SHARED PRACTICE GUIDE 015 – CONVERT POWERPOINT TO A VIDEO
Rev 01-1

1.   Introduction

Shared practice guides (SPG) are a vehicle to share knowledge between the u3as in the London area. They are created by collating knowledge and experiences from those u3as. They are only a guide – what worked for one u3a might not work for your u3a. If in your experience something is wrong or you disagree with something, please write in to allow an update to be created and published. It's hoped these Guides will grow over time with more shared experiences.

2.   Scope

This particular SPG addresses how to convert a PowerPoint slide file to a mp4 video file.

3.   Background

Microsoft has brought out new functionality in PowerPoint which allows an enhancing of a basic presentation. An animated video can be more interesting than static slides. Basic knowledge of PowerPoint is required to follow this Guide. Versions pre 2015 don't provide this function.

4.   Learnings

This is the first issue of this SPG and the description of this additional PowerPoint functionality. Therefore there is limited practice and feedback so far on the use of this facility. Over time hopefully there will be feedback and updates to this SPG.

Please note, this feature is not suitable if you are recording a presentation because it doesn't record the presenter's voice.

A good example of where this feature is useful is for a u3a to display a series of local photographs than can be left to run at the start of a meeting or during a break (although you can use times animation for this function as well).

5.   Reference Material

None. Source material came from Roger Mead, Greater South East London network.

6.   Contact Point

Contact Roger Mead for further information (via webmaster.londonregionu3a@gmail.com).

APPENDIX 1 – DETAILED INSTRUCTIONS

Powerpoint to Video
Add transitions to your slideshow *(moving in an interesting way from one slide to the next!)*
Click the first slide, then hold Shift while clicking the last slide to select the whole range of slides.

Go to   **"Transitions" → click on the arrow to open up more choices.**
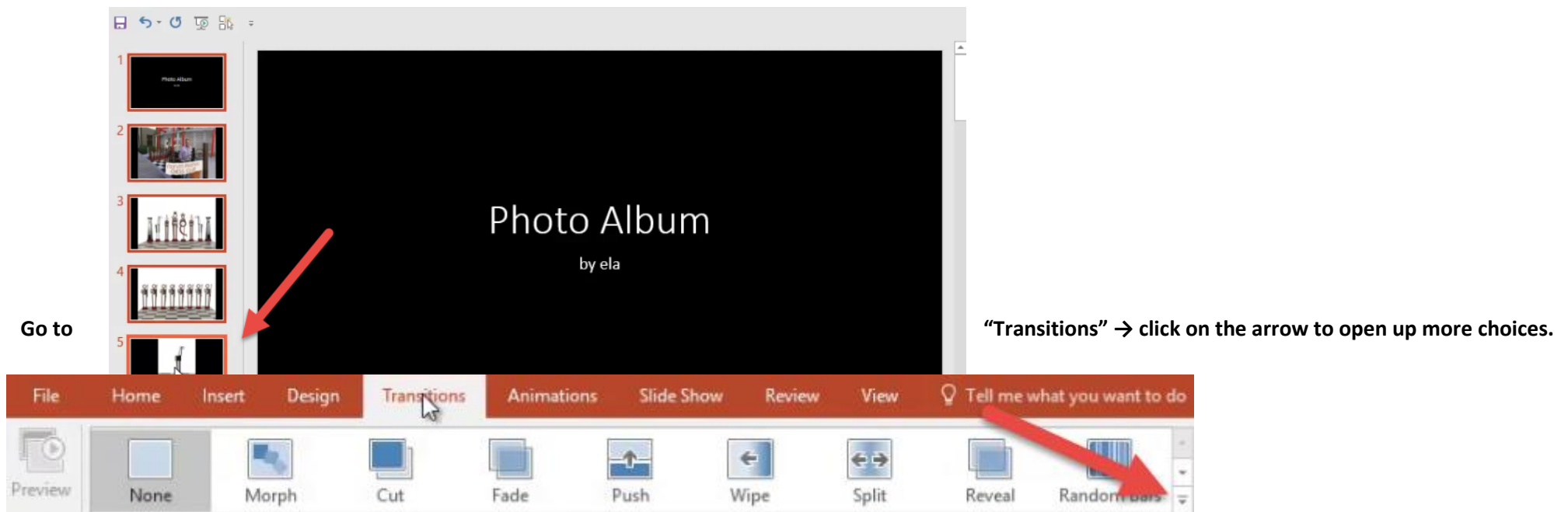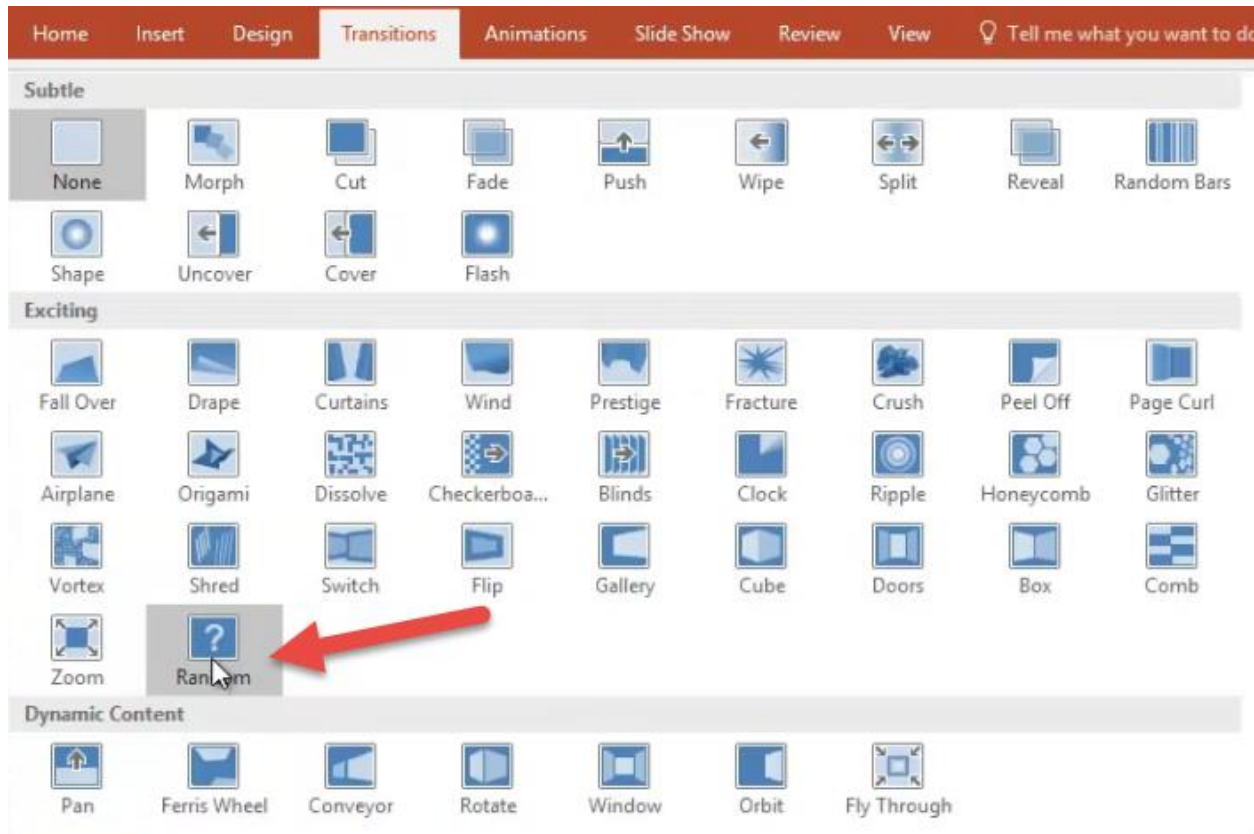
Click on "Random*" (or any of the other ways of moving from one slide to the next)*

<u>Set the slides to advance automatically</u>
From the "Transitions" tab, tick the "Advance Slide" "After" box.

Set it to 2 seconds (or whatever you want)
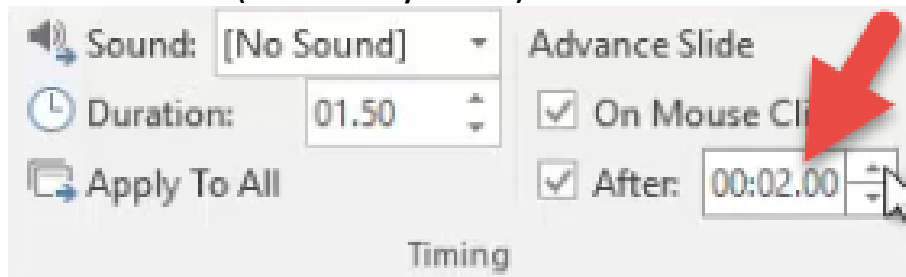
Set the slideshow to loop continuously
Go to "Slide Show" → "Set Up Show"
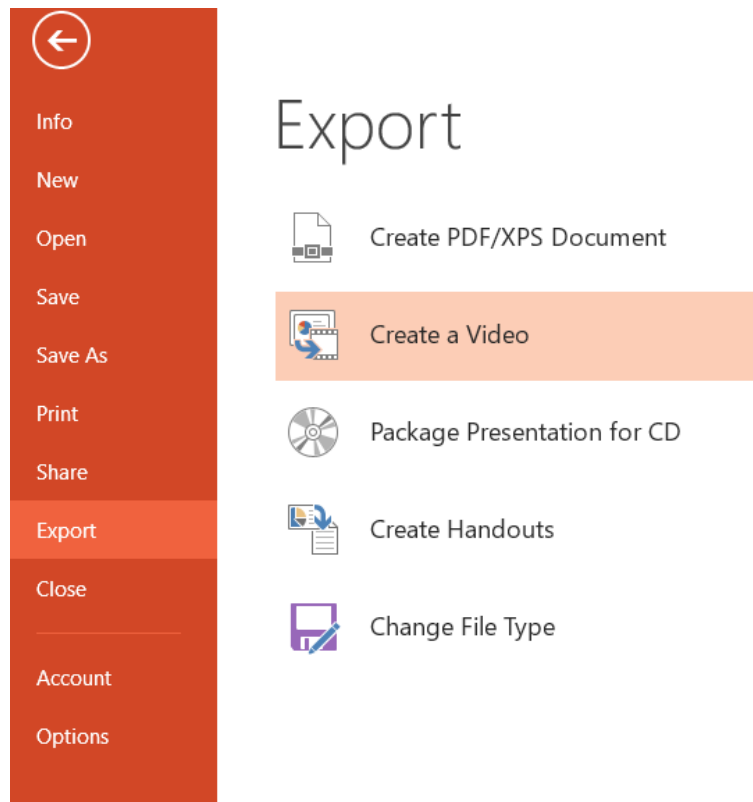

Turn on "Loop continuously until 'Esc'", then click "OK"

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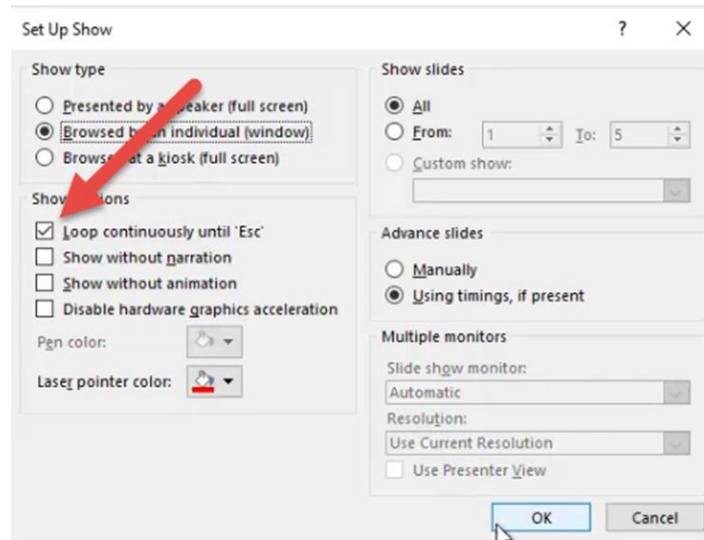
Save the ppt as a video
Click on File,   then Export,   then Create a video *(internet quality Medium worked ok for me)*

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To Add Music to the Powerpoint/Video
Go to "Insert" → "Audio" → "Audio on My PC".
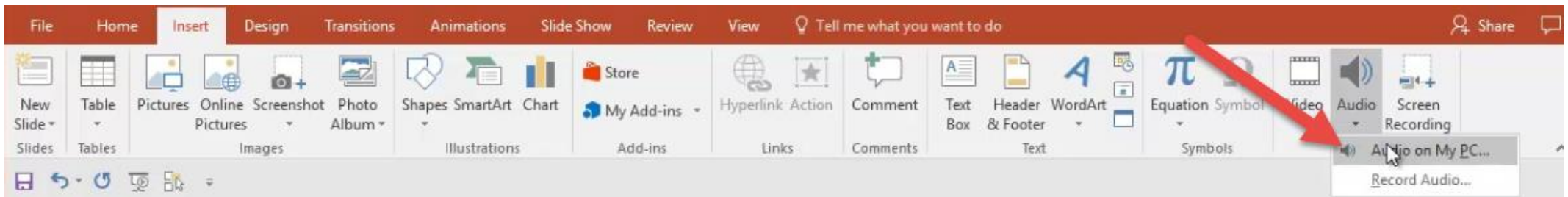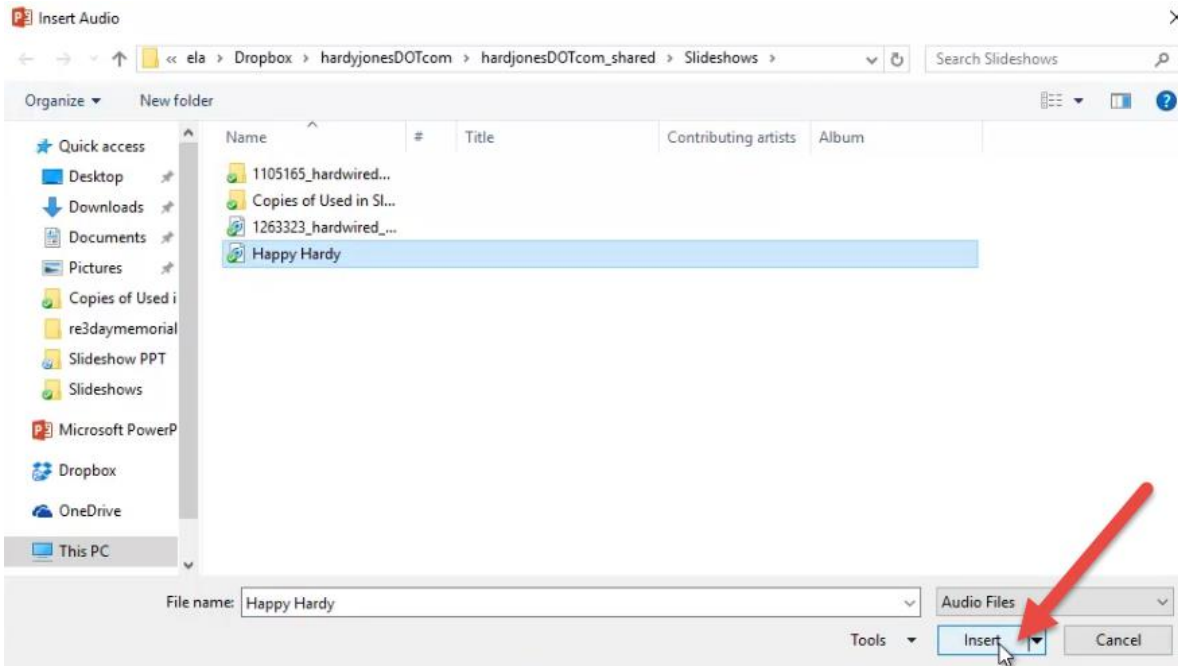
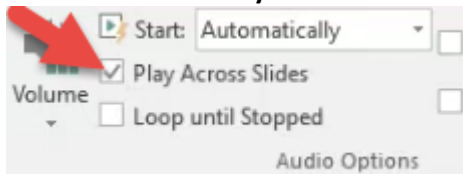**Select a music file and click "Insert"**

Adjust the playback settings
Go to "Playback" → select "Automatically" for "Start" so that the music plays on its own.
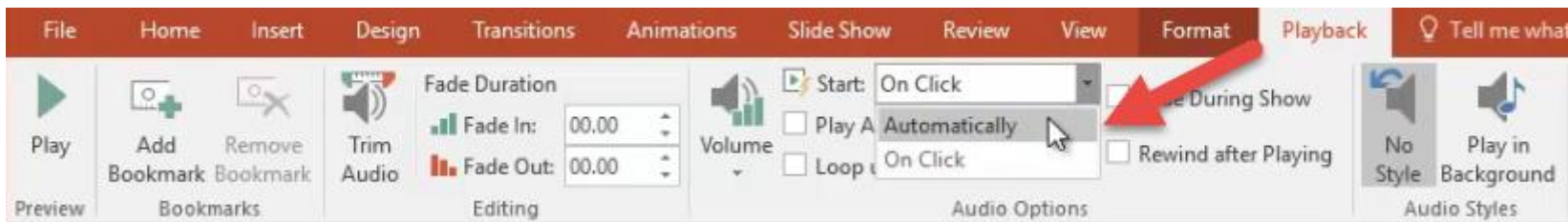
Tick the box for "Play Across Slides".

To hide the audio speaker icon on the slide during the show, click on it to select it, then go to "Playback" → "Hide During Show".