

Exam 77-729 Microsoft PowerPoint 2016



# Microsoft PowerPoint

## Create Videos with PowerPoint: The Basics

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# Create Videos In PowerPoint: The Basics

## In this lesson you will learn:

Project: Create videos from PowerPoint

- Share as a Video from PowerPoint
- Record and edit in Camtasia.

## Downloads

[The Teddy Bear's Picnic.docx](#)

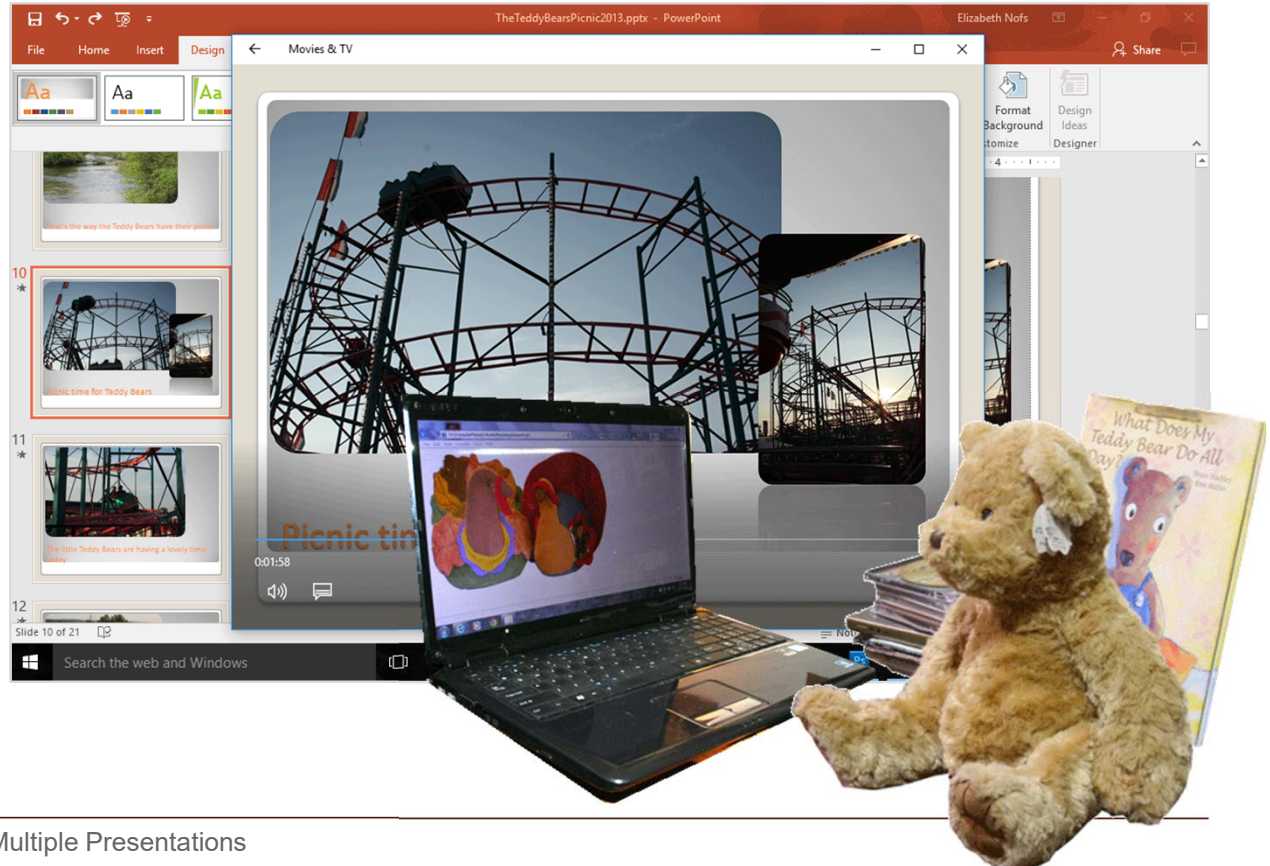
[The Teddy Bear's Picnic 2013.pptx](#)

[Henry Halls BBC Dance Orchestra - Teddy Bears Picnic 1932.mp4](#)

[Teddy1.gif](#), [Teddy2.gif](#), [Teddy3.gif](#),

[Teddy4.gif](#), [Michigan-Balloonfest-8.gif](#),

## Add-Ins->Record



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## Create Videos In PowerPoint: The Basics

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### Project: Create a Video from a PowerPoint Presentation

This lesson uses a sample slideshow to demonstrate the steps: The Teddy Bear's Picnic. The PowerPoint show includes Slide Transitions, Animation and Notes.

You can use the sample presentation or practice with your own PowerPoint slides if you wish.

#### 1. Try It: Open the Sample Presentation

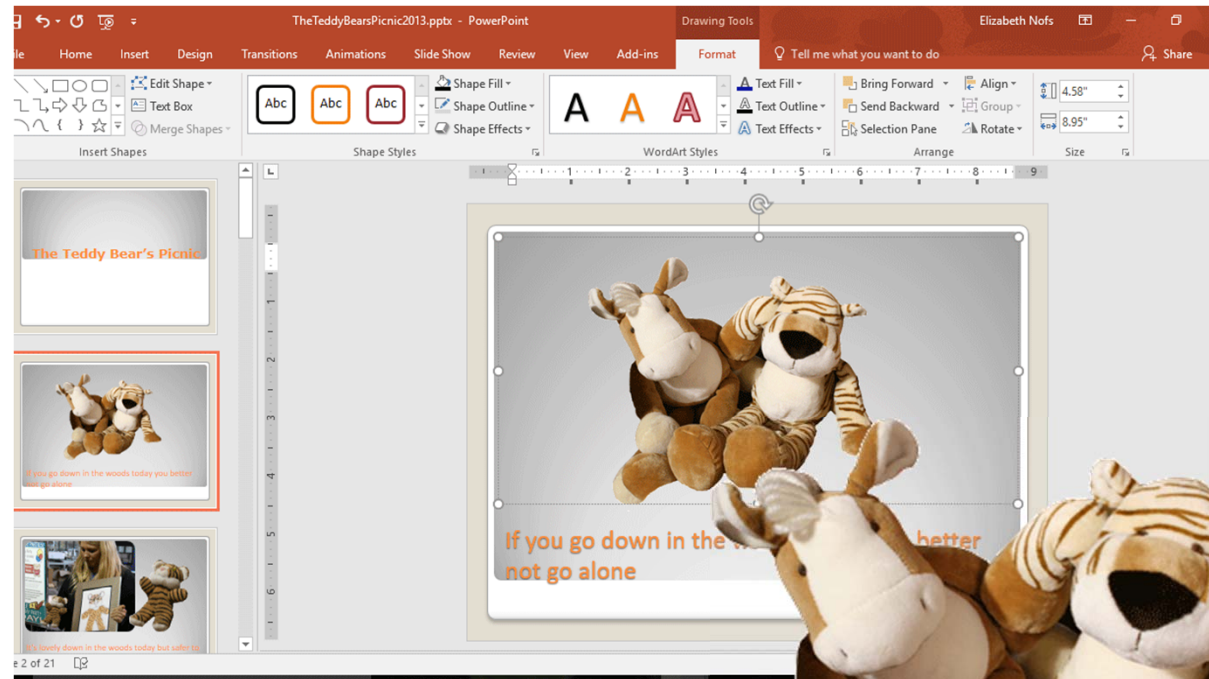
Go to **File->Open**.

**Browse** to the Folder where you saved the file. Select: The Teddy Bear's Picnic.

**What Do You See?** There are 21 slides in this PowerPoint Presentation.

Keep going...

#### File->Open



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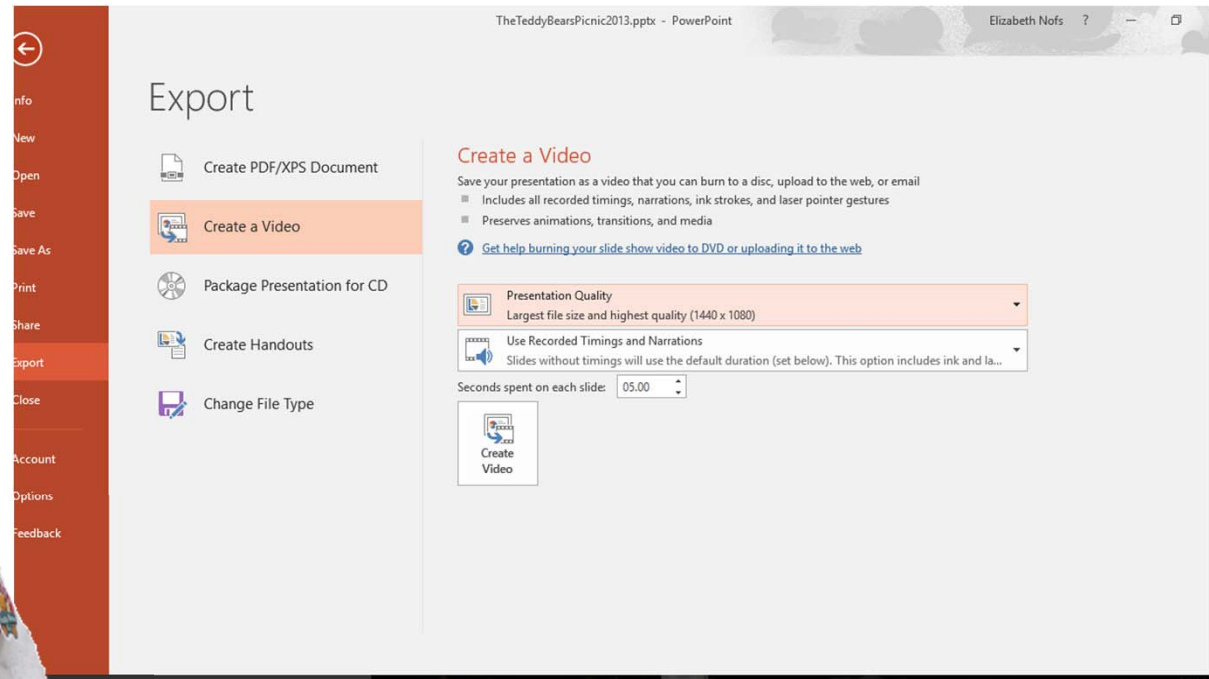
### 2. Try It: Find the Export Options Go to **File->Export**

#### The PowerPoint Export Functions are:

Create PDF/XPS Document  
Create a Video  
Package Presentation for CD  
Create Handouts  
Change File Type

Keep going...

### Home->Export->Create a Video





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### 3. Try This: Review the Video Export Options

PowerPoint will save your presentation as a video. It will include the animation, transitions and media.

**What Do You See?** You can edit the following:

#### Presentation Quality

The highest quality is 1440 x 1080.

The lowest is 640 x 480.

#### Recorded Timing

If your presentation has recorded timings, the Video Export will use your programming.

If your presentation does not have any timings, the Video Export will show each slide 5 seconds.

Keep going...

Home->Export->Create a Video


### Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

? [Get help burning your slide show video to DVD or uploading it to the web](#)

**Presentation Quality**  
Largest file size and highest quality (1440 x 1080)

**Use Recorded Timings and Narrations**  
Slides without timings will use the default duration (set below). This option includes ink and

Seconds spent on each slide:

  
**Create Video**



## Create Videos In PowerPoint: The Basics

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### 4. OK Try This: Create the Video

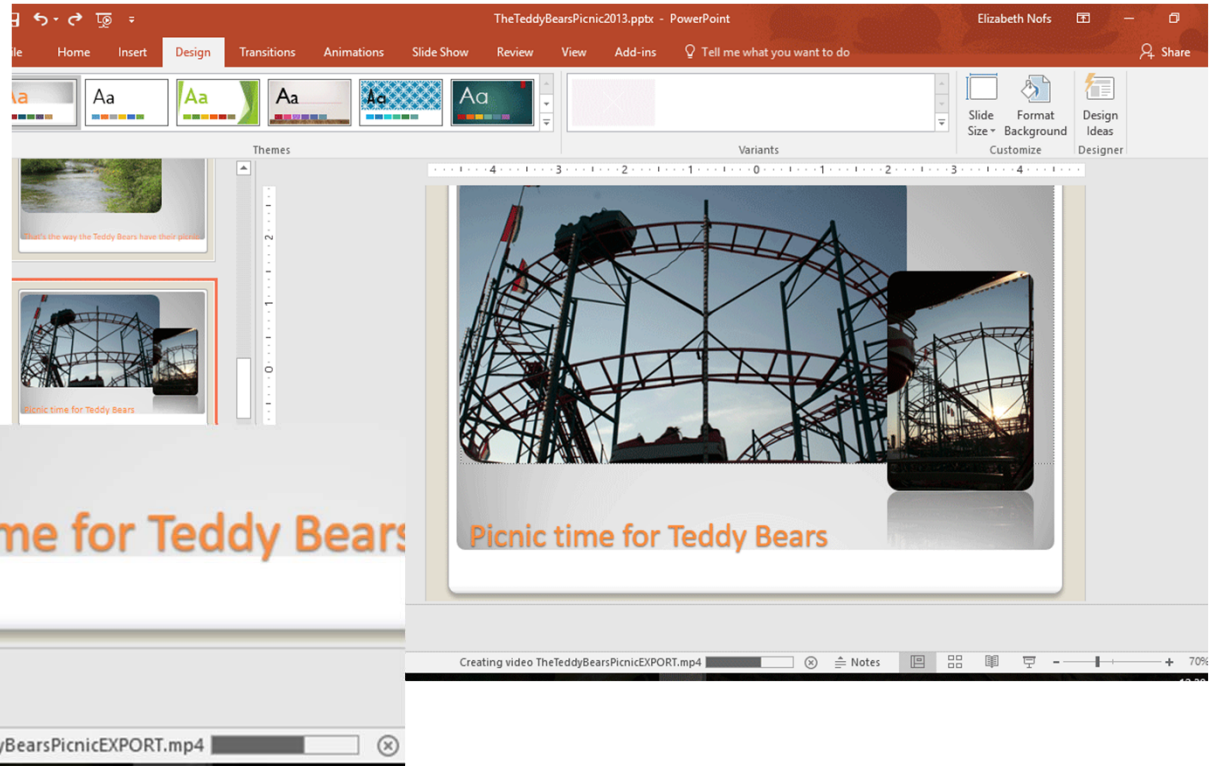
Click on **Create Video**

You will be prompted to **Browse** to the folder where you would like to **Save** the video. The new video will be an MP4 file.

**What Do You See?** It may take a loooooong time to process the video. You can see the progress on the bottom in the Status bar.

Wait for it...

### Home->Export->Create a Video



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### 5. Finally, Try This: Watch the Video

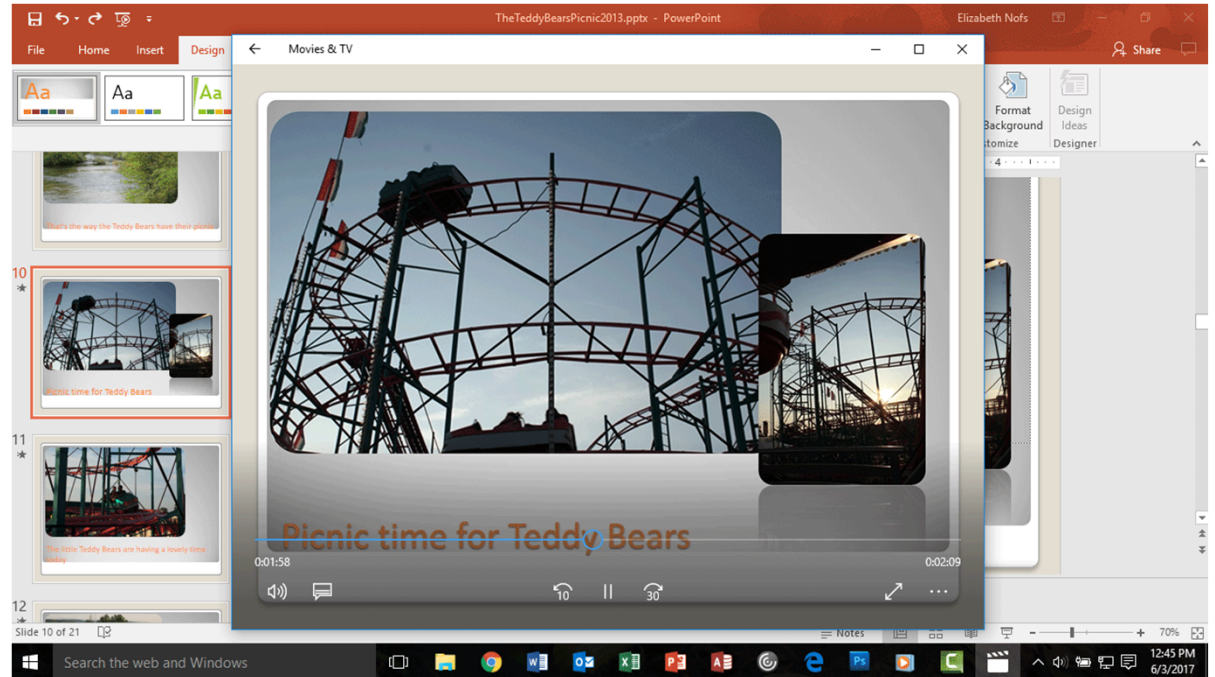
The new video, and MP4 file, will be saved in the folder you selected. Go ahead, double-click the video to play it.

**What Do You See?** The video will open in your media player.

**What Else Do You See?** The little video will advance automatically. The Slide Transitions and Animations will play as well.



### My Documents>Play the Video



## Create Videos In PowerPoint: The Basics

### Using Built-In Software

This Microsoft video has good quality. However, the process is limited. In this process, all of the work must be correct before you click on the Export button.

**Where Have We Seen This Before?** Clicking PRINT does not make your document better.

Keep going...



### File->Export->Create a Video


#### Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email


- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

? [Get help burning your slide show video to DVD or uploading it to the web](#)

 Presentation Quality  
Largest file size and highest quality (1440 x 1080) ▼

 Use Recorded Timings and Narrations  
Slides without timings will use the default duration (set below). This option includes ink and la... ▼

Seconds spent on each slide: 05.00 ▲▼

  
Create Video

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## Create Videos In PowerPoint: The Basics

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### Using Add-In Software: Camtasia

One of the really useful Add-In products for creating videos is **Camtasia**, by Tech Smith. It is a good video editor that works well with Microsoft PowerPoint. You can download a free 30-day demo version if you want to try it.

When you install Camtasia, several tools will be added to PowerPoint on the Add-Ins Ribbon.

#### 1. Try It: Find the Camtasia Add-In

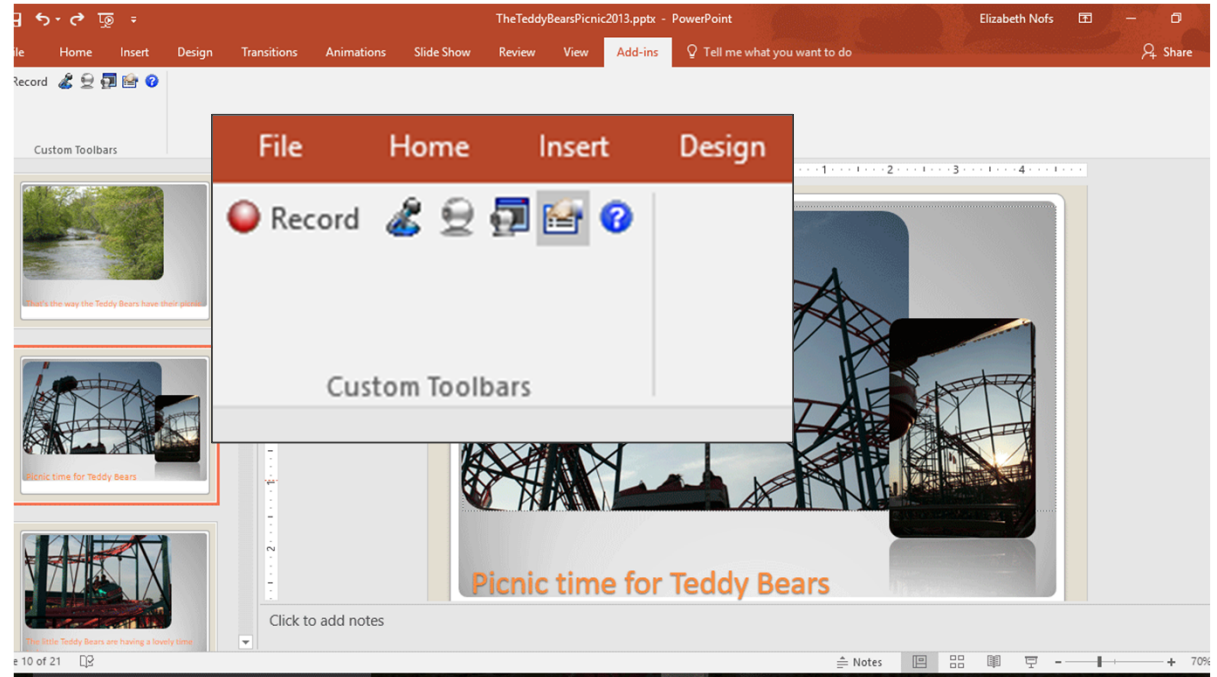
Go to **Add-Ins>Custom Toolbars**

**What Do You See?** The Camtasia program added the following tools:

- Launch Presentation and Start Record
- Record Sound
- Record Camera (Uses your Webcam)
- Show Camera Preview
- Studio Recording Options

Keep going...

#### Add-Ins->Custom Toolbars





## Camtasia: Record the Screen

### 2. Try It: Record the Screen with Camtasia

Go to **Add-Ins>Custom Toolbars**

Click on: **Launch Presentation and Start Recording**

**What Do You See?** The Recording Tools will be available. Here are some options:

**Select area:** You can record the Full screen as you walk through the presentation.

You can also capture a custom screen size: 16:9 (wide screen) or 4:3 (standard) if you wish.

The capture choices include HD (High Definition) and SD (Standard Definition.)

**Recorded Inputs:** The Webcam and the Audio can be turned on or off.

**Made You Look:** There is a big, red **rec** button for begin the recording.

Keep going...

### Camtasia>Record the Screen



## Create Videos In PowerPoint: The Basics

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### Camtasia: Save the Recording

The recording is done. When you click **Stop** the recording will stop. A new window will open.

Here, you can preview the recording if you wish. If there are too many errors, just click **Delete** and try again.

Say the next recording is good. Here are the steps to save your work.

#### 3. Try It: Save the Recording

Go to **Save and Edit**.

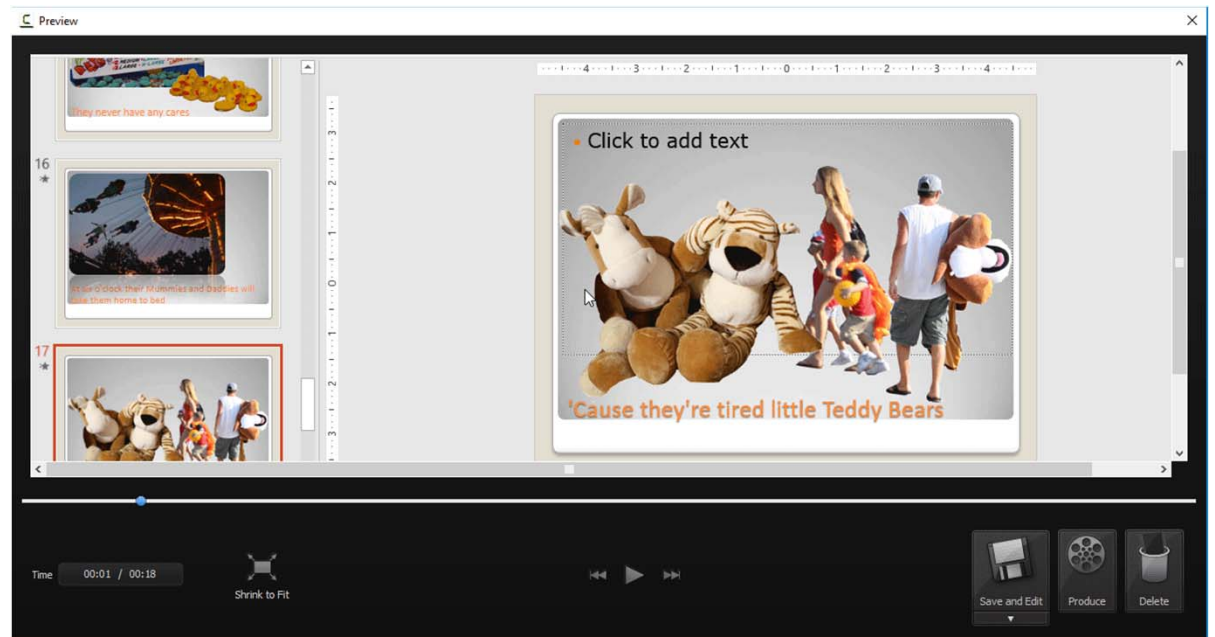
**What Do You See?** You will be prompted to chose a folder and enter a name for your file.

This is a TechSmith recording: \*.trec

This recording will be part of the Camtasia Project: \*.camproj

Keep going...

### Camtasia>Record the Screen->Save and Edit



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### Hello, Camtasia!

The PowerPoint presentation opened in Camtasia as a video.

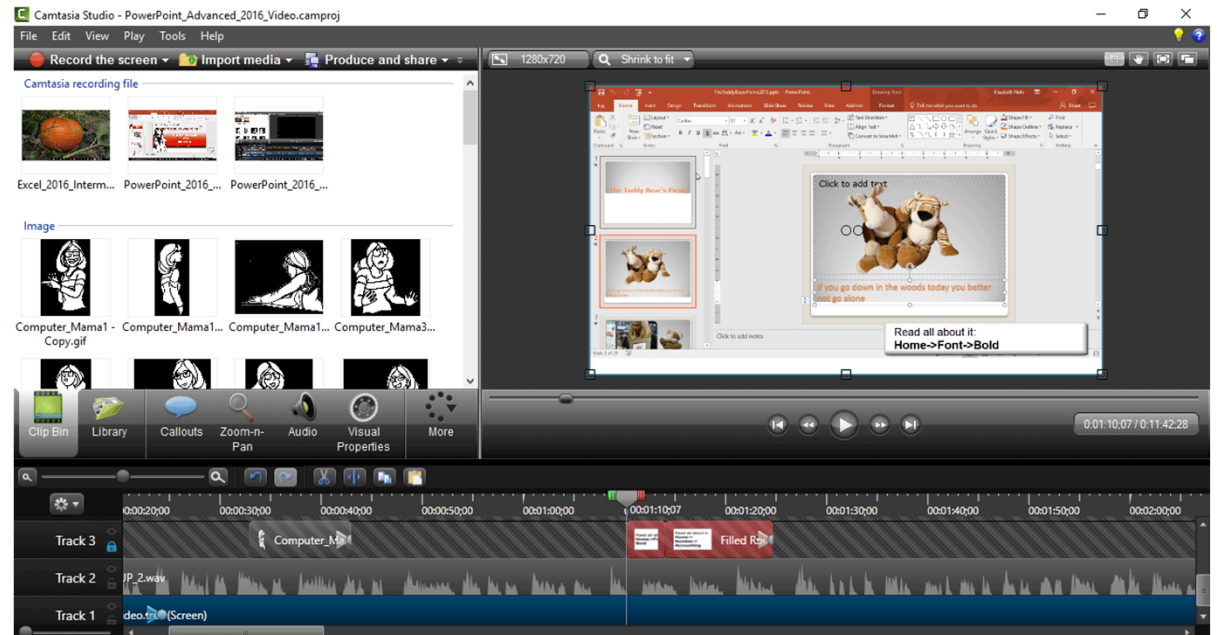
**What Do You See?** Camtasia has a **Timeline** on the bottom. As you move the **Playhead** forward and backward you can see the video previewed on the **Canvas**.

**What Else Do You See?** Camtasia uses Layers, or **Tracks**, to organize the project. In this example, the video recording is on Track1. The sound is on Track2 and the labels are on Track3.

Keep going...



### Camtasia>Timeline



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## Camtasia: Find the Options

### 5. Try It: Find the Editing Options

Let's review a few options for editing your video.

**Clip Bin:** a place to save recordings, images and sound files used in the current project.

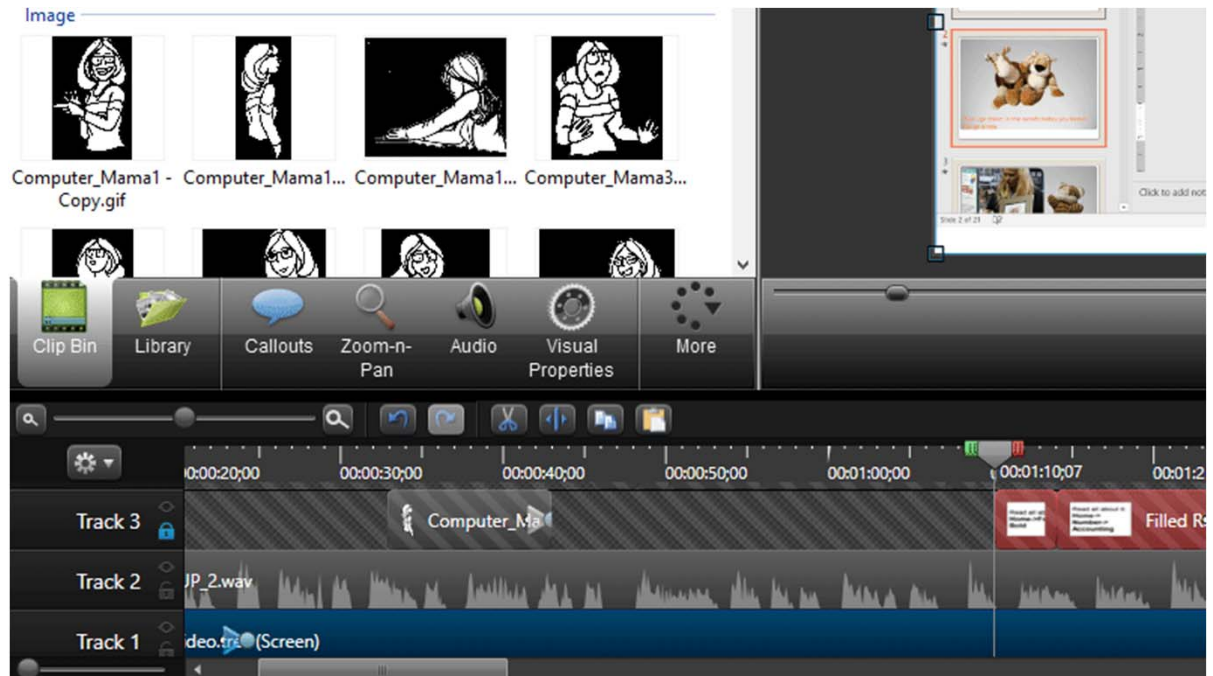
**Library:** A place to save videos, images and sound files that can be used in any project.

**Callouts:** Templates for creating Text boxes. The Callouts can be customized to match your Theme and Styles.

Keep going...



### Camtasia>Timeline



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### Camtasia: Visual Properties

Images have Properties:

Scale

Opacity

Position

Visual effects: Drop shadow, colorize, border.

And animation!

#### 6. Try It: Edit the Visual Properties

The cartoon, mouse2.gif, on Track3 is selected.  
The Playhead is at the beginning of the clip.

Go to **Camtasia->Timeline->Visual Properties**.  
Change the Opacity: 0%.

**What Do You See?** The cartoon fades out and becomes transparent. It is invisible.

**What Else Do You See?** If you change the Opacity to 100% the cartoon becomes opaque, solid, not transparent.

Keep going...

### Camtasia->Timeline->Visual Properties



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### Camtasia: Zoom-n-Pan

There are two views that are useful when you are editing a video: Full screen and Close up. Full screen shows the complete image. Close up focuses on the details.

#### 7. Try It: Zoom into the Video

The recording in Track1 is selected.

Go to **Camtasia->Timeline->Zoom-n-Pan**.

Place your cursor at the bottom-right of the canvas. Drag the handle to resize the screen.

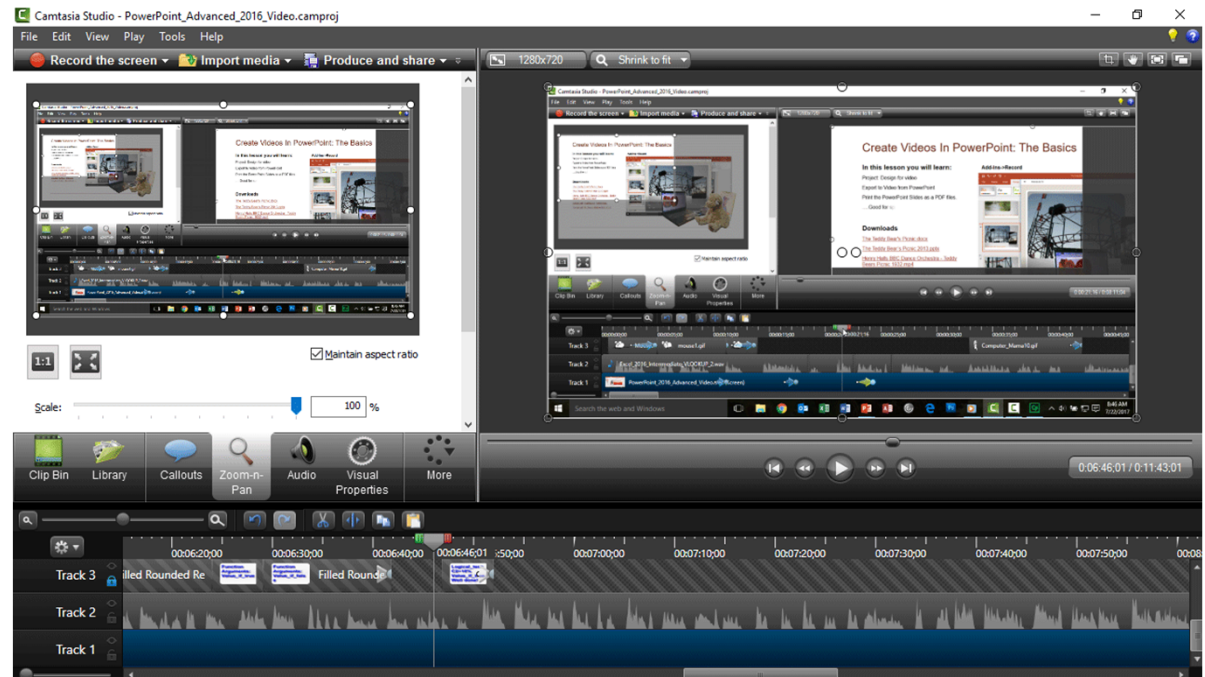
The video zooms into the details.

**What Do You See?** You can also **Scale** the screen as a percent using the Properties.

**What Else Do You See?** There is a new **effect** on Track1. The animation is quick: 1 second. You can stretch out the arrow to make the Zoom effect slower if you wish.

So far, so good.

### Camtasia->Timeline->Zoom-n-Pan



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## Recording Sound: Audacity

### 1. Consider This: Sound Advice

You can record your narration in PowerPoint as you capture the recording in Camtasia. This method is similar to a “live” presentation.

You can also create the audio file separately and add it to Camtasia.

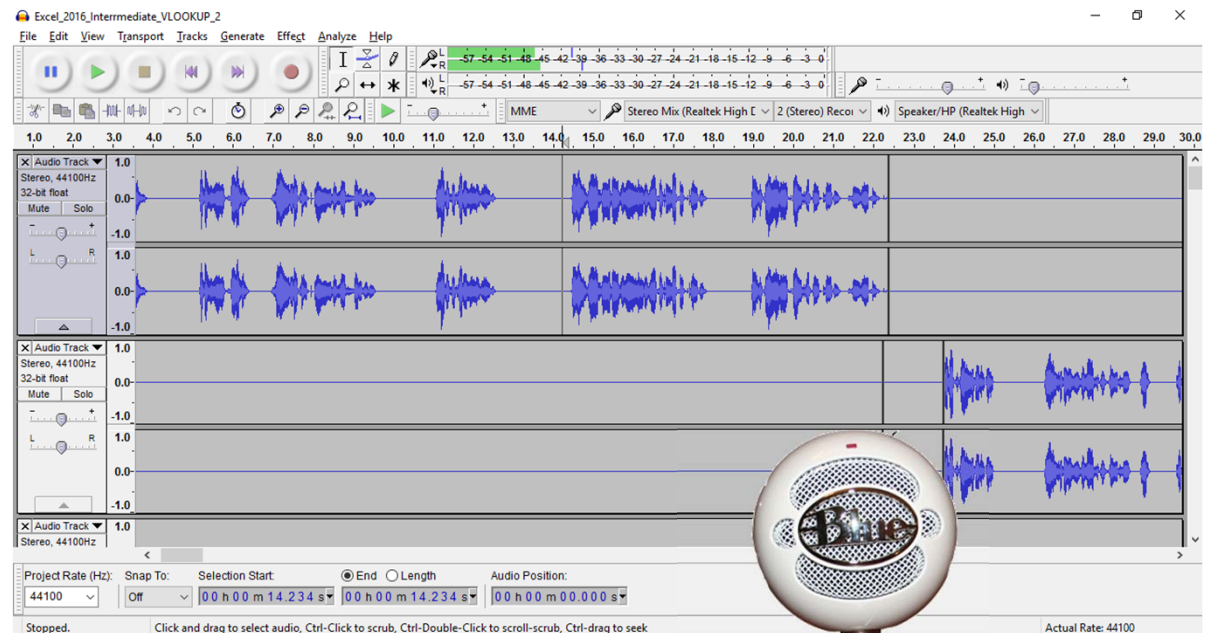
One of the best tools for recording and editing sound is Audacity. A stereo recording has two tracks: one for the left speaker and one for the right. You can record the narration as short paragraphs and delete the mistakes as you go.

**What Do You See?** Audacity is rich with tools for improving the sound quality. The **Effects** include noise reduction, click removal and notch reduction (to remove the 60 MHz hum.)

**What Else Do You See?** You can **Export** the audio as a \*wav file.

Keep going...

Screenshot of Audacity



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### Camtasia: Adding Sound

Say you recorded your speech in Audacity and saved it as a sound (\*.wav) file. Here are the steps to import the sound file into Camtasia and add it to the Timeline.

**Before You Begin:** The Playhead is at the beginning of the project. The sound file will be added to Track2, which is empty.

#### 2. Try It: Add a Sound File

Go to **File->Import Media**.

Browse to the folder where you saved the sound file that was created with Audacity.

When you select a sound file it will be added to the Clip Bin in Camtasia.

#### Now, Try It: Add a Sound File to the Timeline

Go to **Camtasia->Timeline->Clip Bin**.

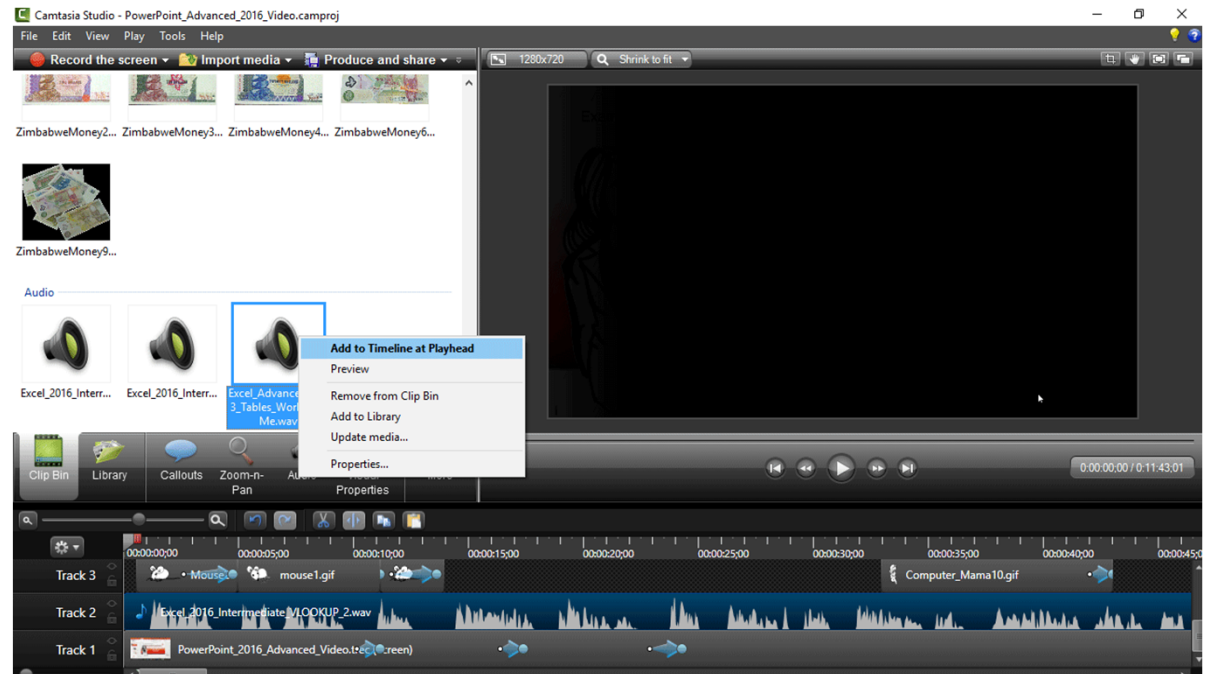
Scroll down: the audio files are at the bottom.

**Right-click the Audio File.**

Select: **Add to Timeline at Playhead**.

Keep going...

### Camtasia->Timeline->Zoom-n-Pan



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### Camtasia: Editing the Audio

What if you leaned close to the mic as you were creating your voice over and part of the speech is quite loud. (How annoying!) You can adjust the volume levels.

#### 3. Try It: Adjust the Volume

Select a few seconds of sound on Track2.

Go to **Camtasia->Timeline->Audio**

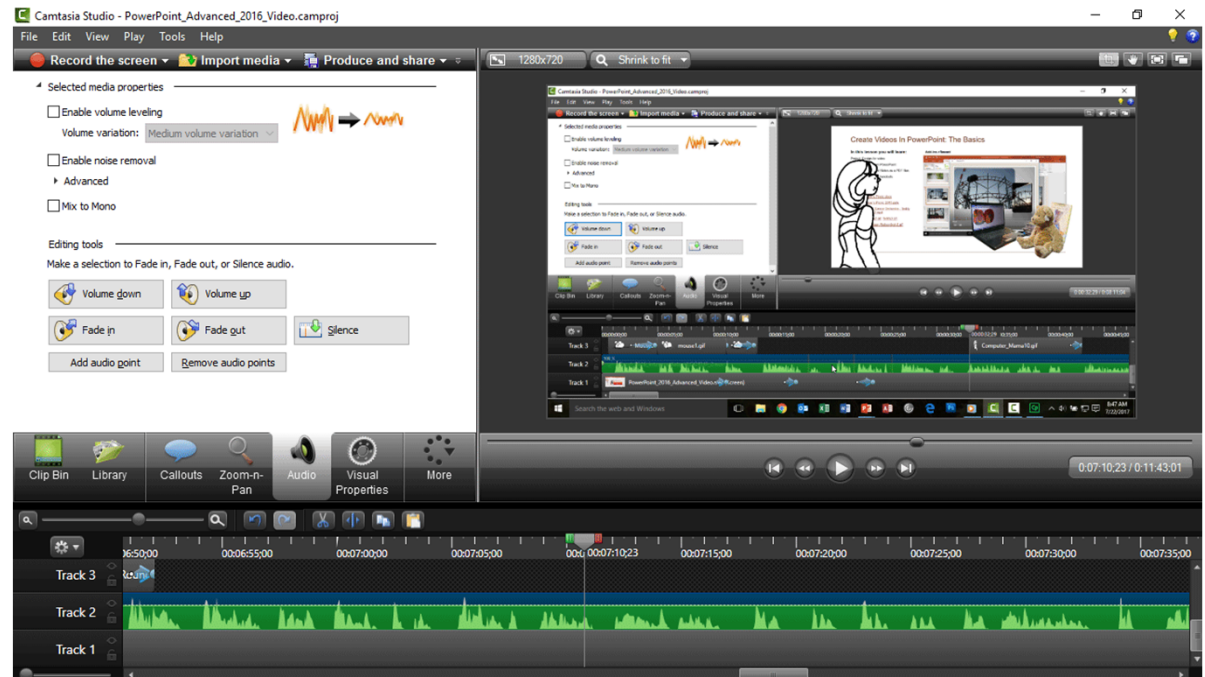
**What Do You See?** The volume level is represented as a green line.

You can select some or all of the sound and turn the volume up (louder!) or down (softer).

Click on **Volume Down**.

Keep going...

### Camtasia->Timeline->Audio



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### Camtasia: Producing the Video

Your work is done. The project is saved. When you are ready you can **produce** your video.

#### 4. Try It: Produce Your Video

Go to **File->Produce and Share**.

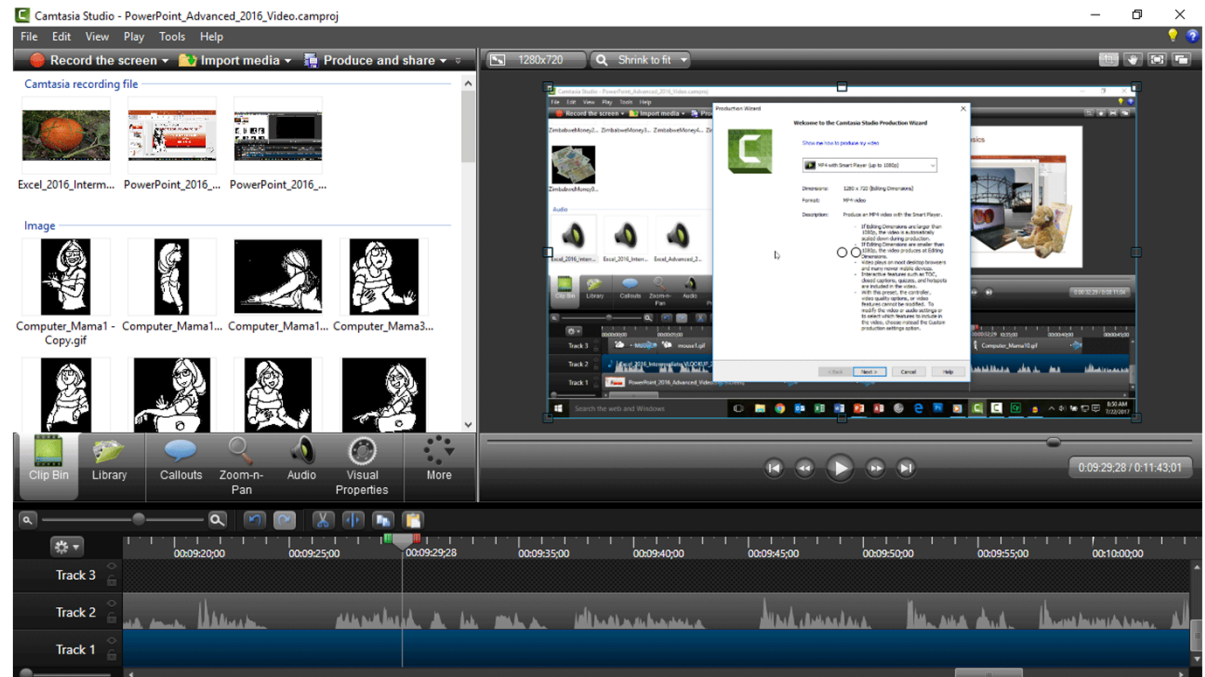
The Production Wizard should open.

**What Do You See?** Camtasia has templates that you can use to set the video size, quality and audio. Each template has a detailed explanation of the settings.

The Production Wizard will walk you through the steps. You can confirm the options and save your work.

Keep going...

### File->Produce and Share



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### Hello, Little Video

Your browser should open. Click the **Play** button to watch your video.

#### 5. Try It: Find Your Video

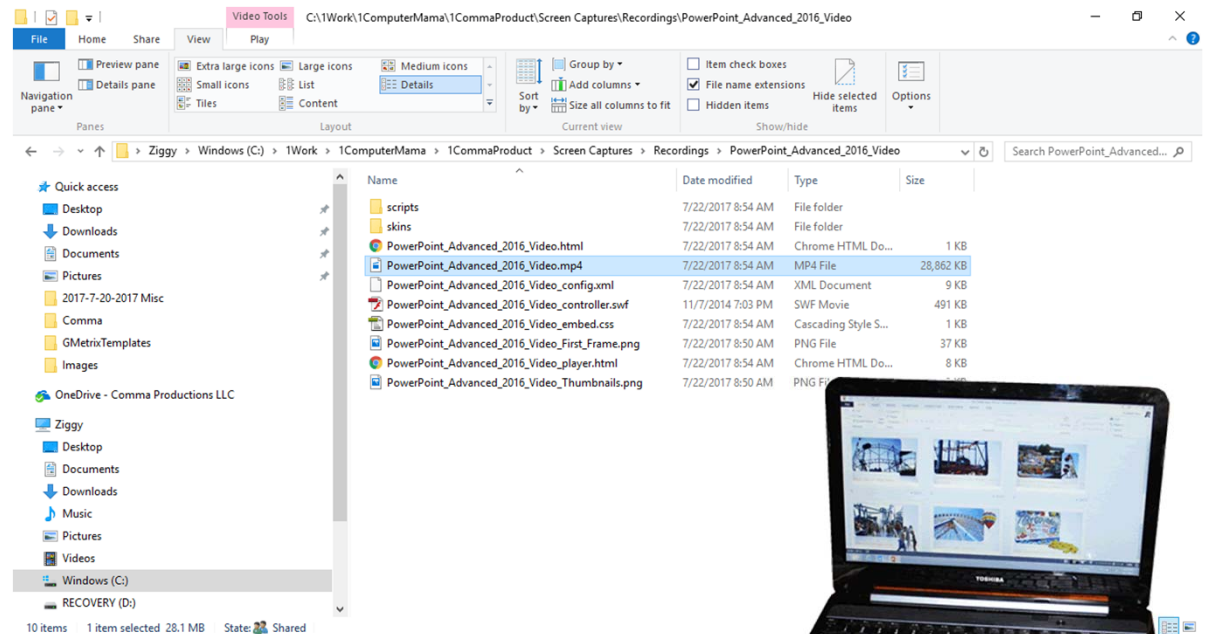
Go to folder where you saved your Camtasia project. By default, Camtasia creates a work folder that includes all of the output.

**What Do You See?** If you created a High Definition (HD) video, the file will be large but the images will be clear. In this example, the mp4 file is 28 MB.

**How big is big?** Many sites limit videos to 10 or fifteen minutes so that the files will be smaller.

I am going to recommend that you create the best quality with today's tools.

### File->Produce and Share



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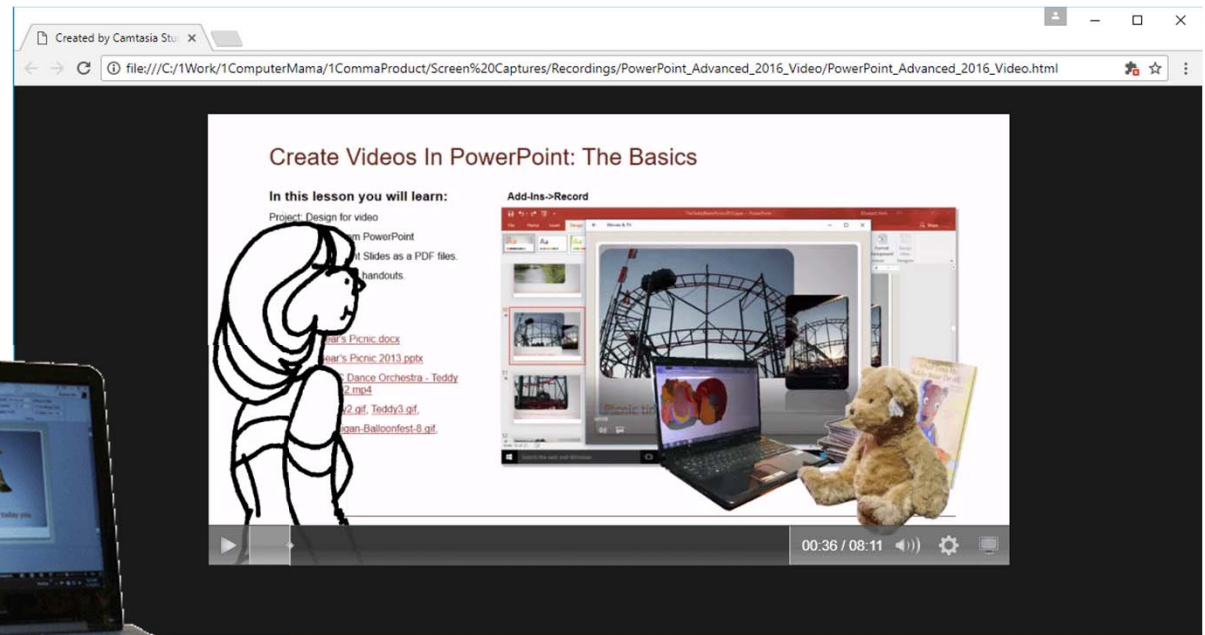
### Creating Videos from PowerPoint

This lesson shows two options for creating videos from PowerPoint:

- Export the presentation as a video from Microsoft PowerPoint
- Record and edit the video with Camtasia, an excellent add-on to PowerPoint.

Both of these options create professional videos that can be posted on YouTube or published on a website.

### File->Produce and Share



## Create Videos In PowerPoint: The Basics

### Summary

Video is a wonderful *method for reaching your audience*. PowerPoint is my favorite software for teaching or telling a story.

This lesson introduced two options for getting the best of both worlds.

Allez allez in free. You done good.  
You get the cookies!



### Formulas->Function Library ->Logical->IF

