

How to Create Videos with PowerPoint Recording (formerly Office Mix)

eRappu training: *Tips for Creating Videos*, 25 September 2019

Timo Hulkko

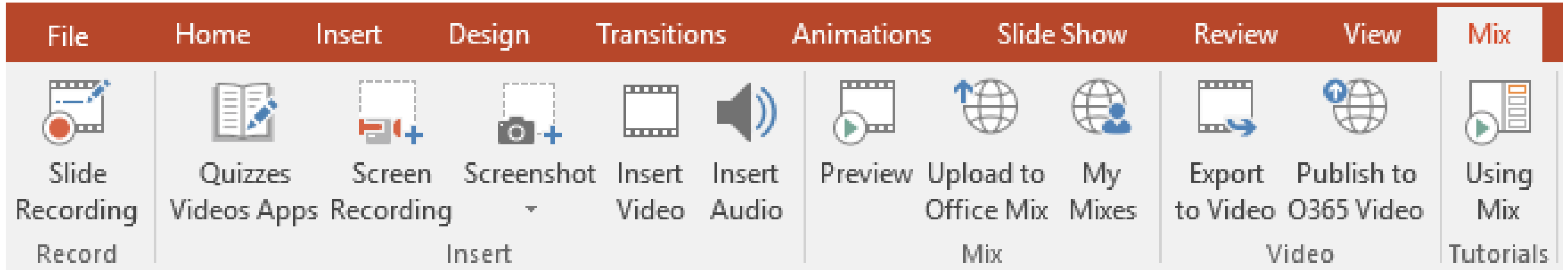
University of Turku, Educational Affairs / Centre for Language and Communication Studies

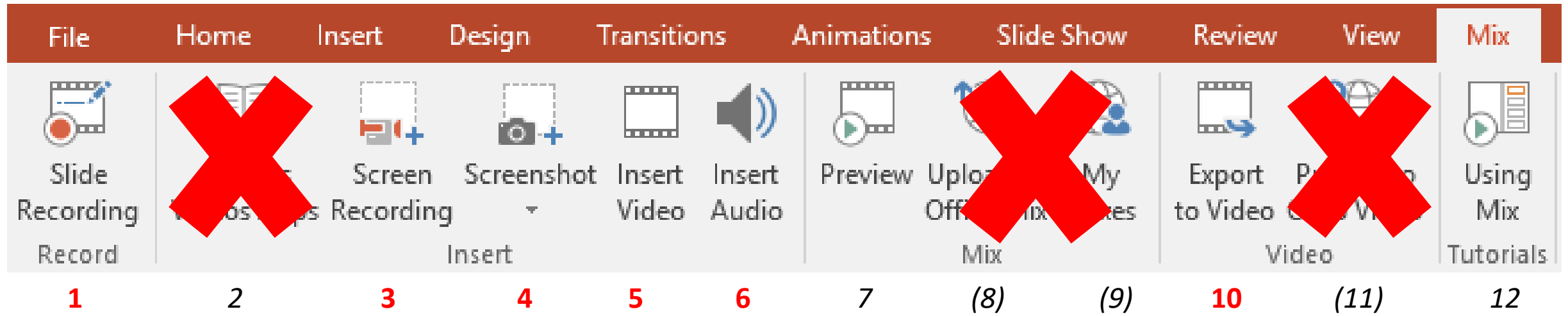
Video Recording Tool in PowerPoint

- Audio narration (record sound)
- Video narration (record sound and video)
- Screen recording: record the actions on your computer screen
- Embed ready-made files: sound files or videos
- Create a video of your PP presentation and upload it to any video distribution platform



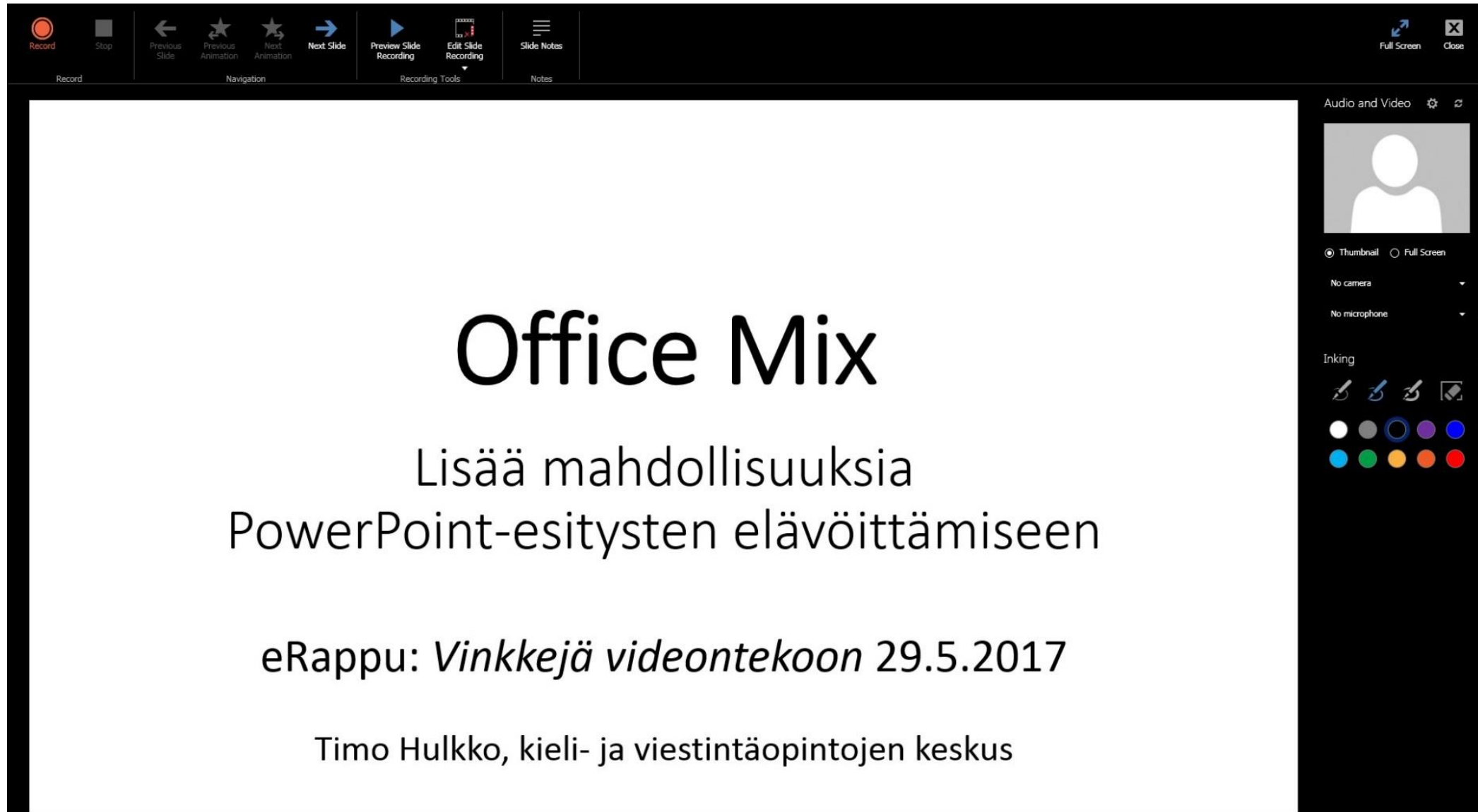
The Tab "Mix"





- 1. Slide Recording: Record sound and/or video on your slides**
- 2. (Quizzes / Videos / Apps)*
- 3. Screen Recording: Capture a video of what happens on your screen**
- 4. Screenshot: Capture a still picture from your screen (the entire screen or just a part of it)**
- 5. Insert Video: Embed a ready-made video file on the current slide**
- 6. Insert Audio: Embed a ready-made sound file on the current slide**
- 7. Preview*
- 8. (Upload to Office Mix: service discontinued 1 May 2018!)*
- 9. (My Mixes: service discontinued 1 May 2018!)*
- 10. Export to Video: Create an MP4 video of your slide show**
- 11. (Publish to O365 Video)*
- 12. Using Mix: Mix tutorials*

1a. Video or Sound Recording on a Slide



The image shows a screenshot of a PowerPoint recording interface. The top toolbar includes buttons for Record, Stop, Navigation (Previous Slide, Previous Animation, Next Animation, Next Slide), Recording Tools (Preview Slide Recording, Edit Slide Recording), and Notes. The main slide content is as follows:

Office Mix

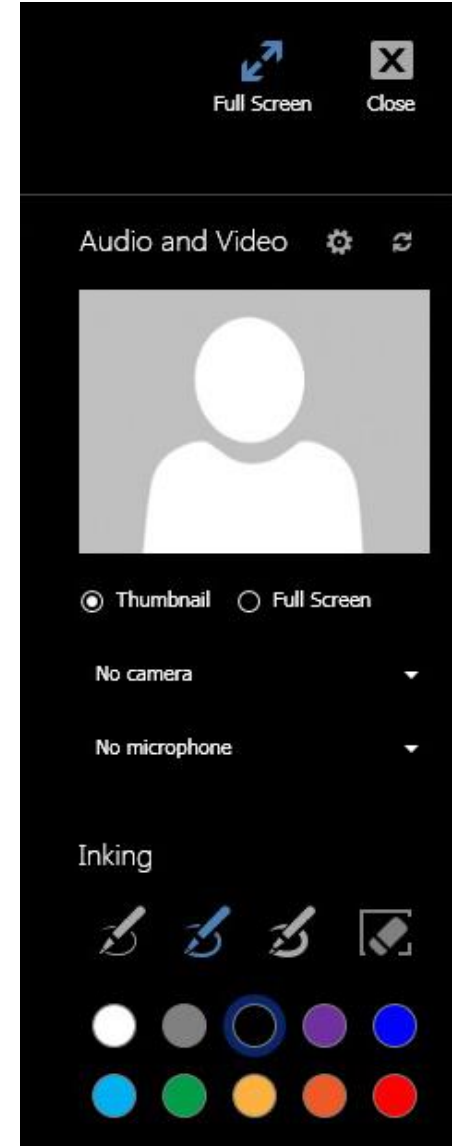
Lisää mahdollisuuksia
PowerPoint-esitysten elävöittämiseen

eRappu: *Vinkkejä videontekoon 29.5.2017*

Timo Hulkko, kieli- ja viestintäopintojen keskus

On the right side, there is a 'Audio and Video' panel with a placeholder for a video thumbnail, options for 'Thumbnail' and 'Full Screen', and status indicators for 'No camera' and 'No microphone'. Below this is an 'Inking' panel with drawing tools and a color palette.

1b. Video or Sound Recording on a Slide



10. Export to Video: Create an MP4 video of your slide show

Export to Video

1 2 3

Export to Video

Most people can watch your mix online. We can also create a video that people can download and watch offline. It won't contain quizzes, or other apps, and it will take a few minutes to create.

Video size

- Full HD (1080p)**
For viewing on a computer monitor, projector, or high definition (HD) display. This option creates a high-quality video with a large file size and takes longer to process.
- Computer & HD Displays (720p)**
For viewing on a computer monitor, projector, or high definition (HD) display
- Internet & DVD (480p)**
For viewing on the web and burning to standard DVDs.
- Portable Devices (240p)**
Portable devices video quality. Small text may be difficult to read.

Seconds spent on each slide

i Slides that do not have video or interactive content will use the default duration above. Regardless of the time set, your video will play in full.

Next Close

Export to Video

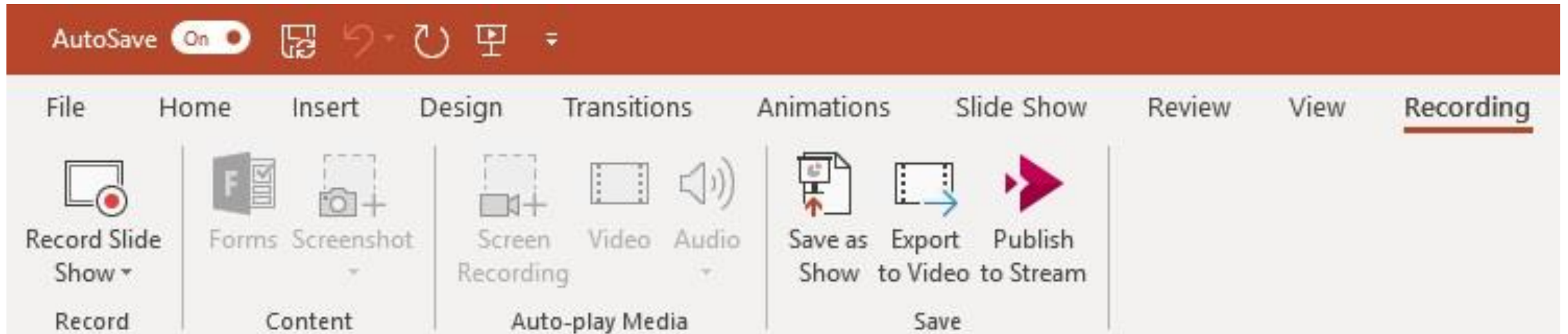
1 2 3

Export to Video

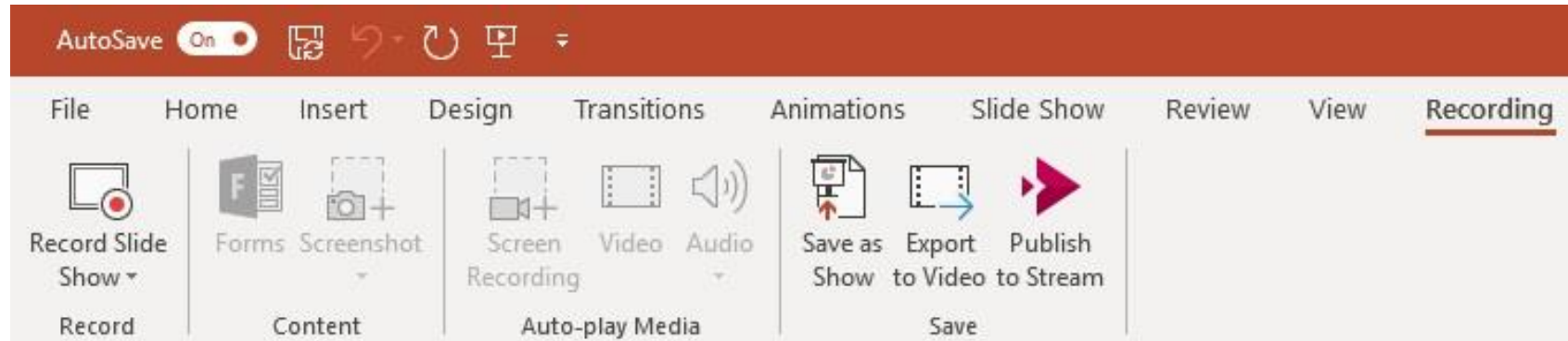
Success! Your video has been exported.

Next Close

The New Tab: "Recording"



For instructions on how to use this feature in PowerPoint, please [see this MS Office support page!](#)



1 2 3 4 5 6 7 8 9

- 1. Record Slide Show: Record video on your slides from the current slide or from the beginning**
- 2. (Forms: Find and insert forms and quizzes from Microsoft Forms)*
- 3. Screenshot: Capture a still picture from your screen ("Screen Clipping")**
- 4. Screen Recording: Capture a video of what happens on your screen**
- 5. Video: Embed a ready-made video file on the current slide**
- 6. Audio: Embed a ready-made sound file ("Audio on My PC") or record sound on the current slide**
- 7. Save as Show**
- 8. Export to Video: Create an MP4 video of your slide show**
- 9. (Publish to Stream)*



RECORD



STOP



REPLAY



NOTES



CLEAR



SETTINGS

Slide 2

- Text, text, text



Slide 3 of 3

0.00 / 0.05



Thank You! 😊

Any questions?