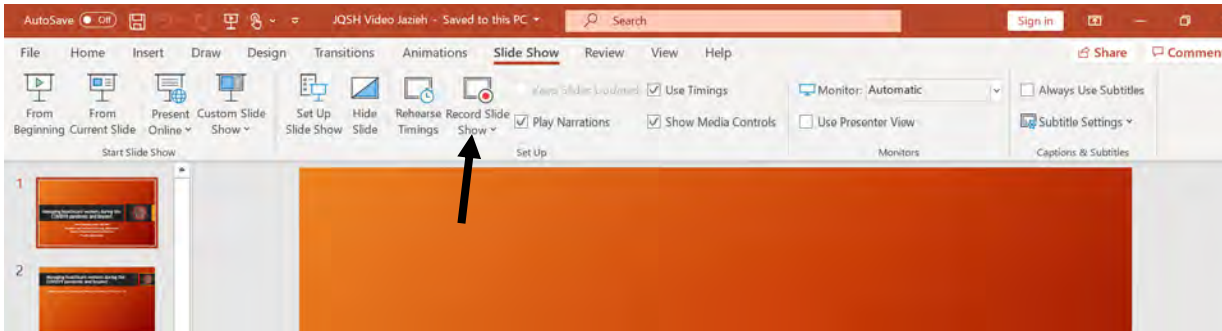


Instructions to Record Audio Over PPT Presentation

1. Open PPT presentation
2. Make final slides ready for presentation
3. Open presentation on first slide and go to Slide Show Tab
4. You will see the Record Slide Show



5. Click Record Slide show, the slides will go into presentation mode



6. You can start recording and presenting your slides as if you are giving a talk. You can pause, continue and delete recording and redo easily from left upper corner. To clear recording from current slides or all slides click X of the right upper side.

Notes:

1. PPT should be in 16:9 format and video use within the slides should be minimal to none.
2. Presentation should be no longer than 20 minutes.
3. Once done, save the presentation like a regular PPT and send it to your track leader.