**Steps to create a PowerPoint slide with voiceover:**

1. Select the “Insert” tab at the top tool bar.
2. Select the “Audio” icon at far right.
3. Select “Record Audio” in the drop-down menu.
4. To start recording, click on the red circle button.
5. To end the recording, click on the blue square button.
6. To play back, click on the triangle forward button at the left.
7. If you are satisfied with the slide’s recording, click the “OK” button.
8. You should see the faint watermark audio speaker icon appear on the slide.
9. Repeat for each slide.

Note: No need to add audio for the reference slide.