

(7) Lesson Creating a Power Point Video

Adjusting the Timing so it is spot on

1. Open up the first slide of your power point.
2. Click on Transitions and choose one that you may like in your presentation. Choose apply to all if you wish for all the slides to be the same.

Adjust your timings so that they are perfect

1. Click on Slide show and **REHEARSE TIMINGS**.
2. When you click the **REHEARSE TIMINGS** you will see the power point go to full screen mode. You will also discover two counters in the upper left of the screen
 - a. The left counter is the one that will tell you exactly how much time you spent on that one slide. The right counter will show over all time.
 - b. Use your down arrow to go to the next slide when you determine that you have spent the correct amount of time on this slide.
 - c. At the end you will be asked if you wish to keep the total time and it will present that total. Choose YES if you are ok with the timing.
 - d. You will see the whole power point displayed in the sort mode.
 - e. If you wish to fine adjust the time for a particular slide click on that slide and then choose transitions and to the far right now you may now enter a new time.

INSERTING MUSIC (Optional)

1. Must convert all music to (WMA) format if it is not already ready. The video will not function with music unless this is completed.
2. Go to first slide of power point where you want the music to start.
3. Go to Insert – Audio –Find the music you want. It may take a while to insert.
 - a. When done inserting click on Playback TAB. Start music Automatic and play across all slides.
 - b. You have Fade in and Fade out (Sounds better with this)
 - c. Choose Hide during show.
 - d. The following two (2) depend on your music and power point
 - i. Loop until stopped if music is short
 - ii. If needed rewind after playing (options)
4. Save presentation as Power Point first. (This backup will protect you if you made a mistake)
5. Save presentation again but this time as (**Windows Media Video**). It will take a few minutes depending on the length of your presentation.

Converting music to WMA

6. Convert music by going to the technology website and scroll down to **Utility web page**.
7. Choose (convert Wav to WMA) You will then select the file to upload and output format will be the music that you wish to convert to WMA.