

How To Use Office Mix Functions

Office Mix is a great tool for schools, allowing instructors to distribute presentations to all their students through the web.

1. SLIDE RECORDING

Slide Recording is used to record slides, recordings, images or brushes during a slideshow. The easiest way to Slide Recording is to create a ppt presentation first. Then record and record all the effects on the Slide based on the available slideshow.

1. Go to the slideshow that you want to Slide Recording.
2. On the menu bar, select the **Mix** tab .
3. In the **Record** group on the left side of the tab, select **Slide Recording** .

You should choose the pages you want to record.

A) ADD MUSIC OR VIDEO

The right side of the slide has Audio and Video:

Choose the size and resolution for the recording

1. If you want the video to appear framed, click **Thumbnails** . Selecting this will create a low resolution recording.
2. If you want your video to fill the screen, select **Full Screen** . This option creates high resolution recordings.



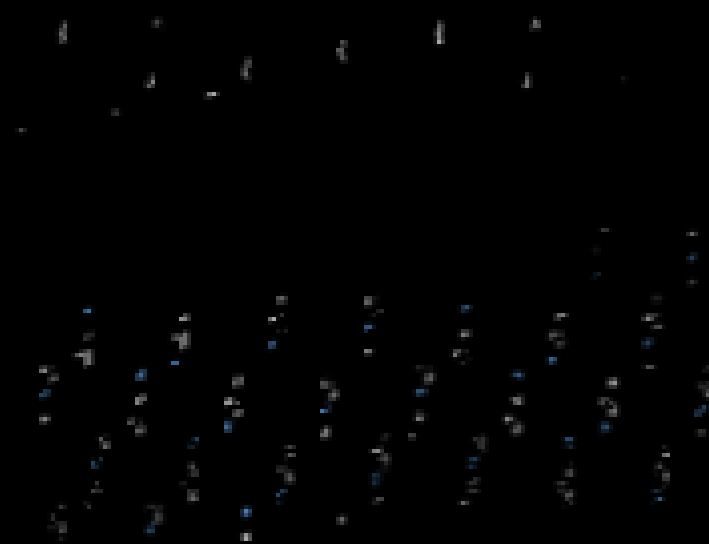
Select the camera you want to use

1. If you are recording on a computer that does not have a camera connected, select **Integrated Camera** to make the selection list.
2. If you only want to record audio, select **No camera** .

Select the audio device you want to use

1. If you do not want to record audio, select No microphone
2. Adjust the sound by dragging the square to the left (small) or right (increase) to adjust the sound.

Audio and Video



Thumbnail Full Screen

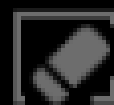
Integrated Webcam



Microphone Array (Realtek Hi



Inking



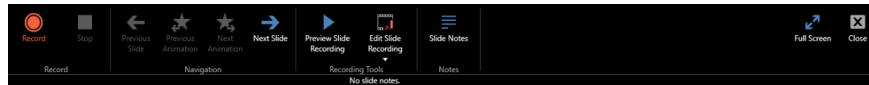
B) ADD PEN

Under Inking section on the right of the slide

1. Select the pen (Fine Pen, Medium Pen, Thick Pen) If you want to draw your slide.
2. After drawing, you can select Erase to delete.
3. Choose a color for the brush.

C) RECORDING / RECORDING THE MOVIE

Use the Slide Recording tab

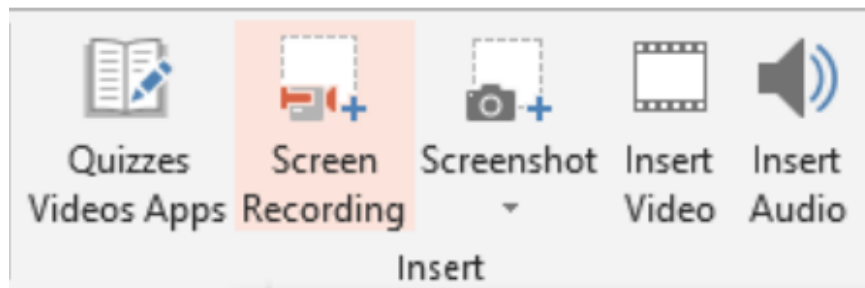


Picture 4 of How To Use Office Mix Functions

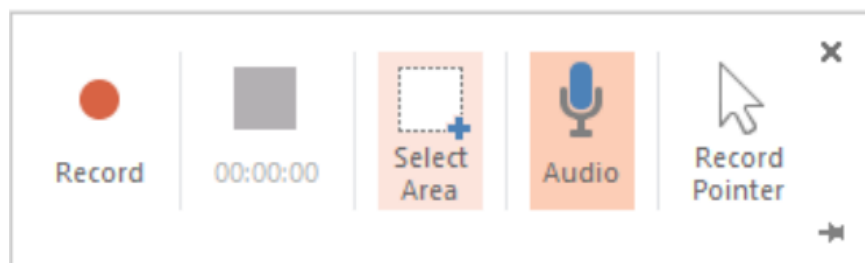
Picture 5 of How To Use Office Mix Functions

2. SCREEN RECORDING

Follow these steps to record a movie in full screen.



On the Mix tab, select **Screen Recording**

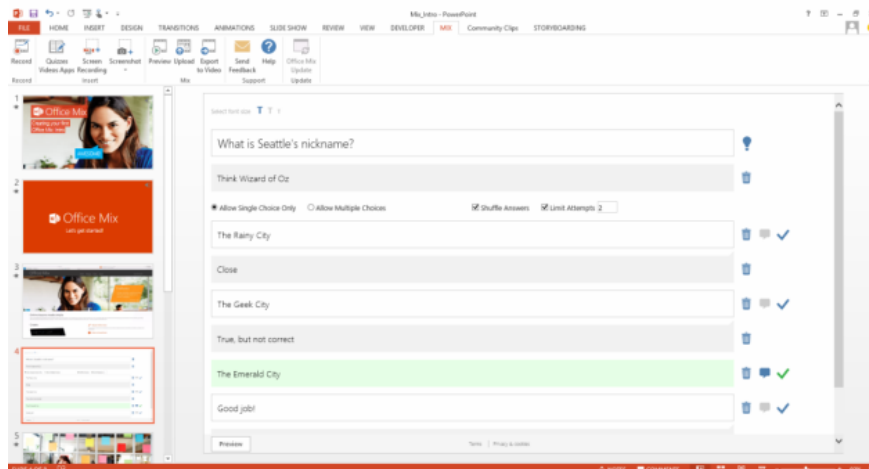


On the bar to record a movie, select **Select Area** . The cursor + will be displayed.

Drag and drop to select the area that will appear in the recording à Choose Record.

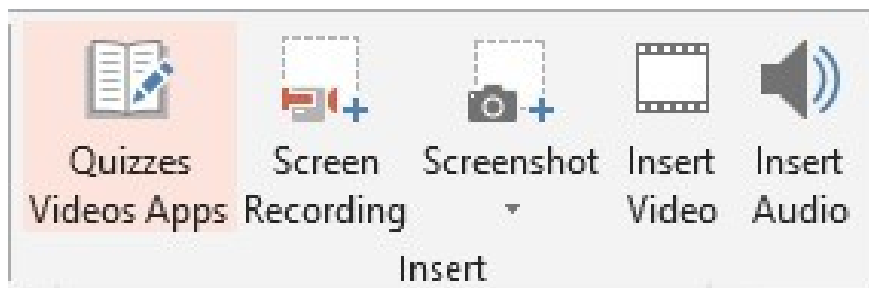
Please note the sound will be selected if you choose to record audio during movie recording, If you do not know audio recording, select Audio to deselect .

3. CREATE TEST QUESTIONS

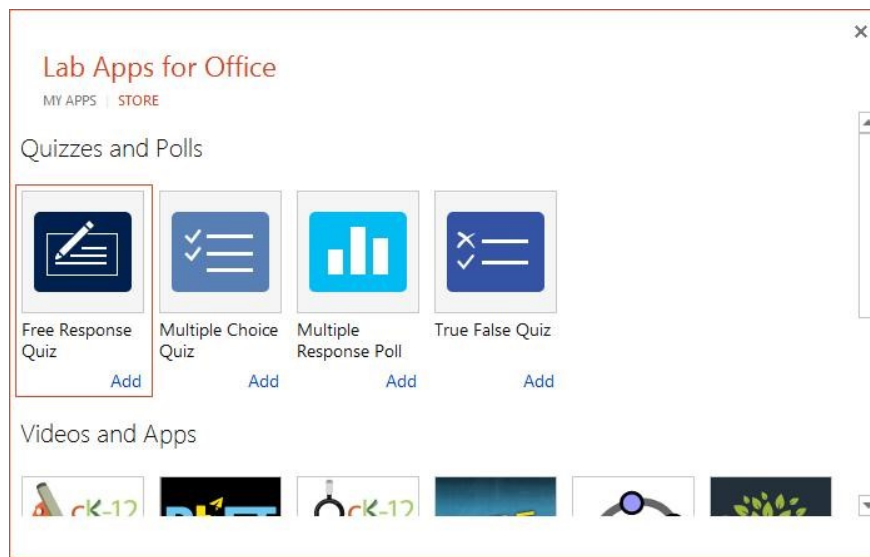


With the function of helping create questions or assessment tests, the presenter can know the level of receptive audience after the presentation. Office Mix supports inserting a series of questions, small exercises, points to note after the lecture, hints, a countdown timer, and support to mix questions in multiple choice test. In addition, a useful feature for teachers is the support application that gives feedback after students choose an answer to explain why it is chosen, or what mistakes are often made.

1. Step 1: Go to the slide where you want to create the question. Select the MIX card and select Quizzes Video Apps.



1. Step 2: Depending on the request choose different types of questions



1. Step 3: Click the app you want to insert to read a description of it
2. - Press MY APPS to insert an application that you have downloaded.
3. - Press STORE to insert an application, which will automatically add it to the list of MY APPS.
4. - Click Cancel to return to the list of applications without inserting it.

---- *Wishing you every success with the Office Mix tool* -----

You finished reading the article "**How To Use Office Mix Functions**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.