

To record onscreen activity, launch programs you want to be recorded. Then follow these steps:

1. Open a new presentation in [PowerPoint 2016](#). Now, select the **Insert** tab of the **Ribbon** as shown highlighted in red within **Figure 1**, and click the **Screen Recording** option (highlighted in blue within **Figure 1**).

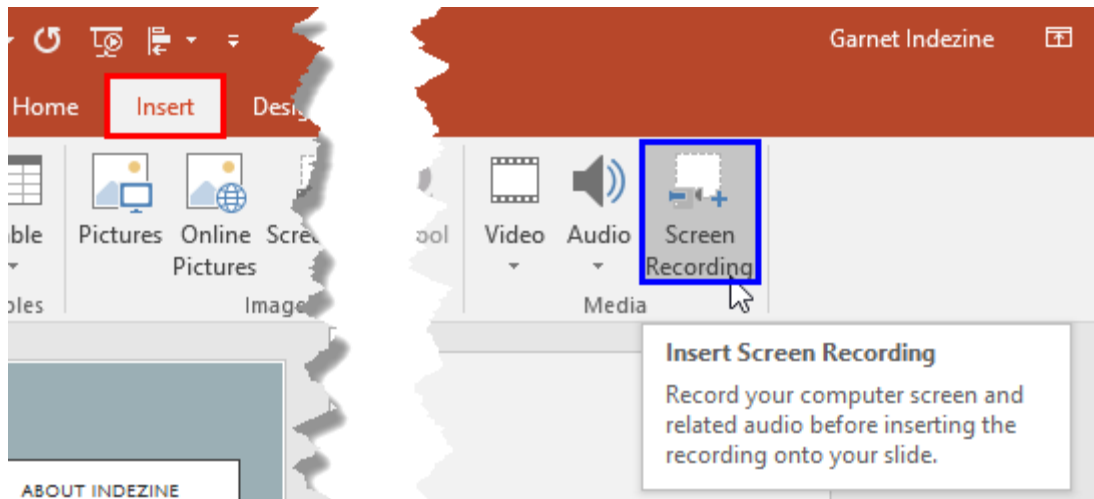


Figure 1: Screen Recording option within the Insert tab

2. This will minimize PowerPoint and bring up a small toolbar with 5 options, as shown in **Figure 2**.

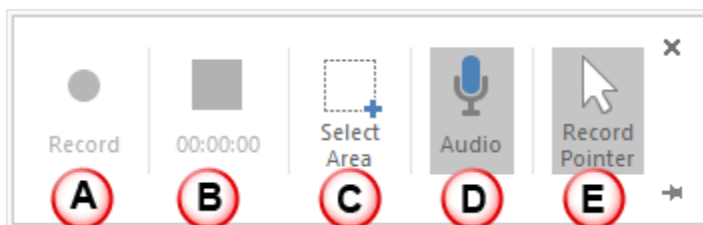


Figure 2: Toolbar with options for Screen Recording

These options are explained below as marked in **Figure 2**, above.

- A. **Record:** Click this option to start the screen recording.
 - B. **Recording Time:** Shows the duration of the screen recording.
 - C. **Select Area:** This option is used to mark the area on the screen that you want to record the activities within.
 - D. **Audio:** Allows you to turn the audio on / off.
 - E. **Record Pointer:** Selected by default, allows you to capture cursor activity.
3. Select the options as required. Now click the **Record** button.

- This will turn the **Record** button to **Pause** button, and will also bring up a countdown window with a message that instructs you to press **Windows** logo key + **Shift** + **Q** to stop recording, as shown in **Figure 3**.

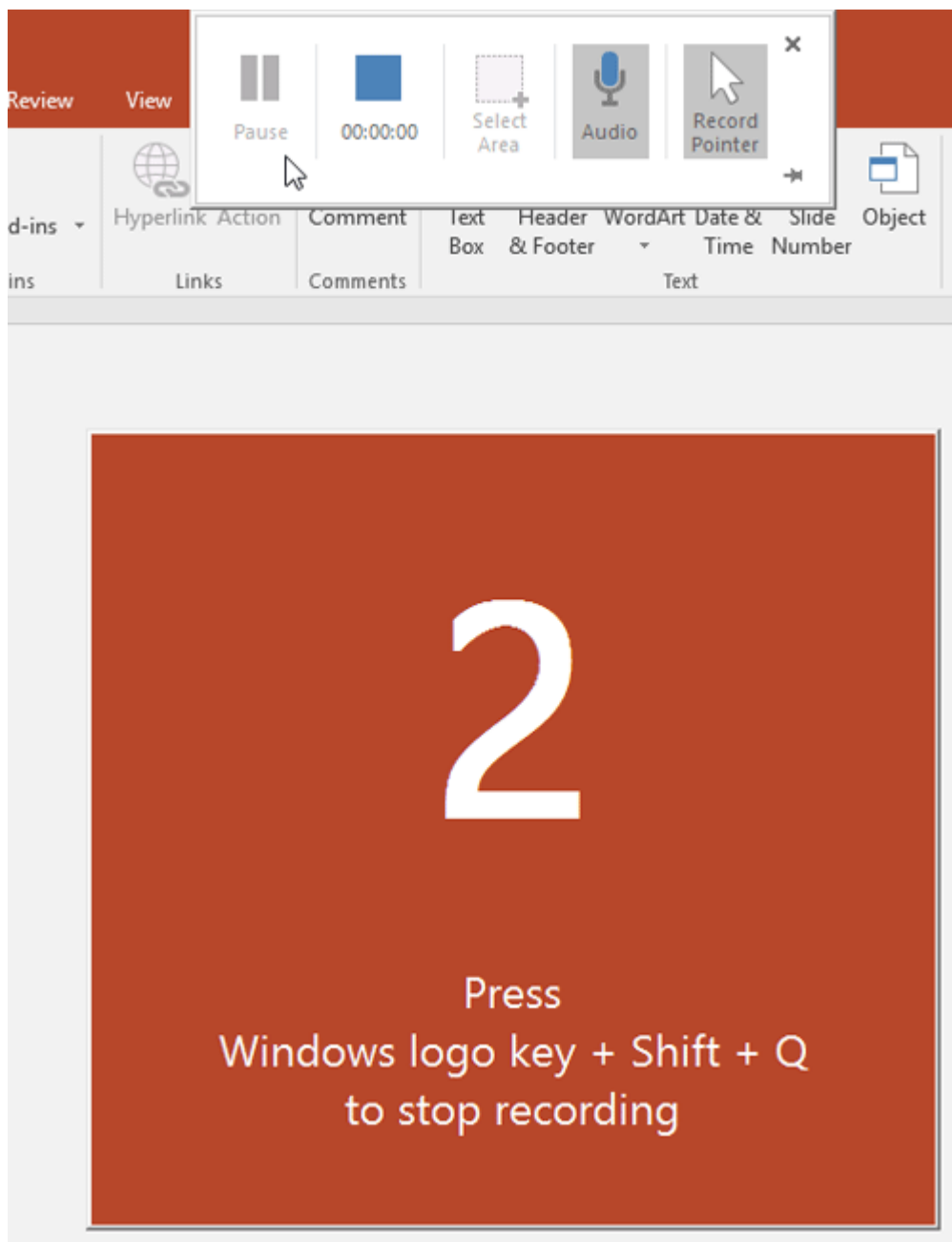


Figure 3: Screen Recording countdown message

- When the countdown finishes, start the onscreen activity that you want to record.
- When you are done with what you want to record, click the "Stop" button in the popup box or use the key-combination **Windows** + **Shift** + **Q** to stop the recording. This will finish the recording and also insert the recorded video within your active slide in PowerPoint -- play the video to make sure everything is there in place, as shown in **Figure 4**.

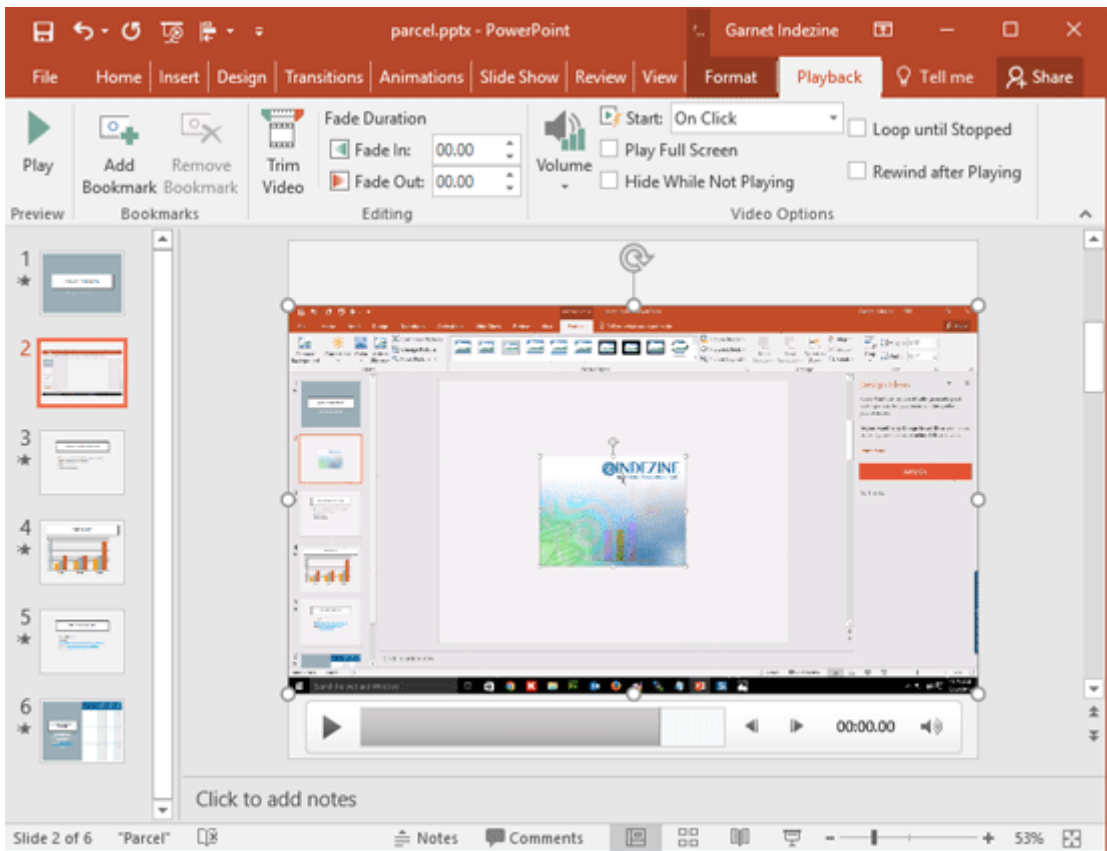
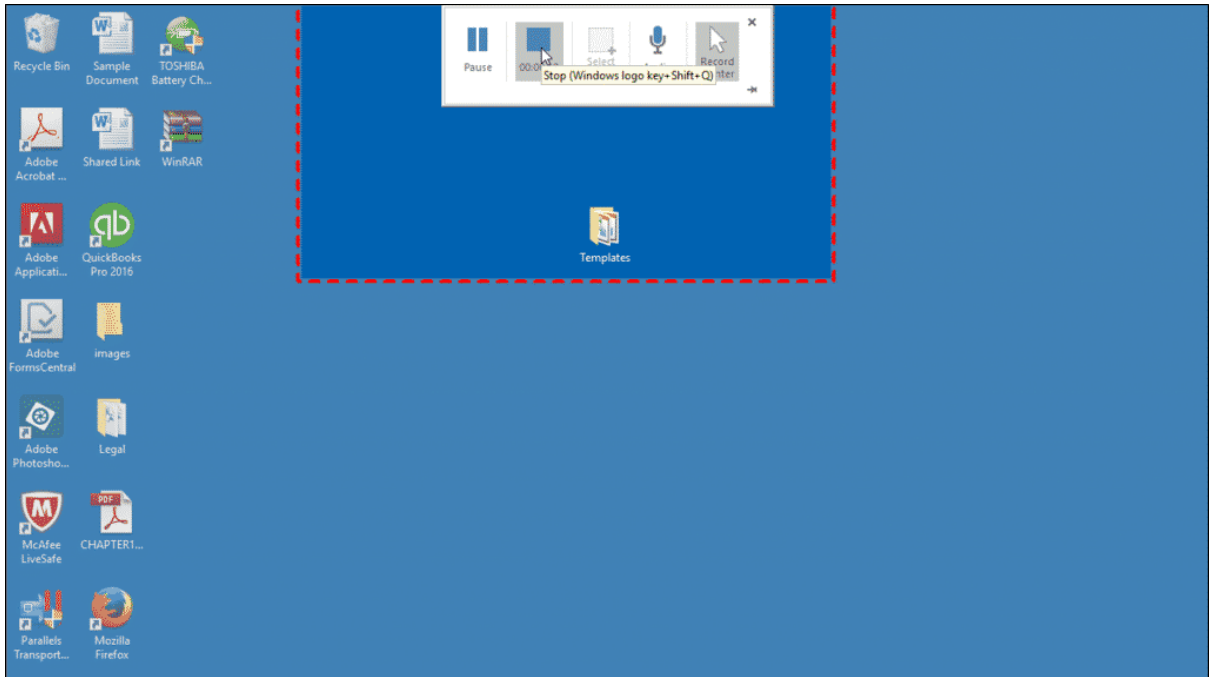


Figure 4: Screen Recording inserted within the active slide

7. Export Video on the Slide to a Separate File. To do that right-click the inserted video and select the Save Media As option, as shown in Figure 5. Within the resultant Save Media As dialog box, provide a name for the exported video and save it in the required folder.