

A wooden desk with a tablet, a pen, a stack of papers, and a cup of coffee. The background is a blurred stack of papers.

Voice over PowerPoint Presentations

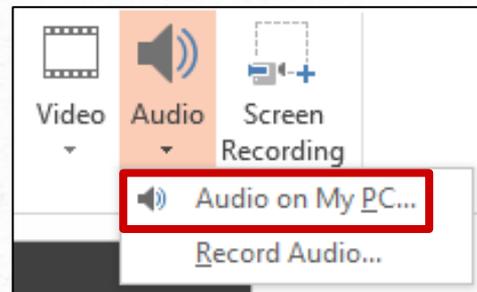
Blackboard Tutorials for Instructors

This tutorial is about:

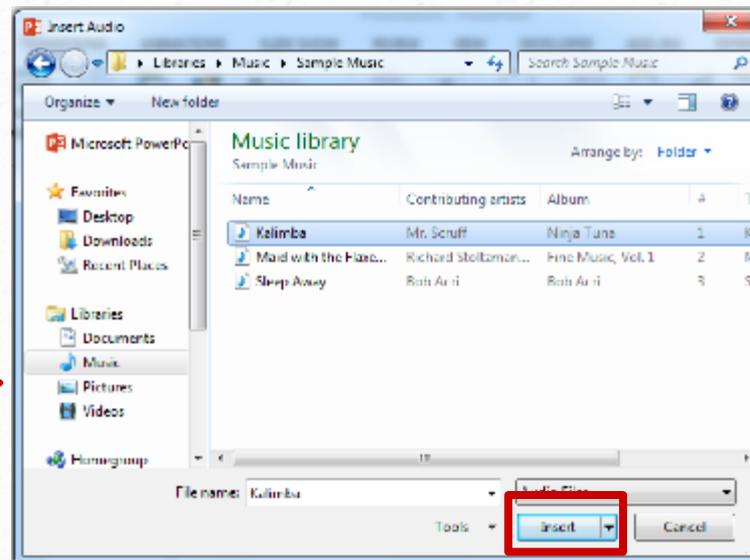
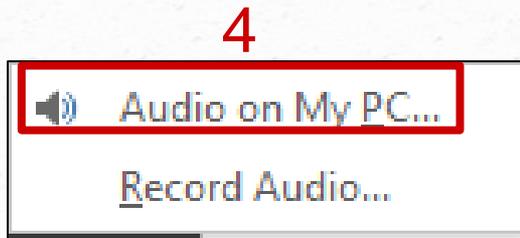
- o How to insert an existing audio file into the PowerPoint presentations (PPT)
- o How to record voice over the (PPT)

1. How to insert an existing audio file into a PPT

1. Open the PowerPoint presentation.
2. Go to the slide you want to insert an existing audio file.
3. Follow the 6 steps below:



How to insert (cont.)



Select an audio file

6

You have done with inserting voice over in the PPT

How to record voice over a PPT

1. Open the PowerPoint presentation.
2. Go to the slide you want to record voice over.
3. Follow the 3 steps below:

1

Enter the audio name

Click on record button

2

Click on Stop button

Click on Play button to hear what is

3

OK

You have done with recording voice over in the PPT

Here is an example

Herbaceous Plants

Floral Crops

- Usage
- Culture



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