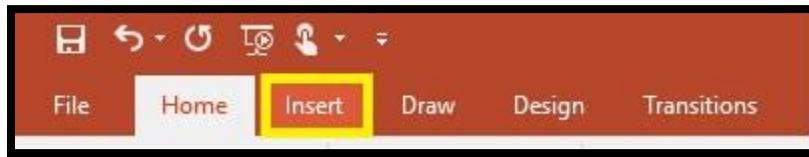


## Recording Audio in Microsoft® PowerPoint®

Follow the steps below to record audio for a PowerPoint presentation.

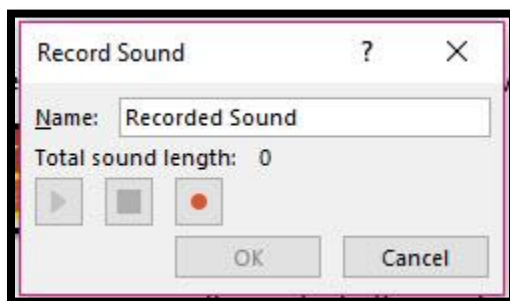
1. In PowerPoint, click on the “Insert” button in the top menu.



2. Locate the Audio button on the left-hand side of the top menu and click on the dropdown arrow and choose “Record Audio.”



3. To record, click the red audio record control. Use the audio stop and play controls to review your recording. The length of the recording appears in the *Total sound length* field.  
Click the “OK” button when you have completed your recording.



4. Your recording will be embedded on the slide.

