

# How to create an Audio PowerPoint

January 2020

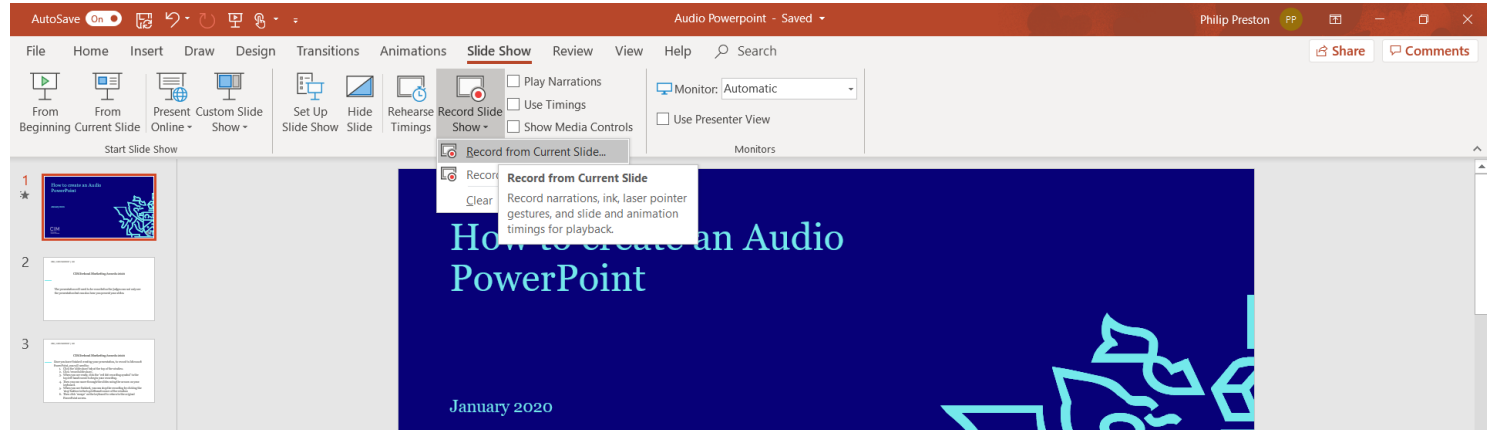


## CIM Ireland Marketing Awards 2020

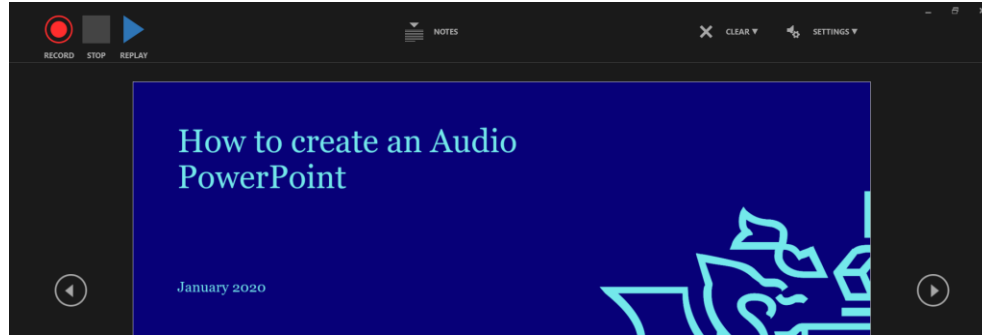
The presentation will need to be recorded so the judges can not only see the presentation but can also hear you present your slides.

Once you have finished creating your presentation, to record in Microsoft PowerPoint, you will need to:

1. Click the 'slide show' tab at the top of the window.
2. Click 'record slide show'.



3. When you are ready, click the 'red dot recording symbol' in the top left-hand corner to begin your recording.



4. Then you can move through the slides using the arrows on your keyboard.
5. When you are finished, you can stop the recording by clicking the 'stop' button in the top left-hand corner of the window.
6. Then click 'escape' on the keyboard to return to the original PowerPoint screen.