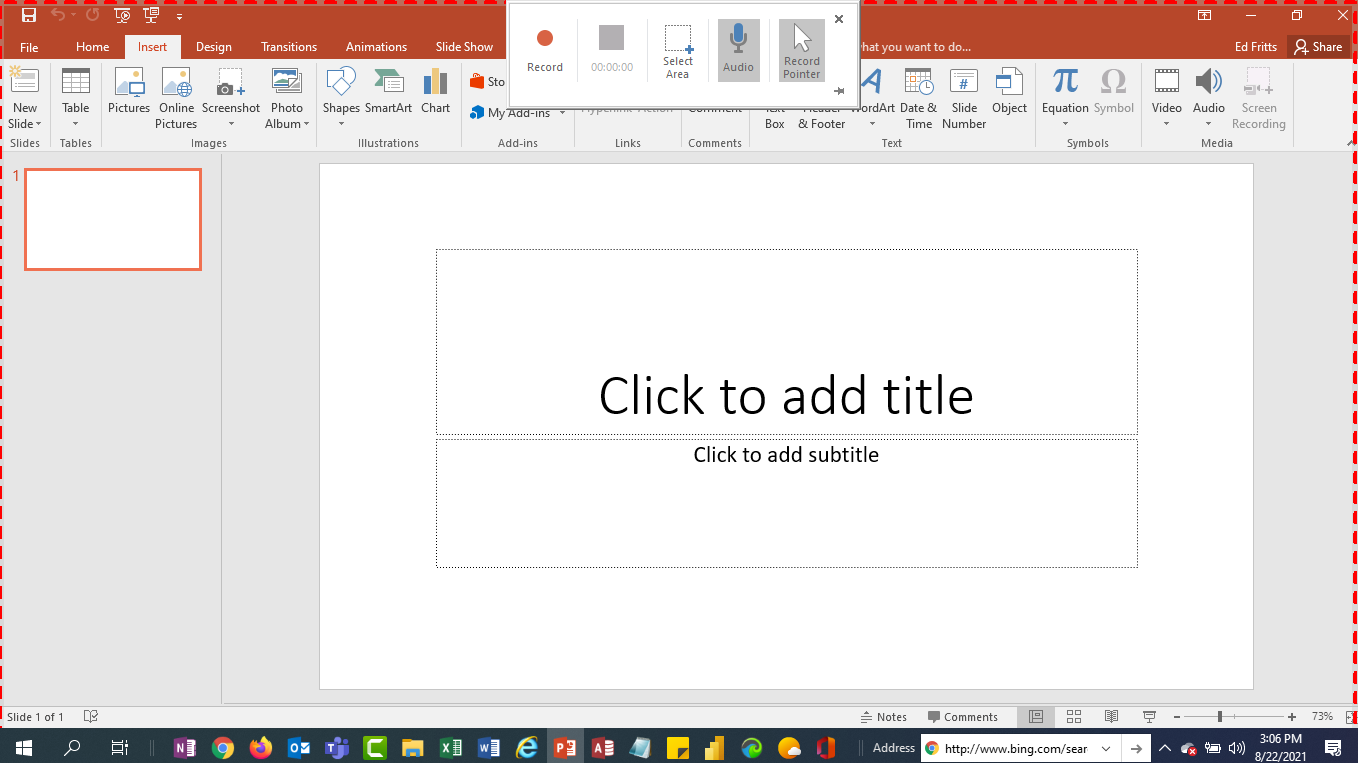
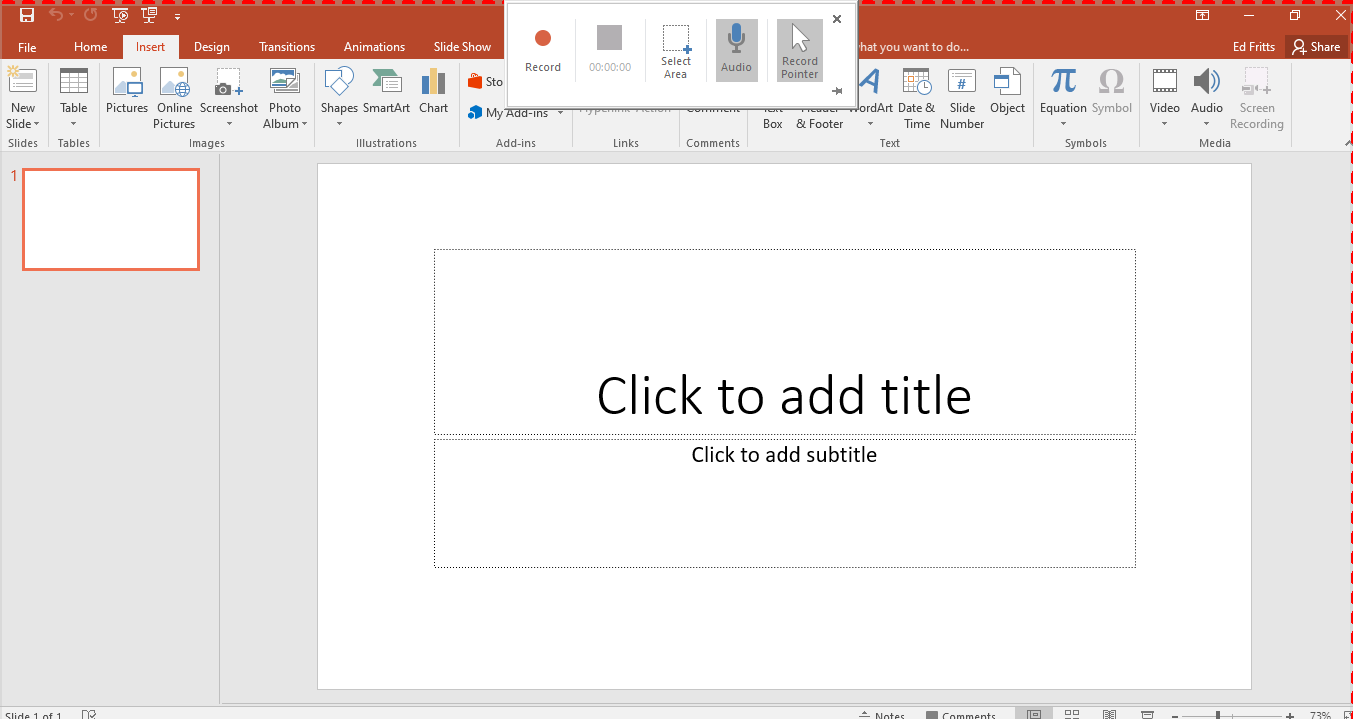


Click Screen Recording Icon.

Click Insert Tab to get started



Left click on the cross-hairs and drag from the upper left hand corner to the lower right corner to grab the whole screen.

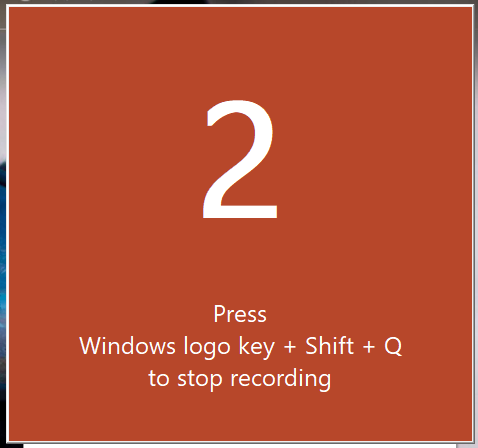


Left click on the Record Pointer Icon and you can hide on/off Pointer at any time

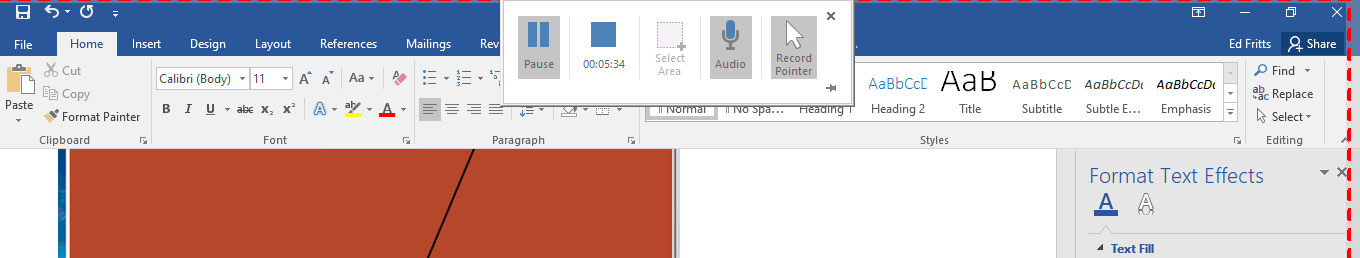
Left click on Select Area Icon and you can re-select your area.

Left click on the Audio Icon and you can turn on/off audio at any time

Left click on Record Icon and it will start recording. You can also pause at any time.

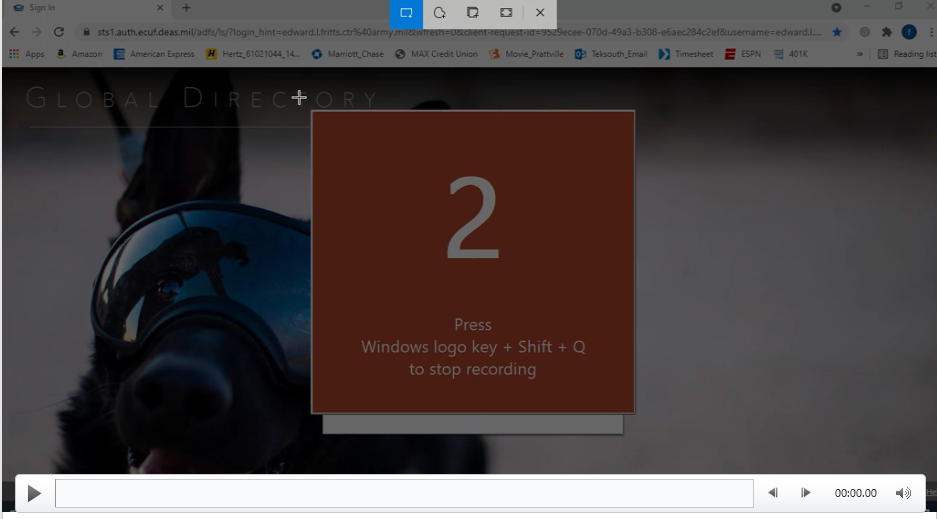


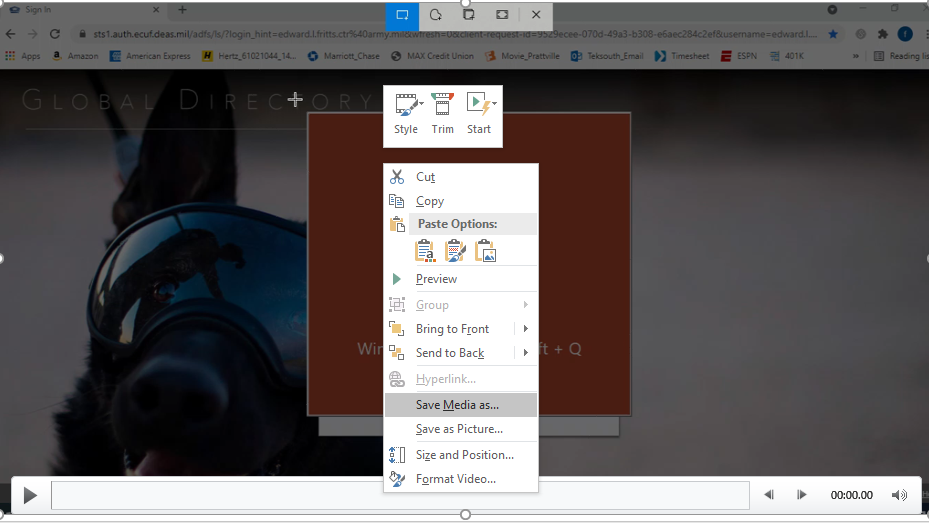
When you click Record Icon, this window will appear and inform you that clicking the Windows logo key + Shift + Q will stop the recording.



Holding down the Windows logo key + Shift + Q will stop the PowerPoint recording. Notice the play button so you can review your recording by clicking on it.

You can also Pause the recording by clicking on the Pause Icon.





You can also do a Trim. You can shorten your PowerPoint recording at the beginning or end.

Right click on the PowerPoint and gives you an option to Save Media as…. People like this, so anyone can run your recording, because it saves it as mp4.