How to make your Digital story using PowerPoint

# Step 1: Launch the PowerPoint Program
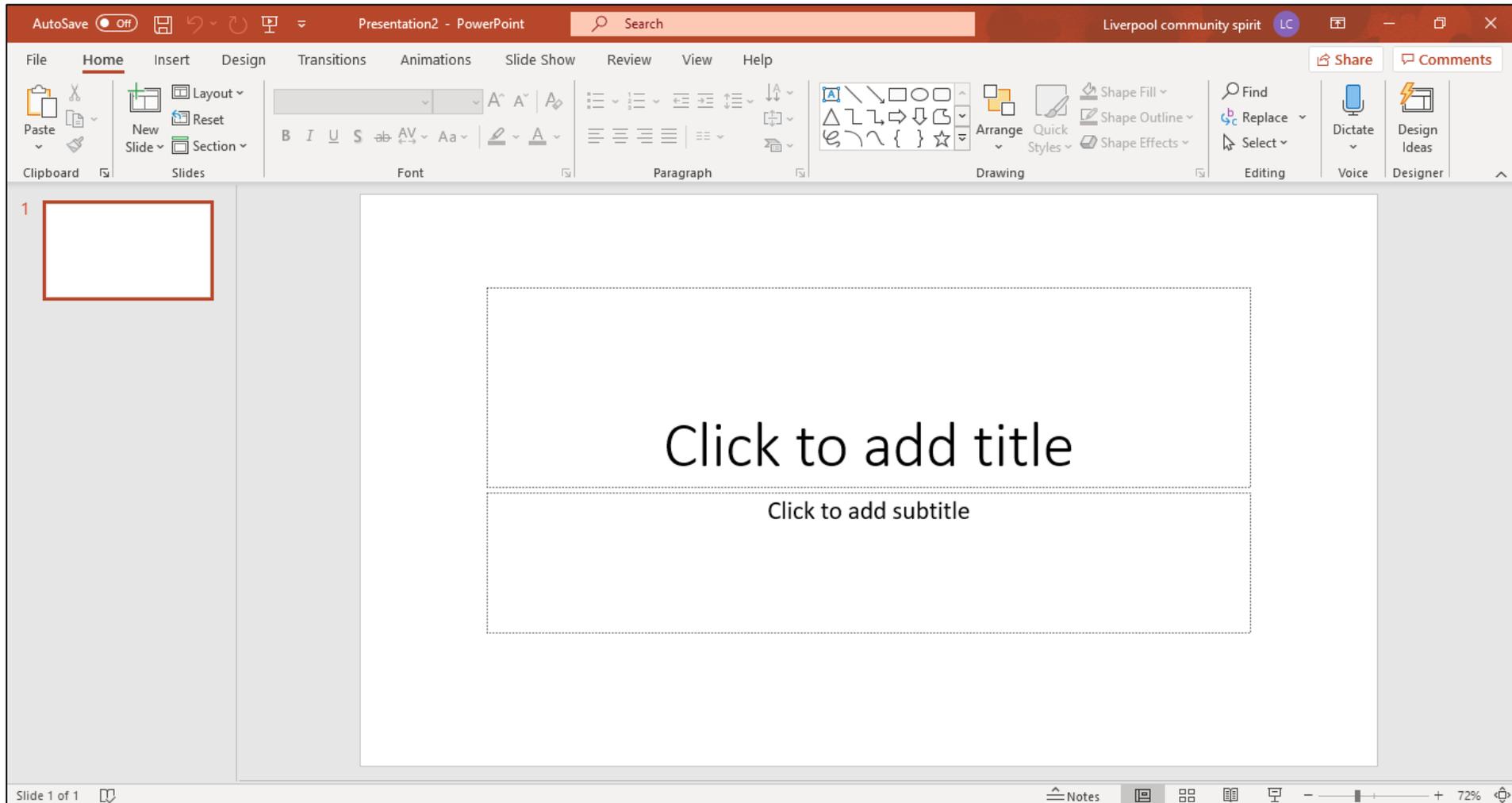
When you launch the PowerPoint program, you may be prompted to pick what kind of document you want to create. Choose to create a blank presentation. If it does not ask you this, a blank presentation will automatically launch.

Step 2: Choosing a Design (OPTIONAL)
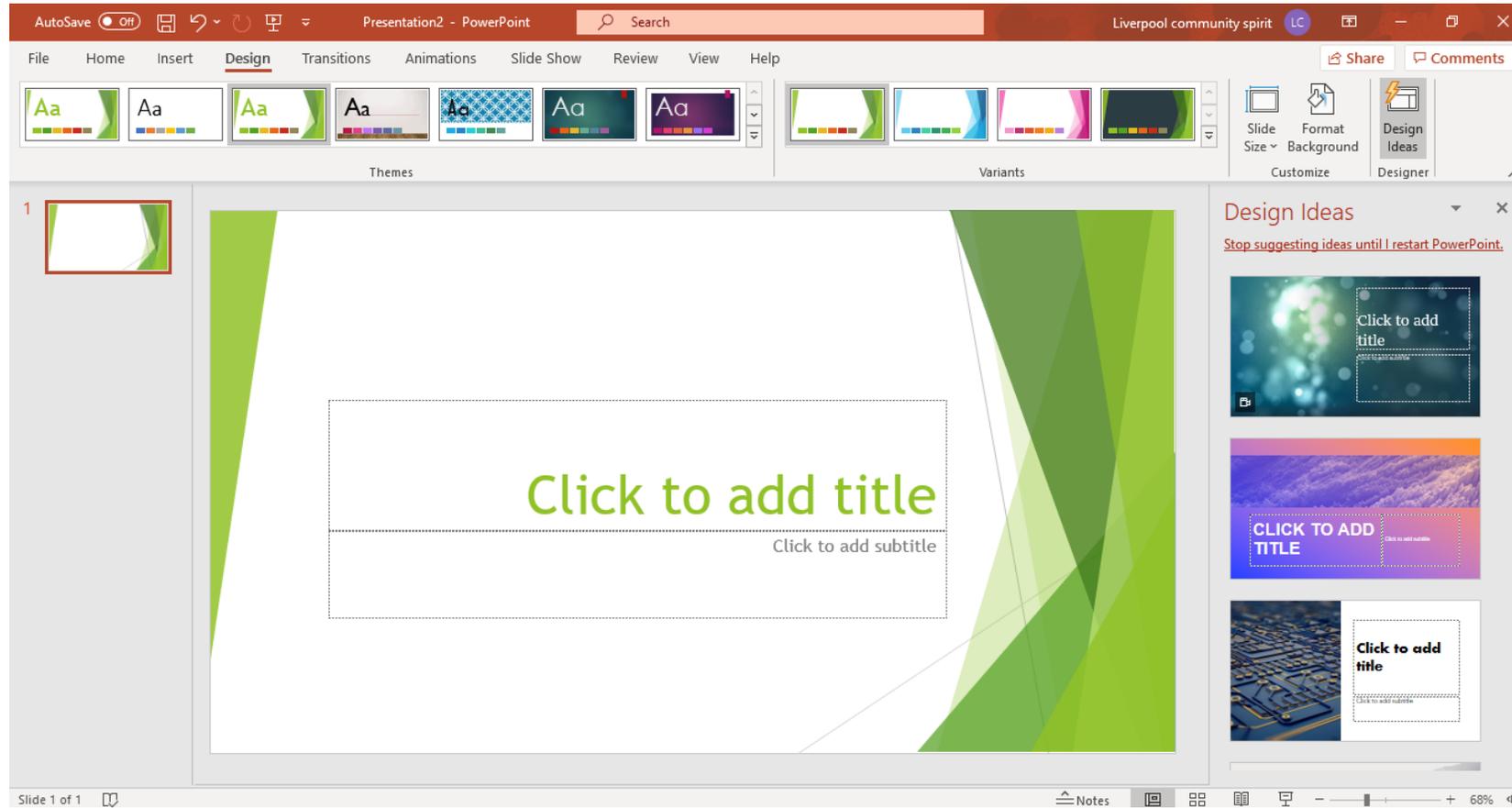
You may want to add a design to your PowerPoint. To do this, go to the 'Design' tab at the top of the page. Scroll through all the options and decide which one looks best for the presentation you want. To get a preview of what the design will look like before applying it to the presentation, hover over the design you want to preview. This design will be automatically continued throughout the rest of your presentation

Step 3: Create Title Page
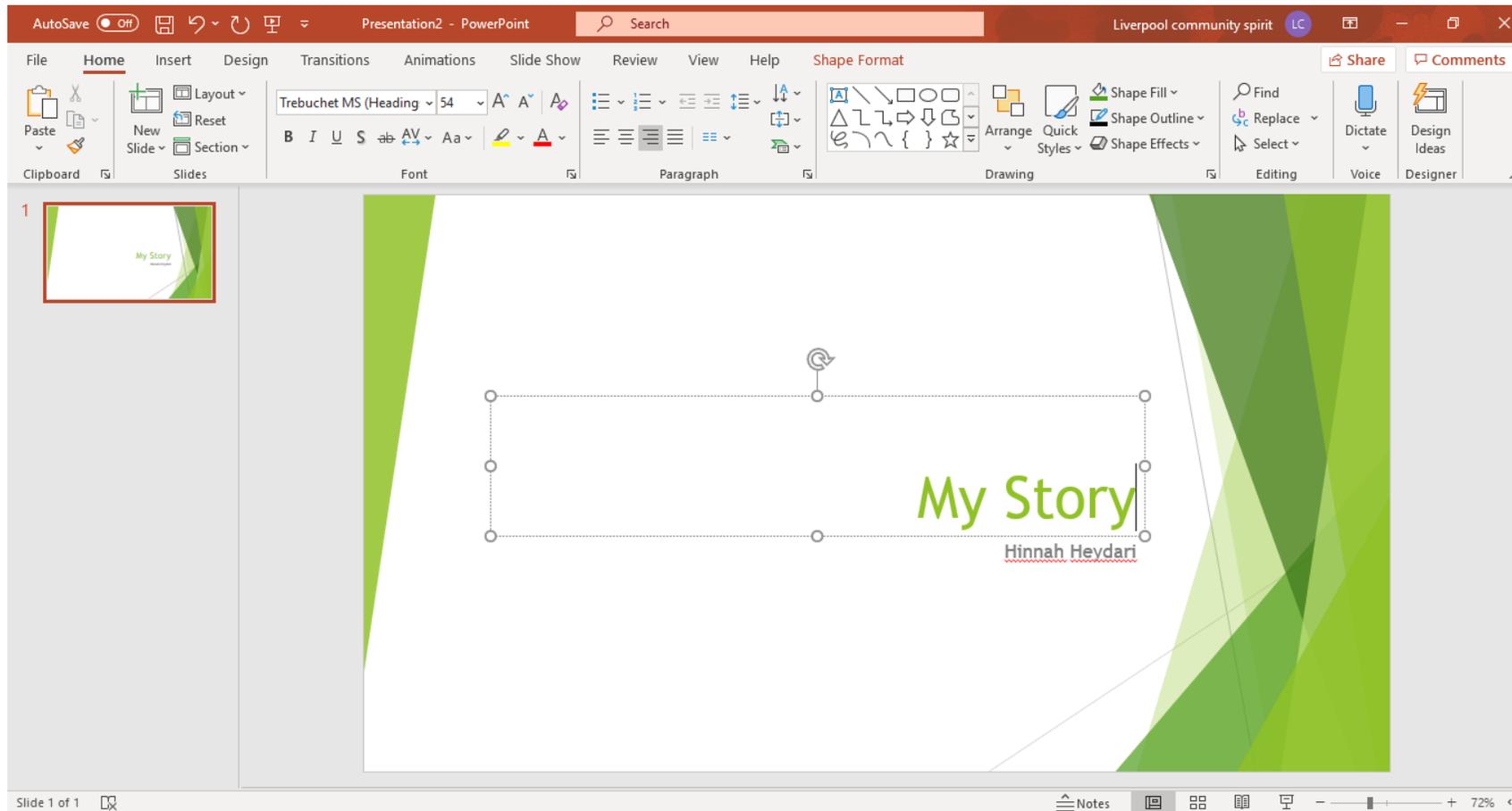
Click the first box that says 'Click to add title' and add the title of your presentation. Click the bottom box to add your name, or any other subtitle that you choose. Once you have your text in the boxes, you can change their font, size, colour, etc. with the toolbar options at the top. You can change the size of the text box by selecting it, and then dragging the corners of the box. To move the text boxes, select the box, and move your arrow over the border of the box. A four-arrow icon will appear, and clicking with this icon will allow you to move the text boxes wherever you choose.

Step 3a: Insert an image from your computer
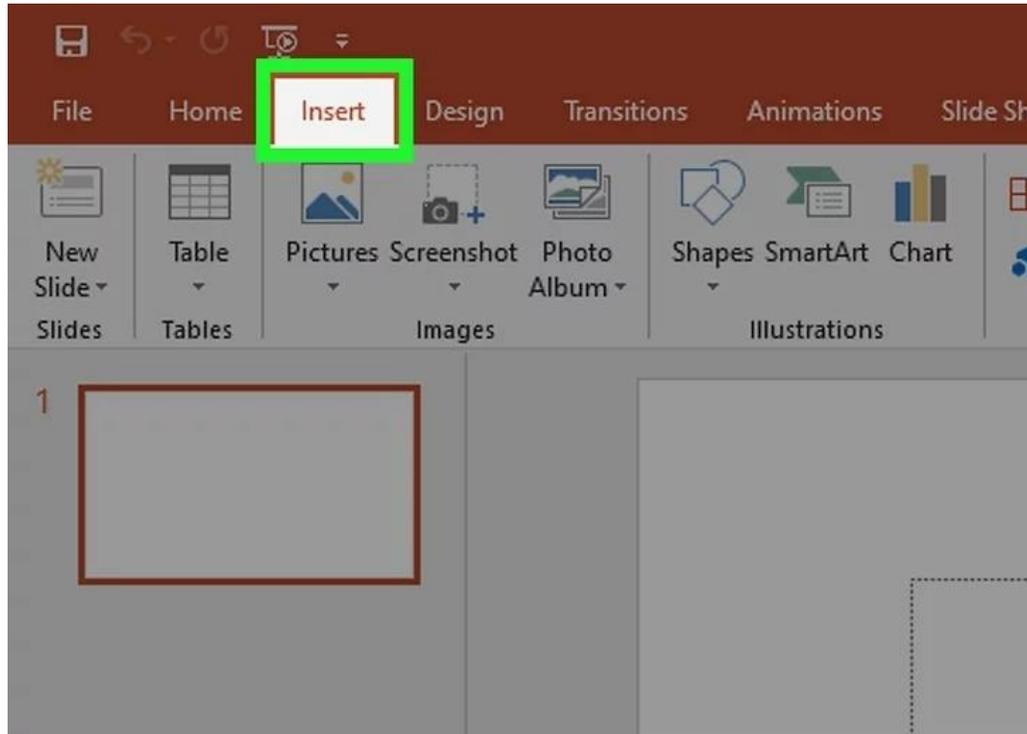
Click on the "Insert" heading. You'll find this toward the left side of the menu ribbon at the top of your screen. Click the "Insert" heading to access image options.
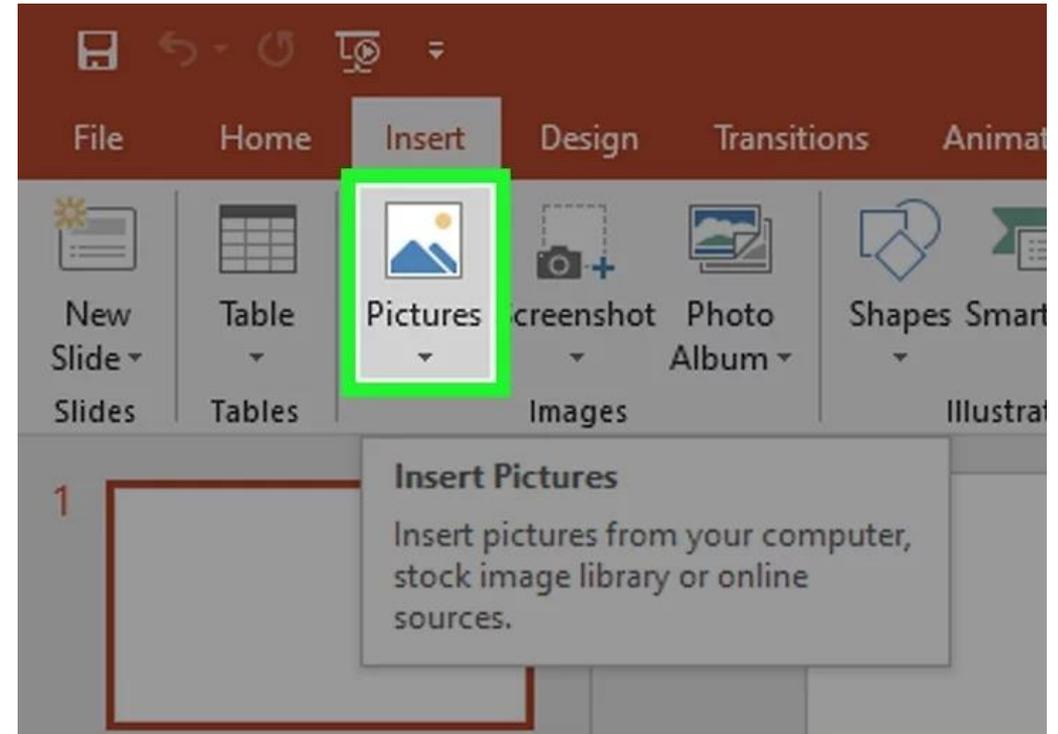
Click the "Pictures" option. This icon should also be toward the left side of your task ribbon. Clicking this will open a dialogue box containing your folders and saved documents.

Step 3a: Insert an image from your computer .. Continued
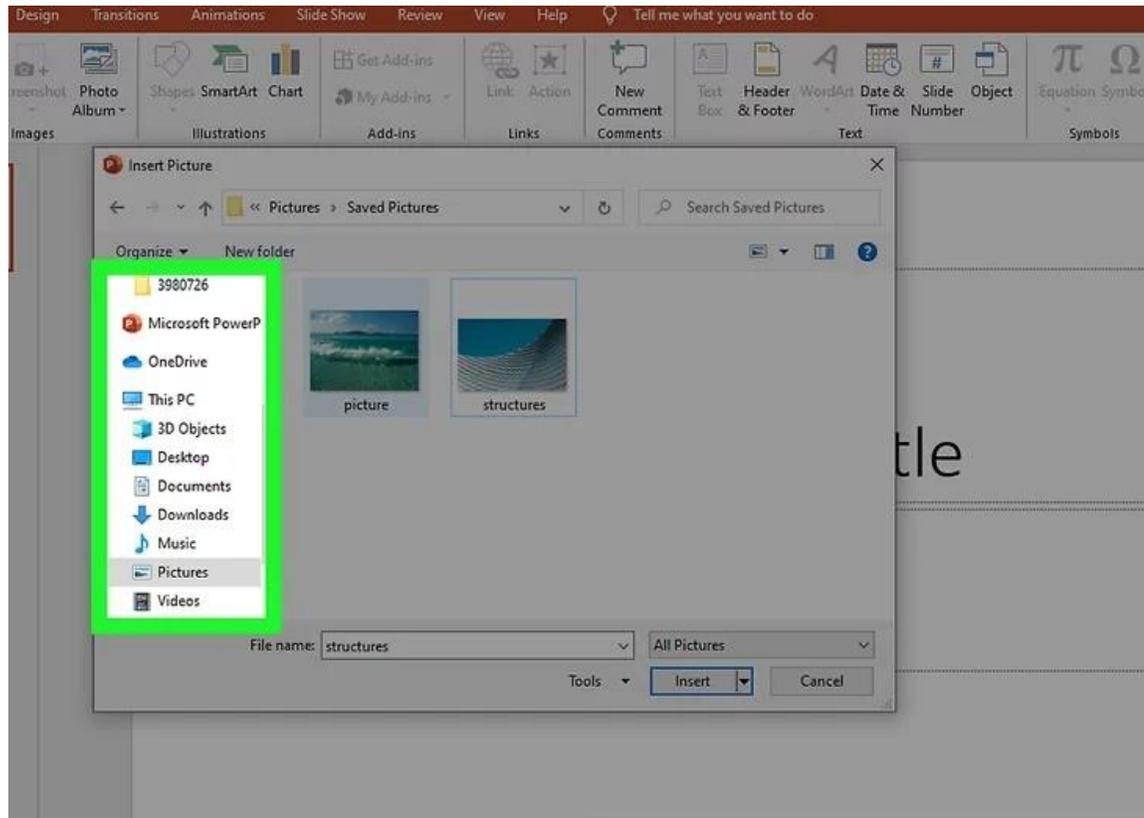
Choose the folder containing your saved image in the dialogue box. Take note of the file location you have saved the image. Using the "Insert Picture" dialogue box, highlight your image by clicking "Insert" from the lower right hand corner. You can also double click your image from the "Insert Picture" directory to insert it.
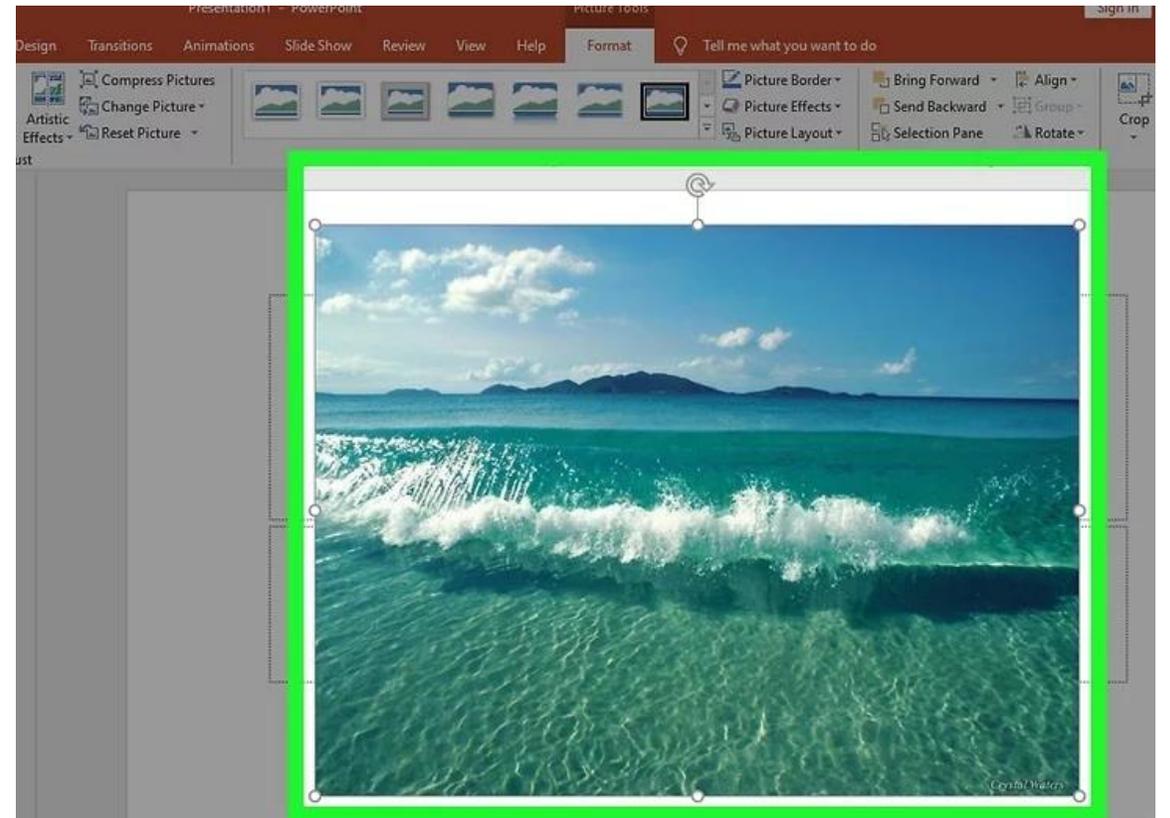
Position the image on the slide. Clicking your image should bring up guidelines and small square boxes that you can hold-click to manipulate the dimensions of your image.

Step 3b: Inserting copied images
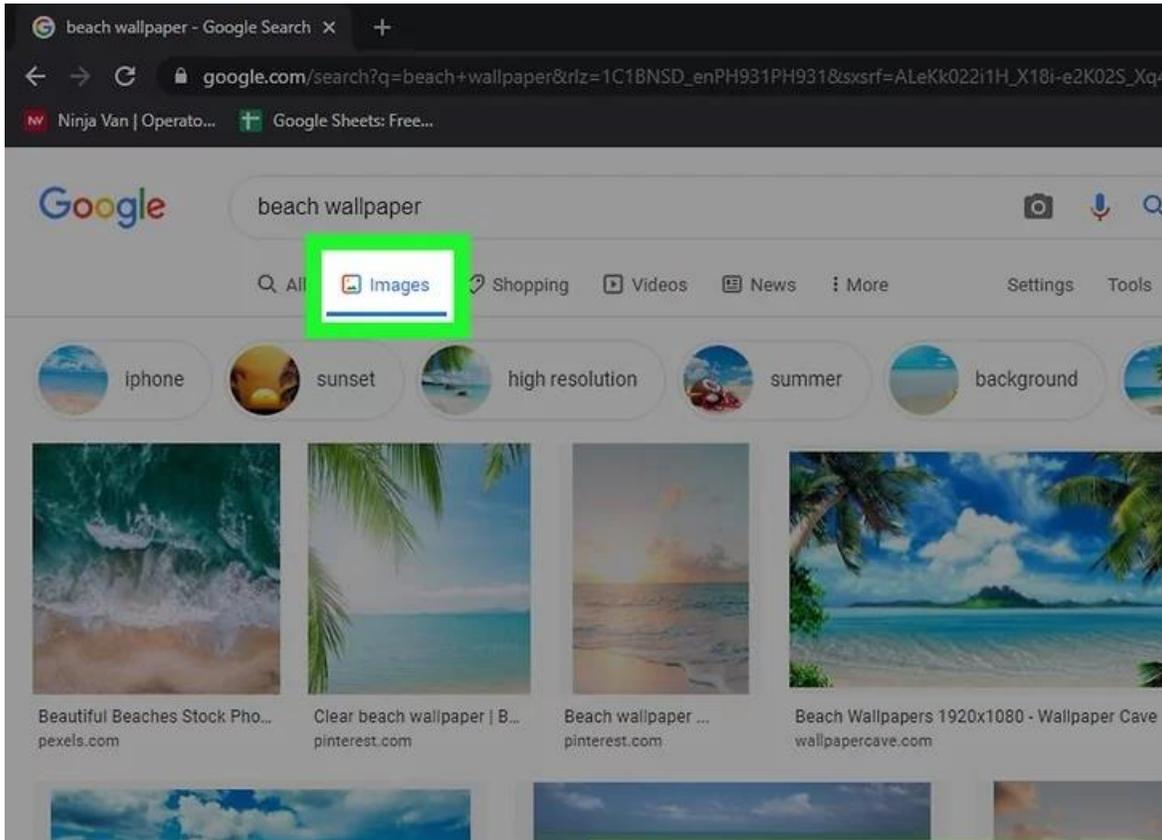
Search for your image online. You can improve your image hits by making sure you've selected "Images" for your online search engine. When you find your image, click the link to open the full image at its location. This will ensure you don't only copy a thumbnail image.
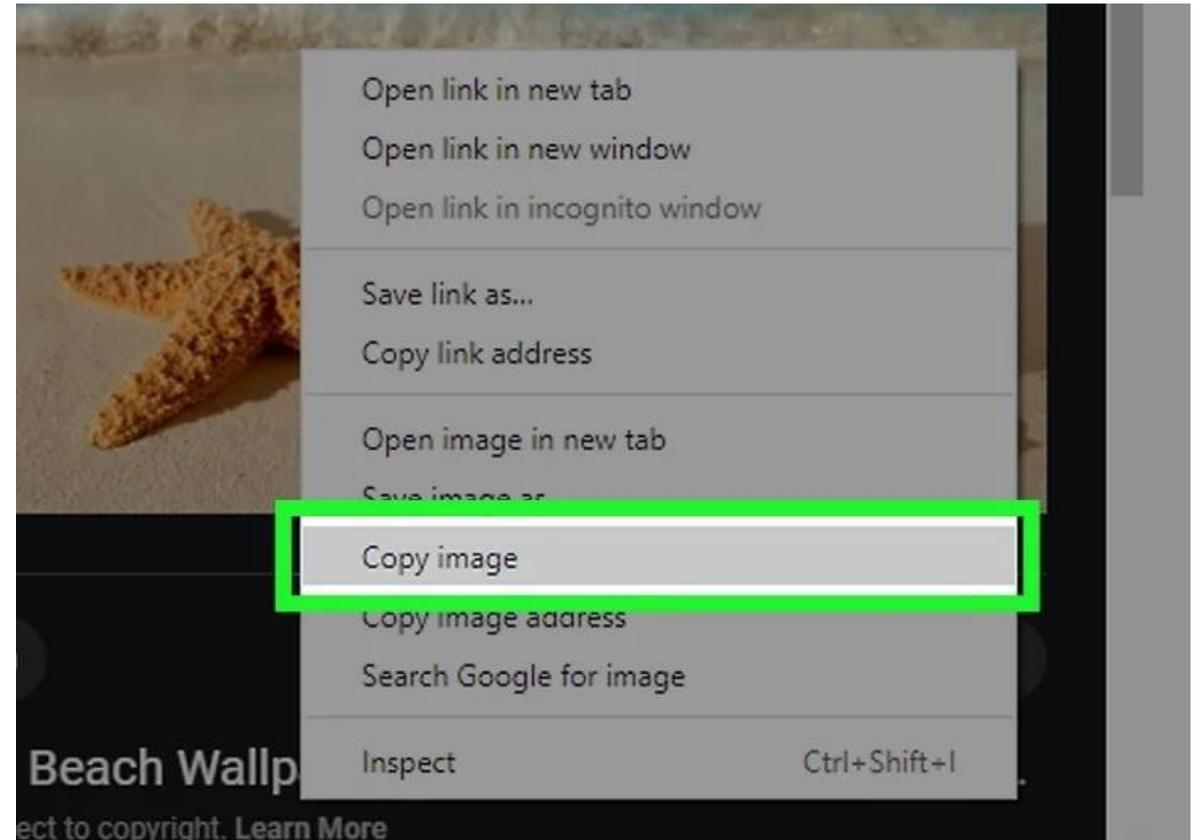
Copy the image to your clipboard. Right click and select "Copy" from the dropdown menu. This will save the image to your clipboard for later.

# Step 3b: Inserting copied images … Continued
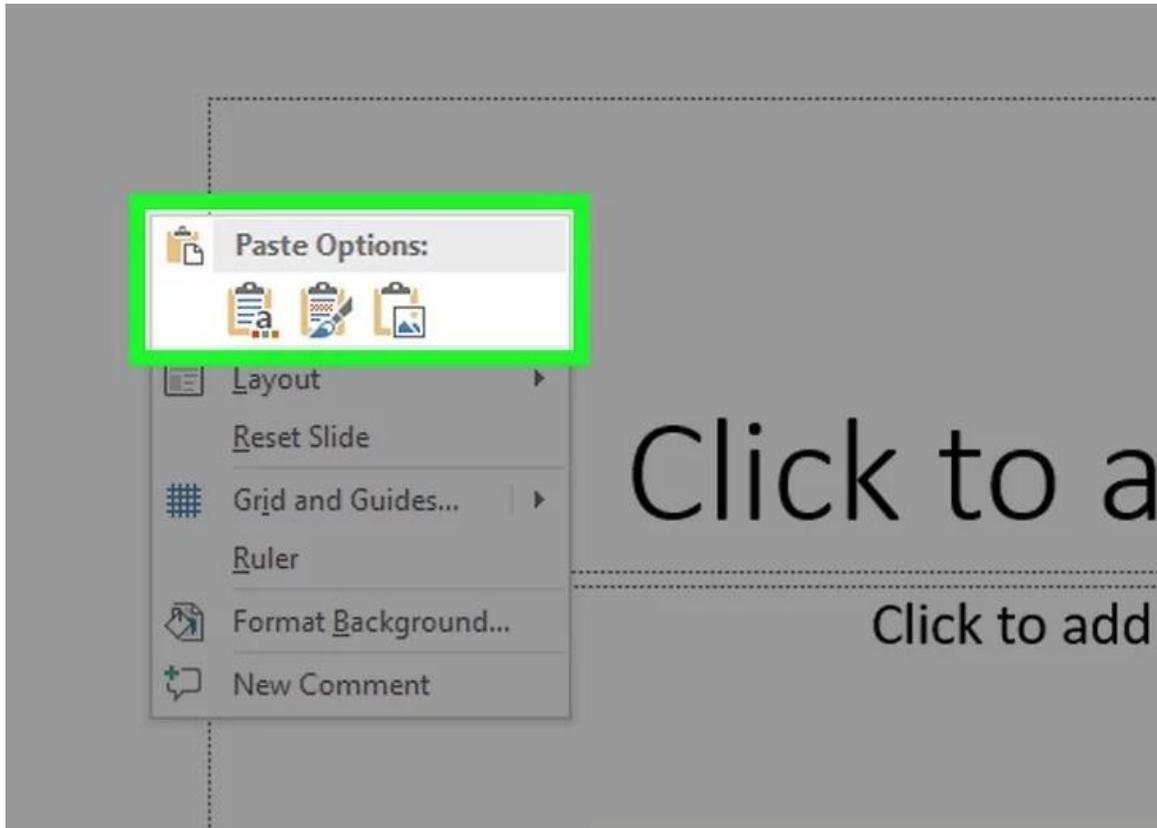
Paste the image into your presentation. Return to the PowerPoint slide to which you would like to add your image. Right click a blank portion of your slide, or the "Insert Image" box surrounded by a dotted line, and select "Paste" from the dropdown menu. Now you can position and adjust your image to your satisfaction.
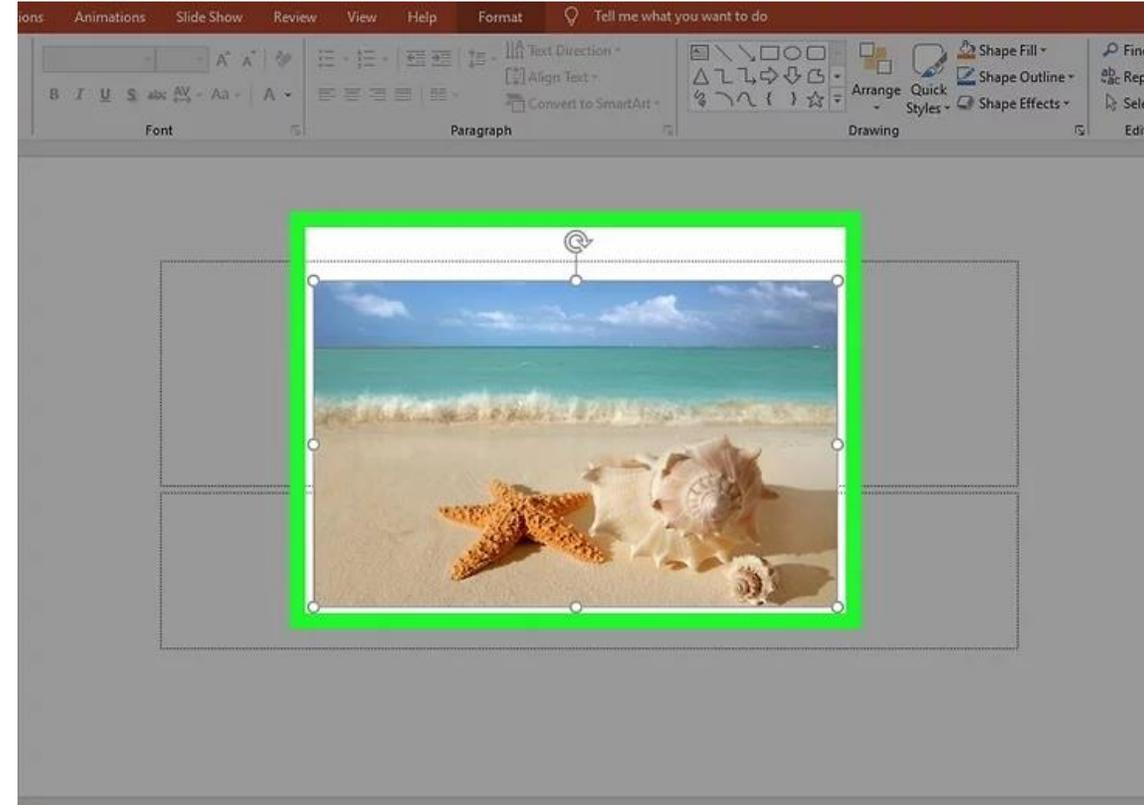
Adjust your image to fit your slide. If you click your image, guidelines and tiny square boxes, which you can use to manipulate and adjust your images, will appear.

Please ensure you use images with no copyright, or images you have permission to use!

Step 4: Inserting a new slide
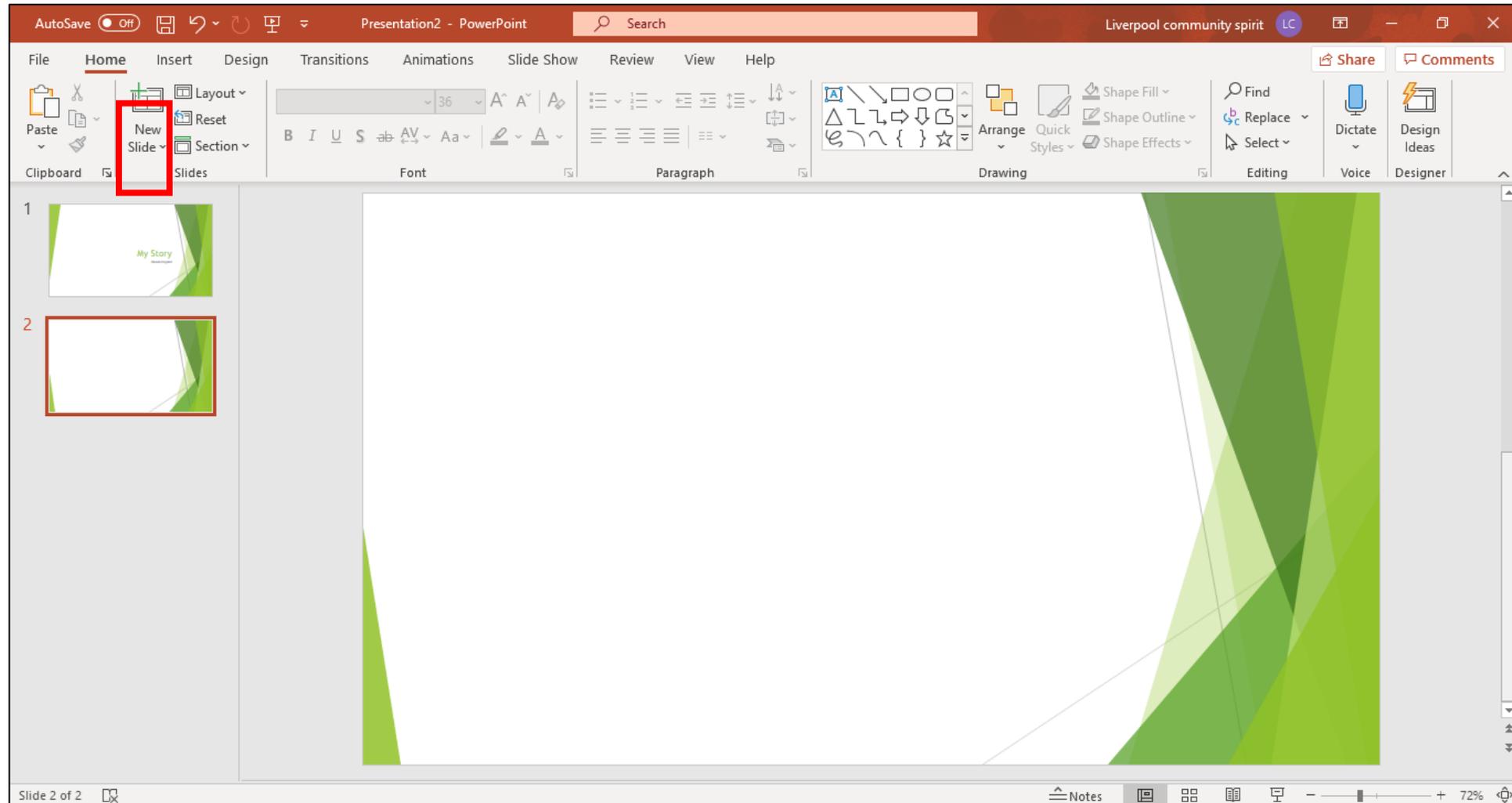
Click the New Slide button as shown above, highlighted in red. This should automatically create a new slide which you can see on the left.

Step 4a: Inserting text in existing placeholders
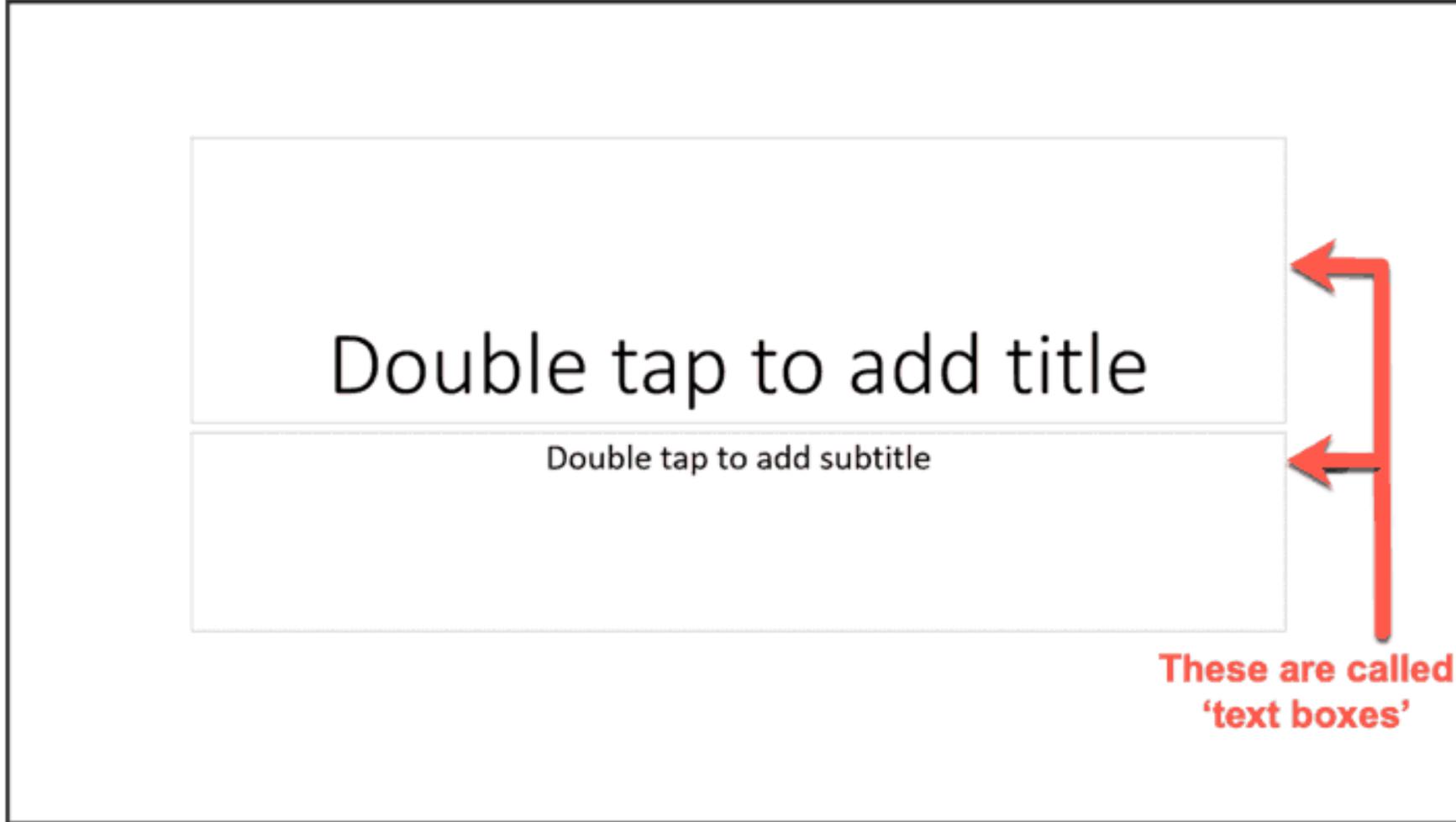
When you first open up PowerPoint on your computer, you'd most likely see the Title slide layout with its two text boxes: to add text simply start typing within the boxes. You can then move these boxes and change the size of your text.

Step 4a: Inserting a text box

If you want to add more text outside of the built-in placeholders, you can add an entirely new text box to your PowerPoint slide.
To add a new text box to your slide, choose the **Insert > Text Box** option.
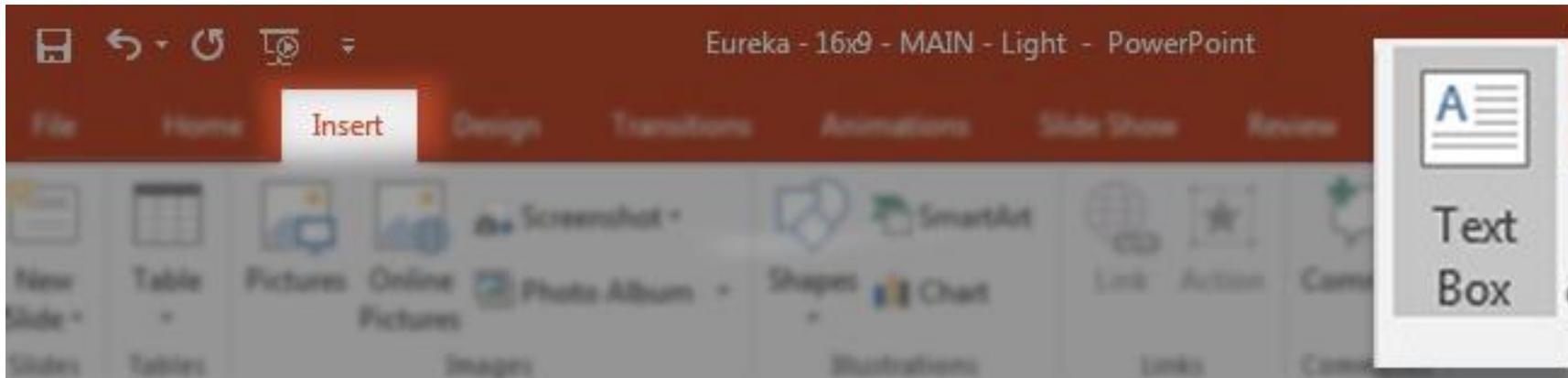

Now, click and drag on the slide to draw in your text box. I like to make my text box slightly larger than the text I expect to fill it. Once your box is on the slide, type in it to add text to the slide.

Example of image and text below:

Step 5: Record a voiceover for your PowerPoint

Head over to the "Slide Show" tab and, in the "Set Up" group, select "Record Slide Show." Once selected, a drop-down menu will appear. Here, you can choose to start the narration from the beginning
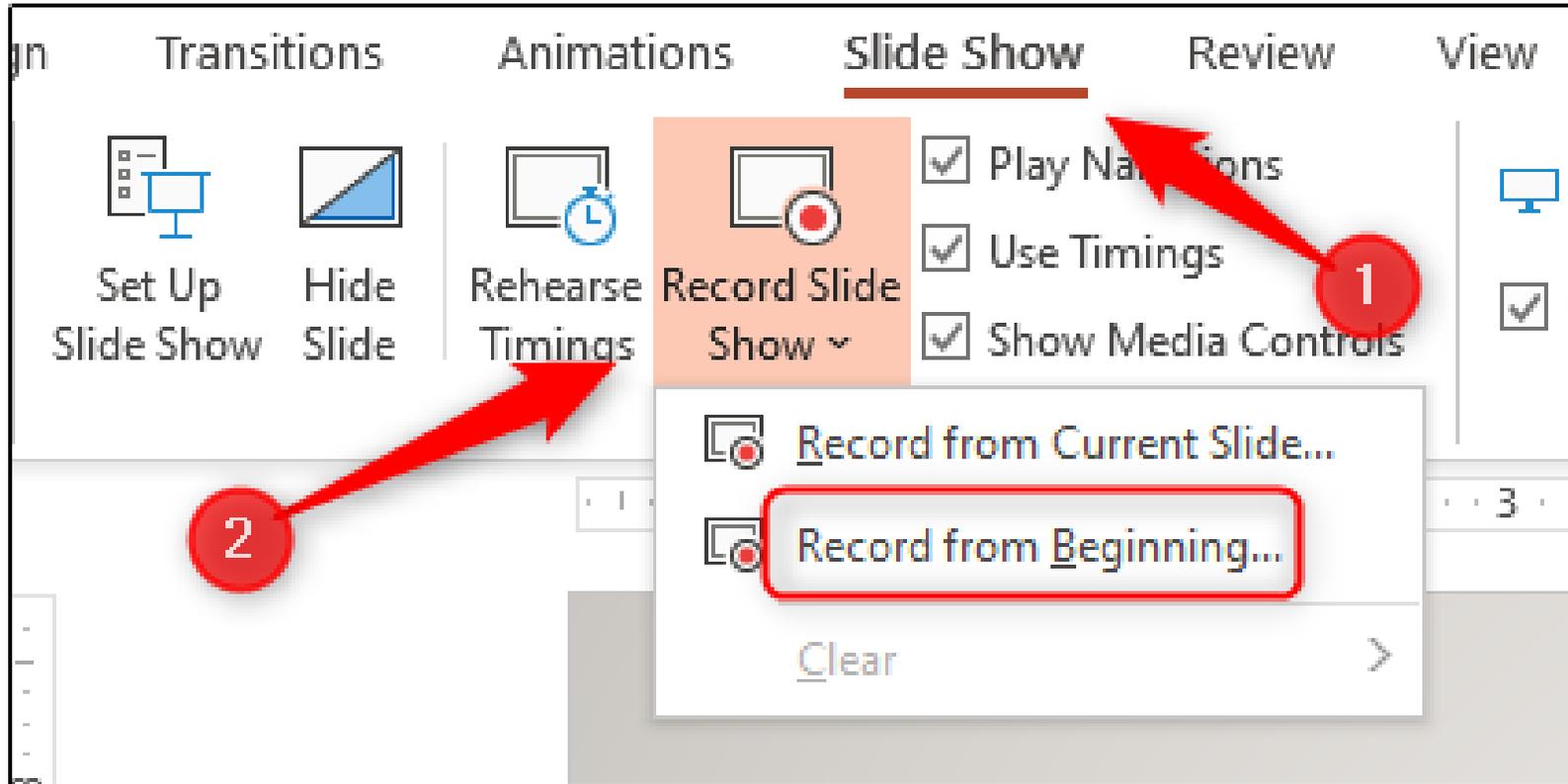
Step 5: Record a voiceover for your PowerPoint.. Continued
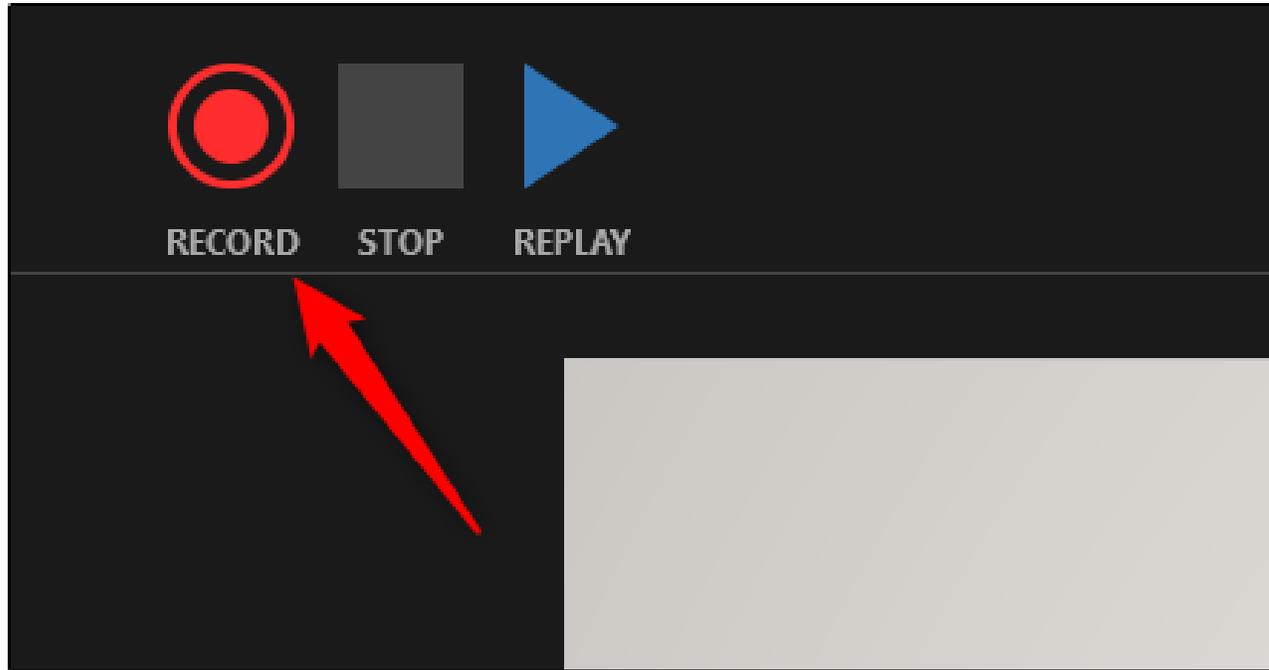
Now, you'll be in full-screen mode. You'll notice a few extra tools appear, including a record button at the top-left corner of the screen. When you're ready to start recording, click this button. When you select the record button, a countdown timer will appear, giving you a three-second delay between clicking the button and starting your recording.
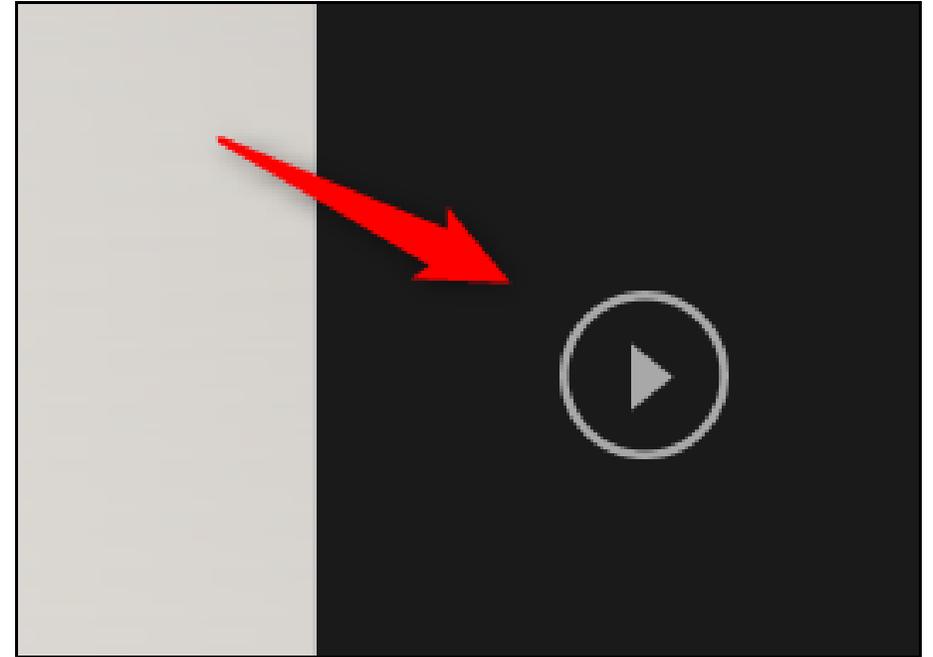
You can now start recording your voiceover narration! Continue through the presentation by clicking the right arrow to go to the next slide.

Step 5: Record a voiceover for your PowerPoint.. Continued
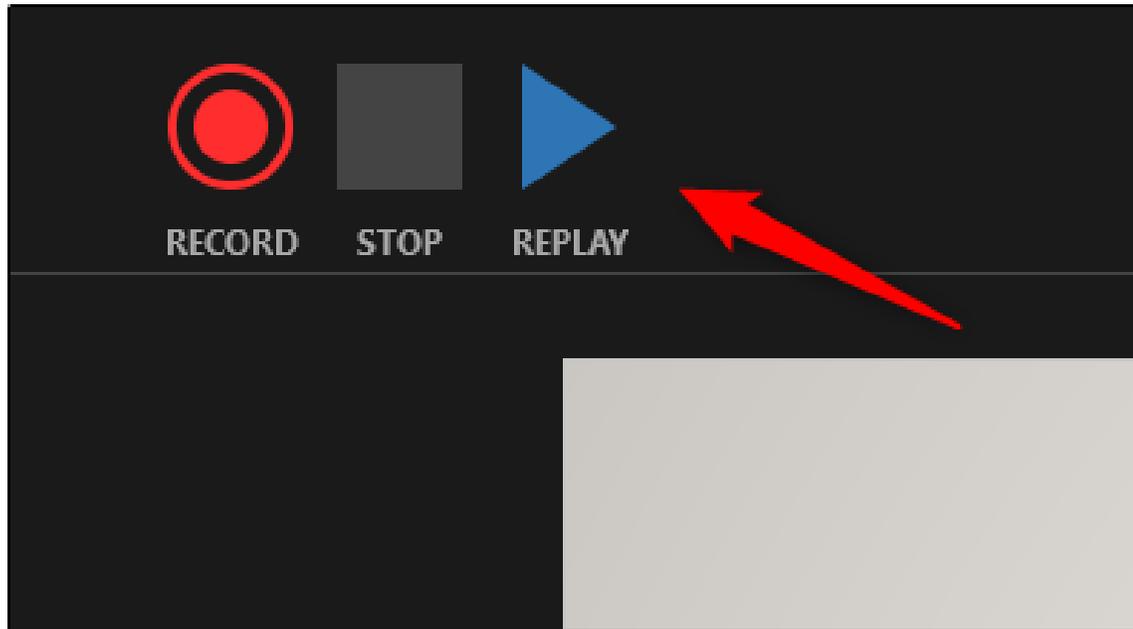
If you want to play your narration back, you can select the replay button.

A speaker icon will appear at the bottom-right corner of each slide that has a recorded narration. You can also play your narration back on each slide by hovering over the icon and pressing the play button.

Step 6: Turn your PowerPoint into a MP4 video:

Go to 'file' > Select: 'Export' > Select: 'create a video'

You may wish to add credits or your organisation logo at the end
(please make sure you have gained permission)