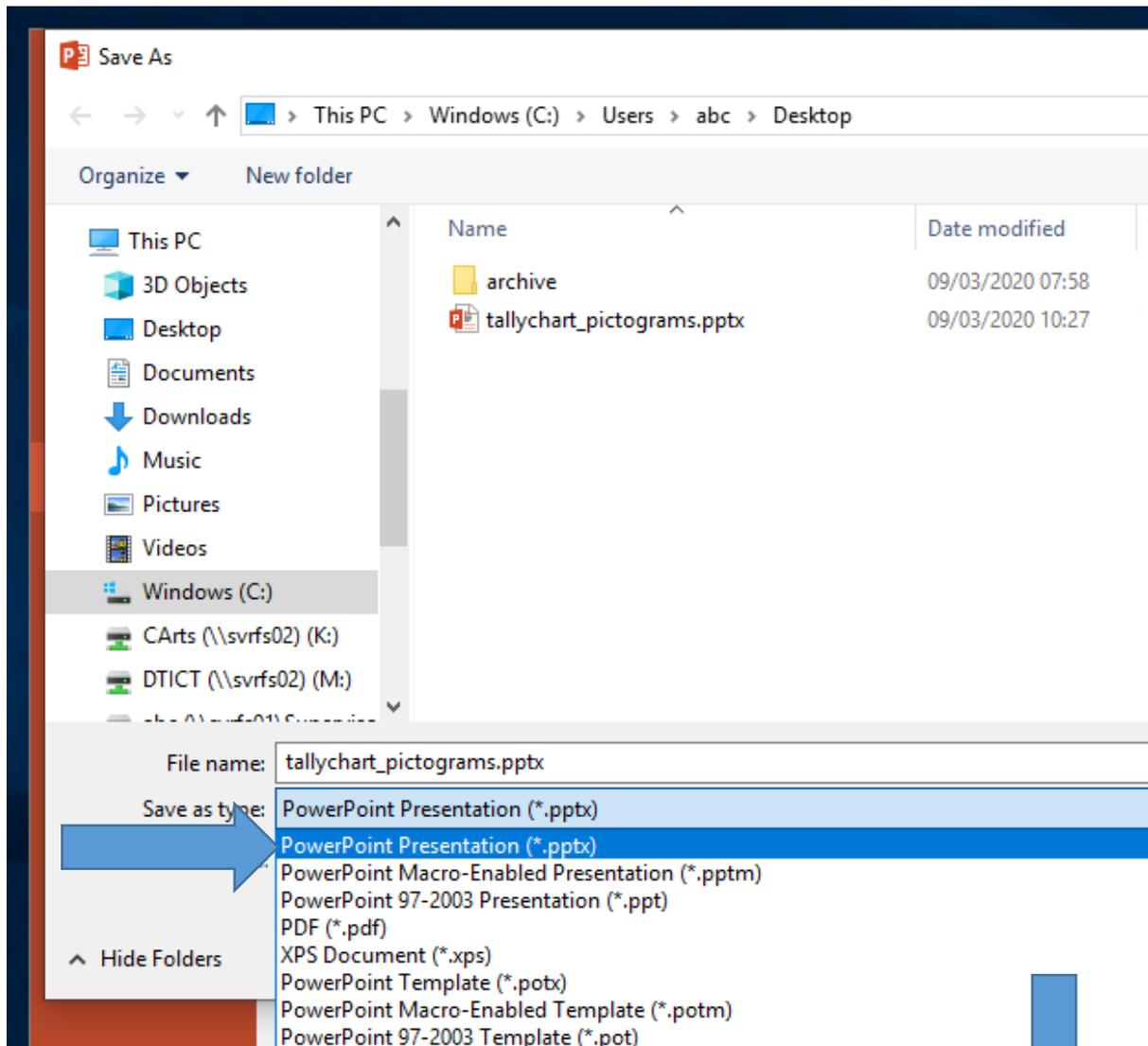


# DOCUMENT 6

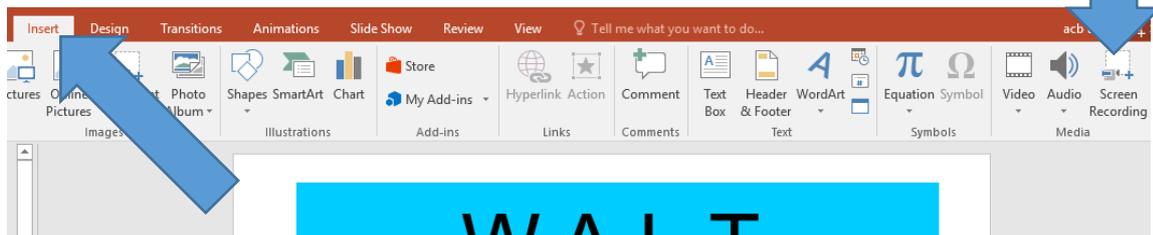
## Create a video lesson in PowerPoint

PowerPoint lets you record your screen and record your voice so you can deliver a presentation and post it as a video.

**Note:** The powerpoint presentation must be saved as the latest version for screen recording. To do this, click 'File' → 'Save As'. In the dropdown box, choose the top option (.pptx)



On the bar at the top, click 'Insert' and select 'Screen Recording'.



A box will appear. Choose your options and click record.



When you click stop, the video is imported into the PowerPoint presentation. You can right click the video and select 'Save Media As' to export it as an MP4 video file. You can then upload this directly to teams. For help with doing this, refer to document 2 (Upload files to Teams).

