

Enactus USA 2021 National Exposition PowerPoint Presentation Tutorial

Did you know you can create a video presentation using PowerPoint? Last year, we created this tutorial to support you and your team in collaborating remotely. We know this year's competition will again come with some challenges as your team members work remotely in collaboration on the presentation. If you're looking for a user-friendly, easily accessible tool to record your presentation for this year's virtual National Exposition, PowerPoint may be right for you. This tutorial includes a step-by-step guide on how to create and export an .MP4 presentation video using PowerPoint. The functions available through this tool include:

- Voiceover capability
- Presenter videos
- Inclusion of slide animations and effects
- Inclusion of embedded videos
- Easy, slide-by-side editing
- Notes/script visible to the presenter while recording
- Option to export the finished presentation as an .MP4 video file

Steps for Recording a Video Using PowerPoint

Accessing PowerPoint and OneDrive

1. If you don't already have Microsoft Office products on your computer, go to www.microsoft.com to download their Office 365 suite of products, free for 30 days. If you already have access to MS Office, skip to Step 5.
2. From the Microsoft homepage, under "This Is Your 365," click "For up to 6 people" if you want to create one account for your full presentation team to use, or "For 1 person" if you want the team to create individual accounts.
3. Click "Try it free for one month" and follow instructions to make the purchase and set up an account. You will have to enter credit card details to get access; however, Microsoft will not charge the card for the first 30 days. You can login and cancel the subscription before the 30-day trial period has ended in order to avoid paying. If you choose not to cancel the subscription, Microsoft will charge \$10 per month for the 6-person subscription, and \$7 per month for the 1-person subscription after the free trial has ended.
 - This option comes with an Office 365 subscription that includes access to PowerPoint and 1TB of storage via OneDrive. You will be able to download both to your computer/device and use with multiple operating systems (Windows, Mac, iOS, and Android).
4. You may also be eligible for a free Office 365 subscription for longer than one month through Microsoft's student program. To check whether you are eligible for a free subscription, visit <https://www.microsoft.com/en-us/education/products/office/default.aspx>

Recording a Presentation

5. Create and finalize your slides in PowerPoint.
6. Go to the Slide Show tab in PowerPoint and click "Record a Slideshow."
7. Record your slideshow (you can work slide-by-slide and have multiple presenters record). Use the instructions from this video tutorial to record: [Recording a Video Using PowerPoint Tutorial](#)
8. Export the finished presentation to .MP4 format by clicking File > Export > Create a Video > Use Recorded Timings and Narrations > Create Video.
9. To get a better idea of how the finished product will look as a video file, check out this example we created for you: [Presentation Example Video](#)

Happy Recording! For questions about this tutorial, contact Becky Hoy at rhoy@enactus.org.