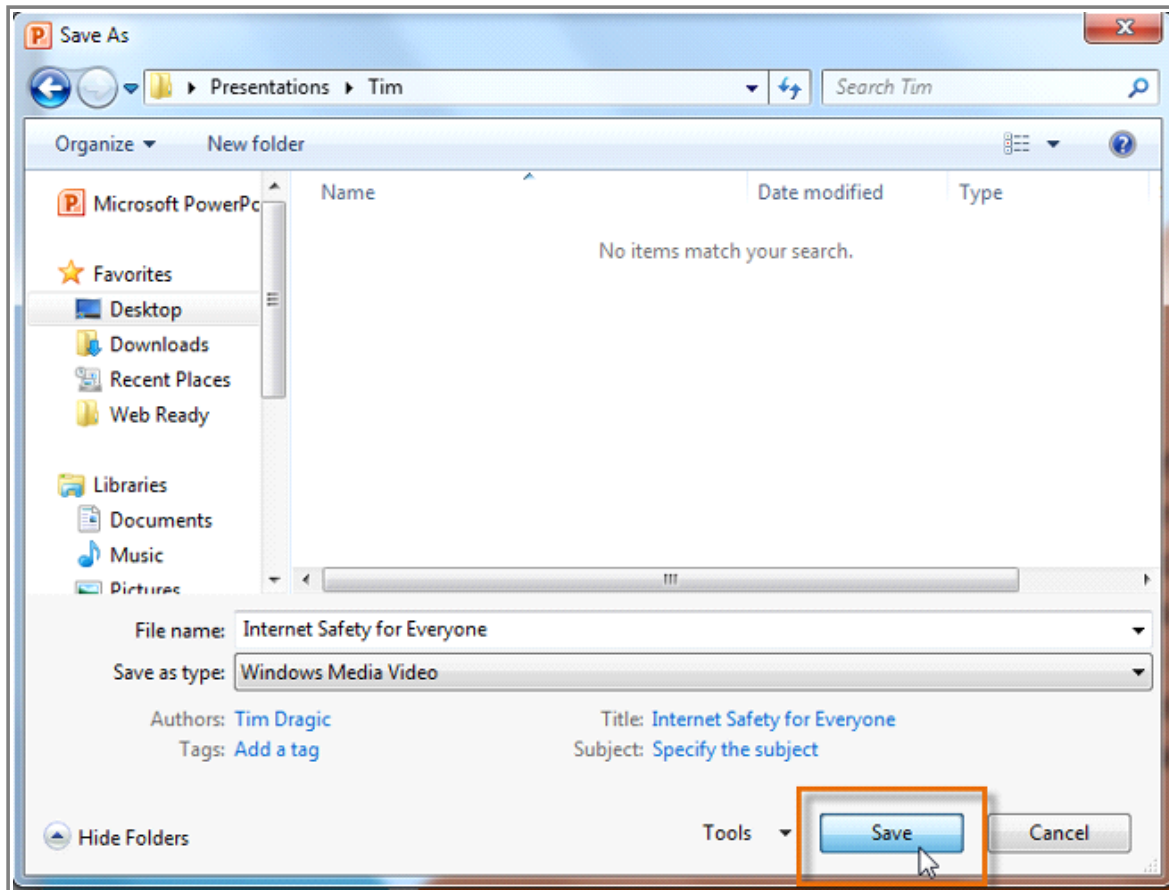
5. Select the drop-down arrow next to **Recorded Timings and Narrations**.
  - i Choose **Don't Use Recorded Timings and Narrations** if you don't have or don't wish to use recorded timings. You can adjust the default **Seconds to spend on each slide**: in the box below the drop-down menu.
  - i Choose **Use Recorded Timings and Narrations** if you have already recorded timings and narrations and would like to use them in your video.



*Selecting recorded timings and narration*

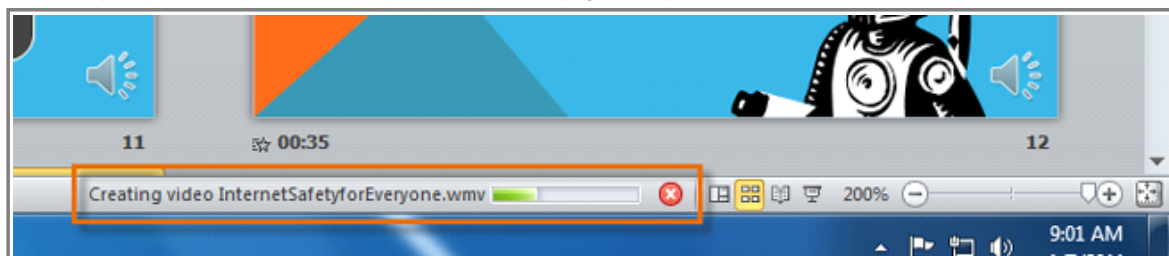
6. Click the **Create Video** command. The **Save As** dialog box will appear.
7. Select the location where you wish to save the presentation, then enter a name for the presentation.





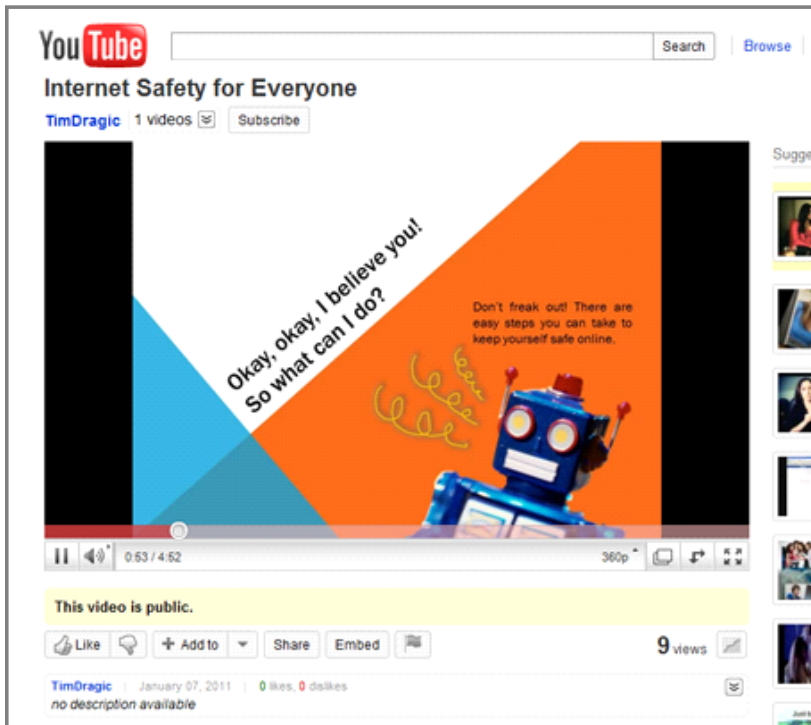
*Saving the video*

8. Click **Save**. A status bar will appear in the bottom right corner of the PowerPoint window as PowerPoint creates your video. When the bar is completely green, your video is ready to view, send, or upload.



*The status bar making the time until the video is complete*


In addition to emailing your video, you can also **upload** your video to free **video sharing sites** like [YouTube.com](https://www.youtube.com). YouTube offers guides to [creating an account](#) and [uploading videos](#). Once your video is uploaded, you can simply give the link to anyone you want to see it.



*The finished video uploaded to YouTube*

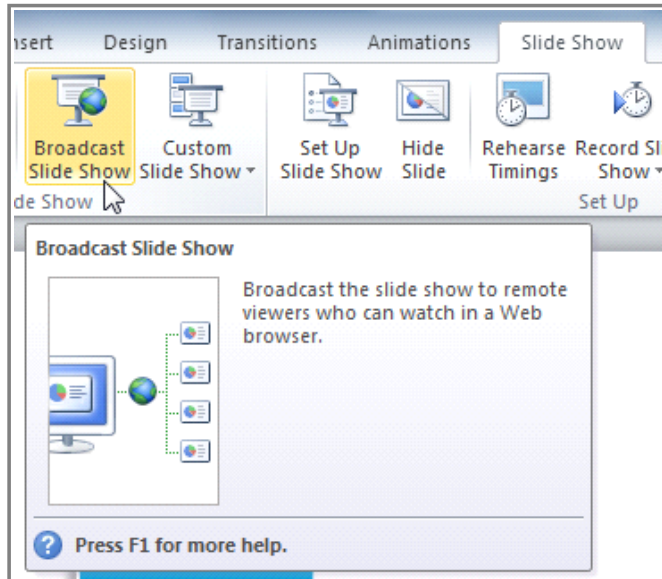
## Broadcasting Your Slide Show to Remote Audiences

**Broadcasting** a presentation remotely is surprisingly easy. All you and your viewers need is an internet connection-- they don't even need PowerPoint. Once your viewers are connected, you can start the presentation as you normally would.

 Please note that you cannot edit your presentation or mark it with a highlighter or pen while you are broadcasting a slide show. You also cannot use PowerPoint to speak to your audience. Plan to communicate with your viewers through teleconferencing, or pre-record your narration.

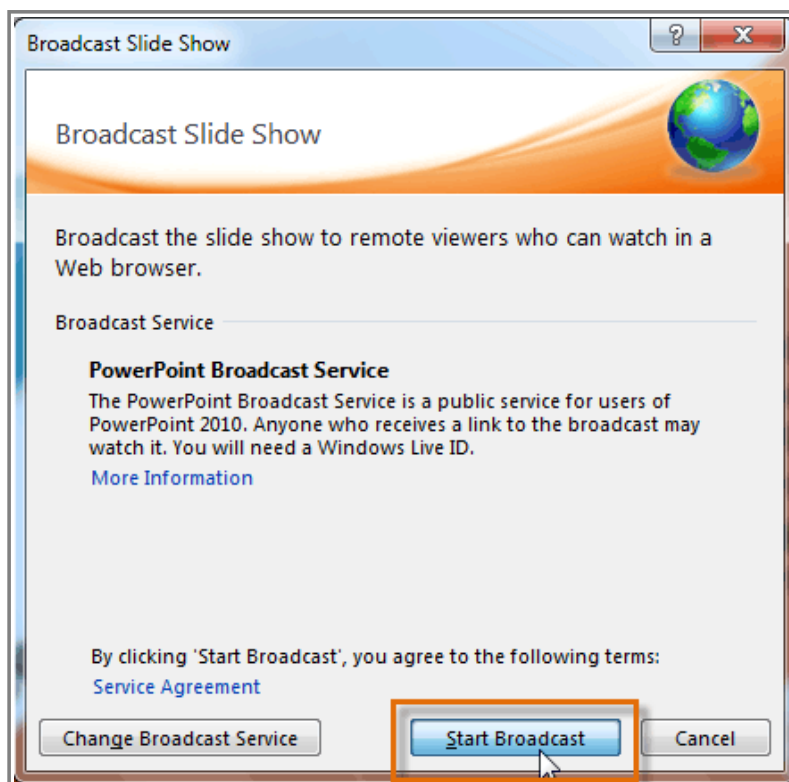
## To Broadcast a Slide Show:

1. Select the **Slide Show** tab and locate the **Start Slide Show** group.
2. Click the **Broadcast Slide Show** command. The **Broadcast Slide Show** dialog box will open.



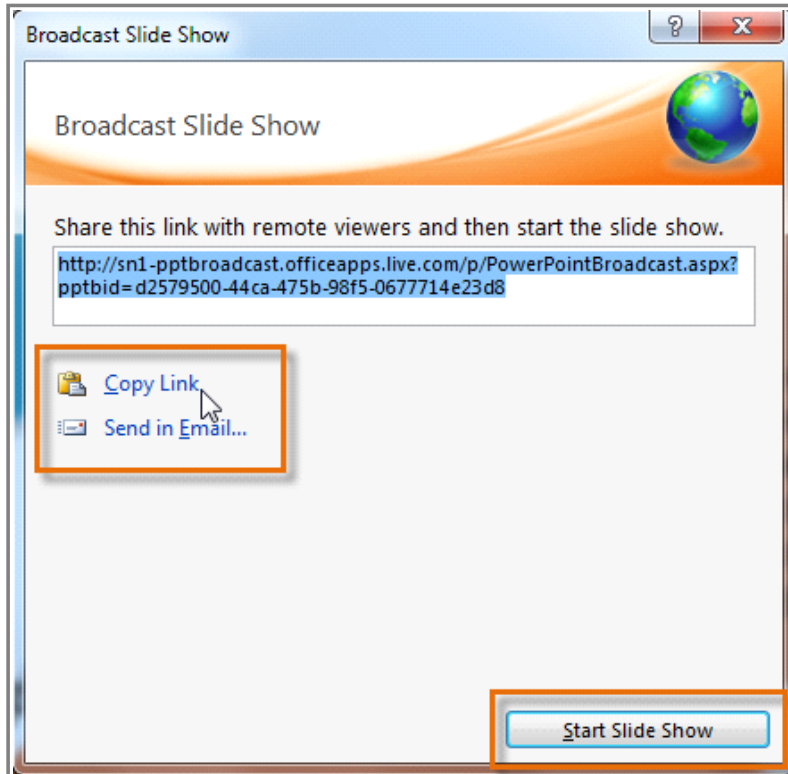
*The Broadcast Slide Show command*

3. Click **Start Broadcast**. A status bar will appear as PowerPoint prepares your broadcast.



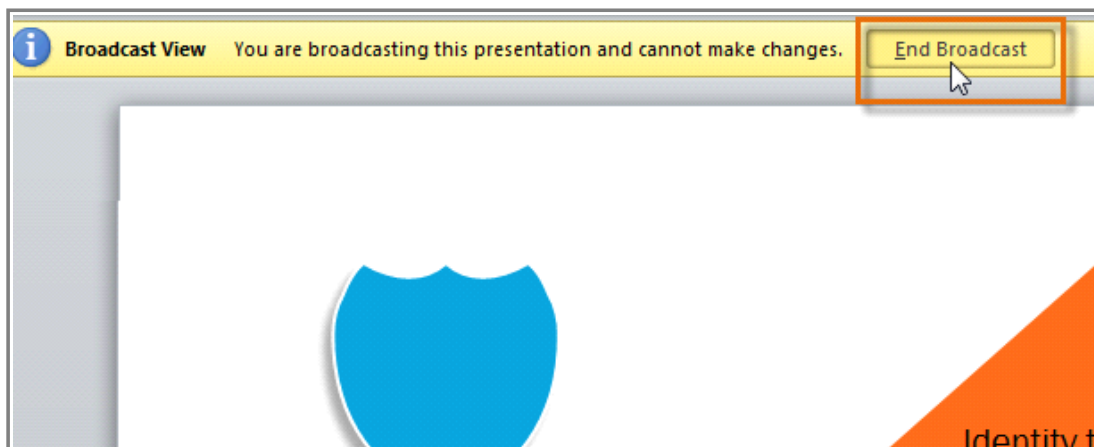
*The Broadcast Slide Show dialog box*

4. A link will appear. Select the link, and click **Copy Link** to make a copy of the link, or **Send in Email** to send an email with the link to your viewers.



*Copying the link for the broadcast*

5. Click **Start Slide Show**.
6. Present your slide show.
7. When you are finished, click **End Broadcast** in the yellow bar at the top of the screen.



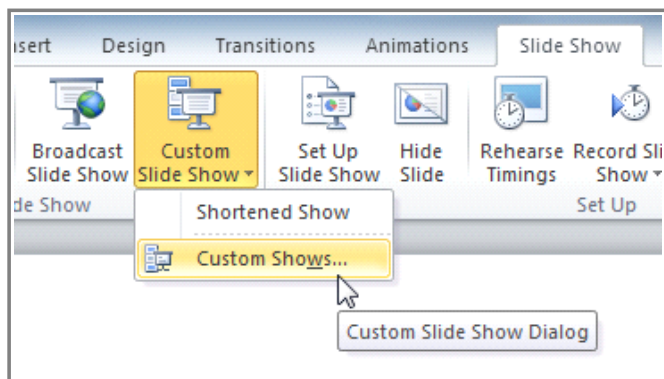
*Ending the broadcast*

## Customizing Your Slide Show

Sometimes you might want to **hide** a slide while still keeping it in your presentation. For instance, if you are presenting a slide show to more than one group of people, hiding or even rearranging certain slides could help you tailor your slide show to each group you present it to. You could also choose to create a shortened version of your slide show to present when you're short on time. The **Custom Slide Show** feature allows you to create and name different versions of your slide show with hidden or rearranged slides.

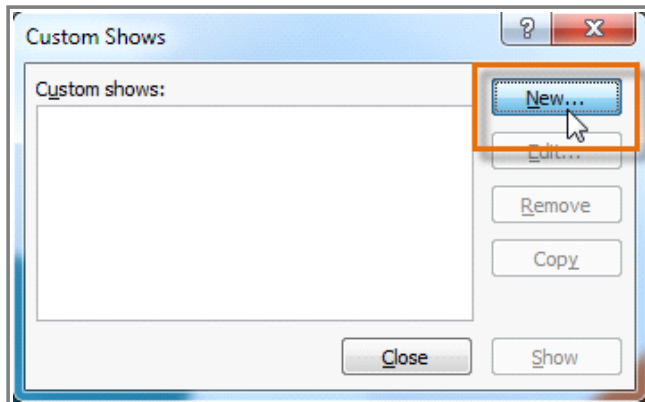
### To Create a Custom Show:

1. Select the **Slide Show** tab and locate the **Start Slide Show** group.
2. Click the **Custom Slide Show** command.



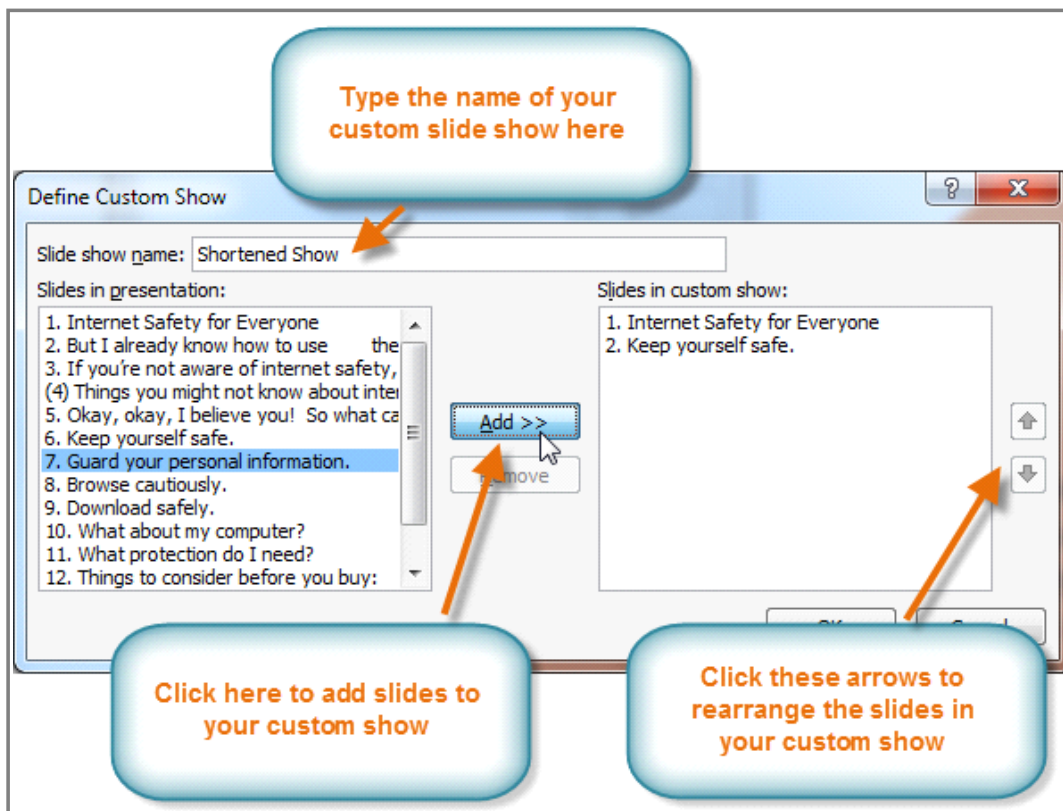
*The Custom Slide Show command*

3. Select **Custom Shows...**. The **Custom Shows** dialog box will appear.
4. Click **New**. The **Define Custom Show** dialog box will appear.



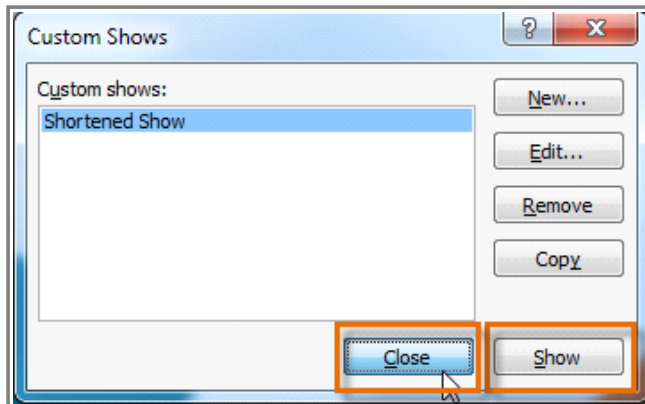
*Creating a new custom show*

5. Locate the **Slide show name** box and type in a name for your custom show.
6. Select the slides in the **Slides in presentation:** box that you would like to include in your custom show, then click **Add >>** to add them to the **Slides in custom show:** box. If necessary, use the **up** and **down arrows** to reorder the added slides.



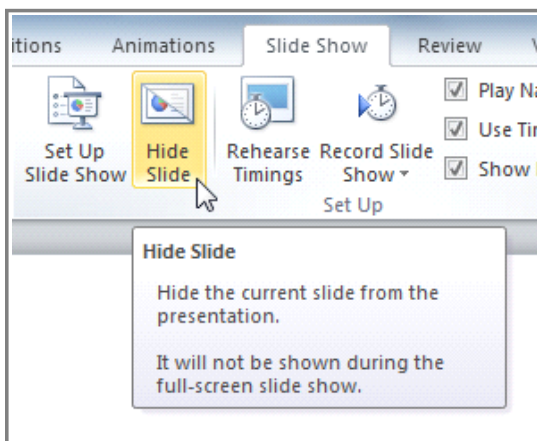
*Adding slides to the custom show*

7. Click **OK**.
8. Select **Close** to exit or **Show** to view your custom show.



*Closing the Custom Show dialog box*

You can also hide slides by selecting the **Hide Slide** command, which can be found on the **Slide Show** tab. To unhide a slide, simply click the **Hide Slide** command again.



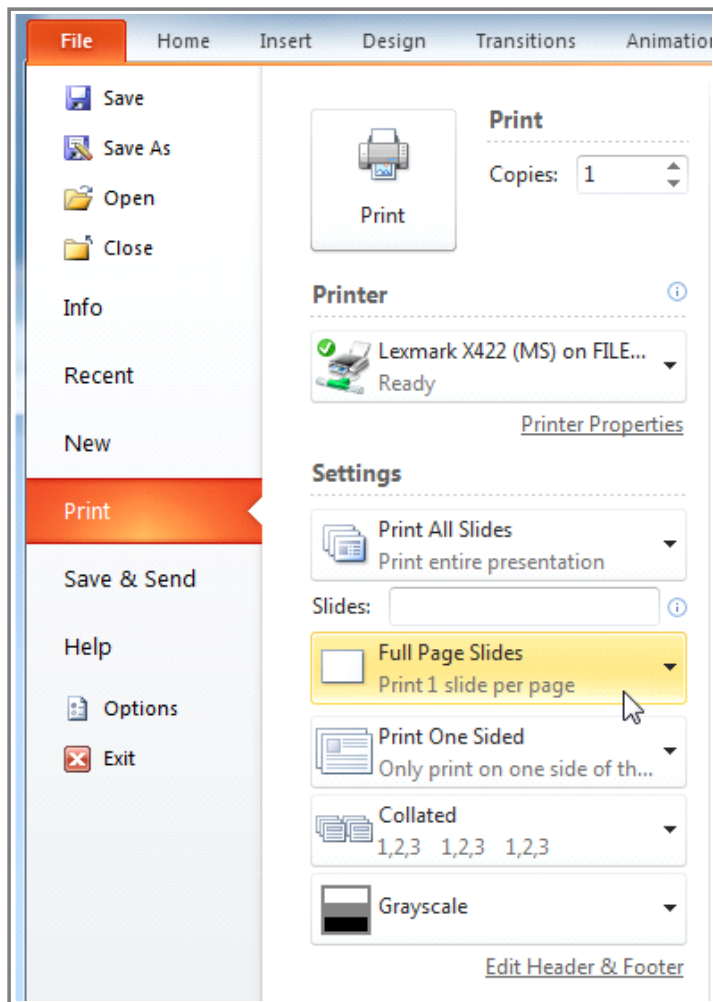
*The Hide Slide command*

## Creating Handouts of a Presentation

**Printing handouts** with images of your slides can be helpful to your audience, as it gives them a hard copy of the information you're presenting. Plus, they can take notes on the handouts as you present your slide show.

### To Create Handouts of a Presentation:

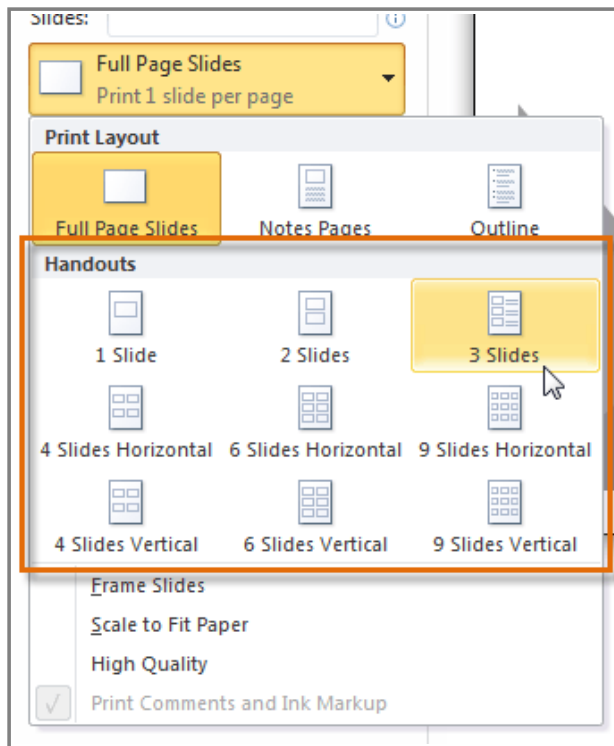
1. Click the **File** tab. This takes you to the **Backstage view**.
2. Click **Print**.



*The Print tab in the Backstage view*

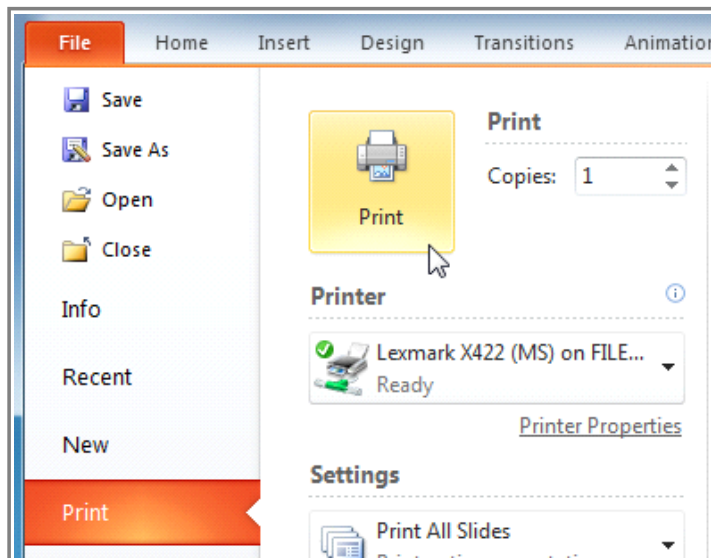
3. Click the drop-down arrow in the box that says **Full Page Slides**, and locate the **Handouts** group.
4. Select a page layout for your handouts. Up to nine slides can be displayed per page. Note that the **3 slides** layout offers lined space for your viewers to take notes.





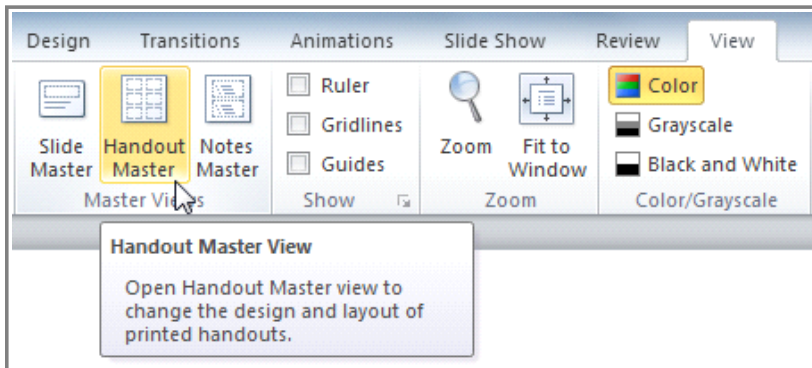
*Selecting a handouts layout*

5. Click the **Print** command.



*Printing the handouts*

If you would like to add a header or footer to your handouts, click the **View** tab on the Ribbon, then select **Handout Master**. Just type your header or footer information into the boxes provided. To return to the normal view, click **Exit Master View**.



*The Handout Master View command*

## Challenge!



1. Open an existing PowerPoint presentation. If you want, you can use [this example](#).
2. Use the **Rehearse Timings** feature to record slide and animation timings for the presentation. Or, if you have a microphone attached to your computer, use the **Record Slide Show** feature.
3. Create a **custom slide show** from your presentation.
4. Create a **video** of your presentation.