Skillset #4 Task Analysis

Created By: Jeaniene Thompson, Dana Gilbert, and Emily Graves

Topic: Recording and Using Power Point Narrations to Enhance Presentations
Dual Platform - 2007 edition

<p style="text-align:center; color:red">Topic Analysis</p>

I. Recording Narrations
- a. Uses of Narrations within Power Point
    - i. Web-based presentations
    - ii. self running slide shows
    - iii. archiving presentations for later viewing
- b. Needed equipment and environment
    - i. internal or external microphone connected to computer (Mac user remember to have your microphone volume set on desired level)
    - ii. speakers to play back the recording
    - iii. Completed Microsoft Power Point Presentations to insert narrations
        1. additional slides and recordings can be added in later
    - iv. Quiet area excluding background noises - microphones are sensitive and will pick up background noise
- c. Settings
    - i. Embedded Narrations
        1. Is part of the presentation and travels with the presentation so no additional files are needed for viewing
        2. Increases the file size
    - iii. Linked Narration
        1. Separate Narration file, needs to be saved in the same folder as the power point presentation
        2. Smaller file size so it plays quicker
        3. Both ppt and sound files must be uploaded and on the computer to be played
        4. Allows larger presentations to have better performance
- d. Process
    - i. Save file with a new name, insuring the original file will be achieved without narrations
    - ii. Begin Narration
    - iii. Pacing narrations appropriately
        - a. Don't talk across slide changes, to avoid cutting off portions of recordings
        - b. Speak slowly and enunciate words careful
    - iv. Include notes for viewers who might be visually impaired or don't have access to a speaker system

II. Saving Narrations
- a. Power Point creates a WAV file for each slides' narration
- b. Choose Slide Timings

1. Automatically saved with the narrations
2. Set timings separately
3. Recommended settings

III. Editing Recorded Narrations
   a. Testing narration with slide show button after recording is complete
   b. Deleting slide narrations
      1. Deleting or recording over the original file
      2. Re-record narration for PC and Mac Users

Procedural Analysis

How to Record a Narration in PowerPoint 2007
   1. Open or create an existing slide show. - Save 2 copies: one original and then one which will include the recorded narrations
   2. Go to the first slide of your presentation.
   3. Open the Slide Show tab (or ribbon).
   4. Click the Record Narration button (located in the Set Up group if you are using a PC)
   5. The Record Narration dialog box pops up.
      a. If you want to make sure your microphone is working
         i. click the Set Microphone Level button
         ii. talk into the microphone and PowerPoint will adjust the microphone sensitivity, then
         iii. click OK.
         iv. IMPORTANT- On a Mac there is no way to check the microphone levels within Power Point so make sure your volume is set to the desired levels beforehand using the keyboard controls or the Sound Preferences, within the System Preferences menu, to adjust your levels beforehand. The Default setting is the built in microphone input, if using an external microphone select that option from the drop down menu.
      b. PC's give you the option to edit sound quality if desired
         i. click the Change Quality button
         ii. change Attribute:
            1. The default is set for average quality for a small file size - good for a lengthy narration and/or for files uploaded to the Internet
            2. An increase in kilohertz (kHz) will increase the file size
            3. The highest quality setting should be reserved for presentations where storage space is not an issue and files are easily transportable (such as USB or CD/DVD); this setting should not be used for presentations to be uploaded to the Internet because of the large file size.
         iii. click OK.
      c. If your presentation will include large narrations, link your sound files. Linking will save your sound files outside the ppt, keeping your ppt file size smaller. IMPORTANT - Beware, however, if you link your sound files, you **must** move/copy these files with the original ppt or your narrations will not work. To link files:

<blockquote>
i.Check the box next to link narrations if you have chosen to let power point automatically advance your slides. This is just fine for smaller presentations.

ii.If you would like to manually advance your slides leave the box unchecked next to the link narrations option and browse to locate the same folder in which the ppt is saved. (this is where the narrations will be externally saved)
</blockquote>

6. Click OK to begin the slide show. The first slide of your presentation will display.
7. Speak into the microphone and/or press Enter to advance to a new slide.
8. Continue narrating through each slide.
9. As you record the narration, leave a gap between each slide. PowerPoint records the narration for each slide as a separate sound file and attaches the sound to the slide. If you talk through slide transitions or between slides, your narration will be cut off.
10. When you reach the end of the slide show you will be asked if you want to save the timings.
    a. Click Save if you want PowerPoint to automatically advance your slides with your narration.
    b. Click Don't Save if you will advance slides manually during the presentation.
    c. *Mac users simply choose yes or no whether you want to save the slide timings, if you choose no slide timings can be added at a later date
11. Click the Slide Show button to test your narration.
12. If there are any specific slides where you need to re-record your narration, you do not have to start over from the beginning. Editing is slightly different depending on your operating system.

    PC users do the following:
    a. Select the specific slide you want to re-record
    b. Open the Slide Show tab (or ribbon).
    c. Click the Record Narration button in the Set Up group.
    d. Click OK. You will then be prompted as to whether you want to start recording on the current slide or the first slide.
    e. Click Current Slide.
    f. Speak into the microphone to record your narration.
    g. If you are only re-doing the one slide, click ESC (escape). You will then be prompted to save as in Step 10.
    h. If you want to re-record multiple slides in consecutive order, advance to the next slide and record. At the point you are ready to stop, click ESC and save as in Step 10.

    Mac users do the following:
    i. Go to the slide sorter view.
    j. Move the slides you want to re-record to the beginning of the presentation.
    k. Proceed with narration as before.
    l. When you get to the end of the slides you are re-recording, hit the ESC key so you don't advance to the next slide.
    m. Click Save on the slide timings dialog box
    n. Click Yes to view the timings.

  o. Drag the re-recorded slides back to their place within the presentation and save the changes.
13. Save the slide show.

1. Have the capability to turn on/off computer
2. Can locate and open PowerPoint program on computer
3. Have the capability to type and use keyboard functions
4. Ability to speak
5. Can locate microphone on computer
6. Ability to adjust volume settings through "Sound Preferences" (Mac users)
7. Knowledge of how to use an external microphone and internal microphone
8. Knowledge of computer's components including internal microphones
9. Ability to locate PowerPoint tabs (e.g. new slide, home, insert, slide-show, review, view)
10. Ability to create a new PowerPoint slide
11. Ability to open an existing PowerPoint slide
12. Ability to edit singular PowerPoint slide
13. Ability to view the PowerPoint Slide Sorter
14. Ability to save PowerPoint slide
15. Ability to rename the PowerPoint Slide
16. Ability to delete PowerPoint slide
17. Knowledge of how to present slide
18. Knowledge of how to advance PowerPoint slides manually
19. Knowledge of how to allow PowerPoint to advance a slide