

How to use PowerPoint to film and take screenshots

If you're looking for a simple way to make a quick screen capture or screenshot of your computer, PowerPoint is a good choice from Microsoft's famous office suite.

How to film a screen with PowerPoint

To film your screen with PowerPoint you need to use the updated version of PowerPoint 2016 or PowerPoint 2013, start the program and create a new presentation, or open an existing version and then follow these steps. :

- In PowerPoint main interface, select Insert tab, click Screen Recording button.
- In the dock that appears, click Select Area or press the keyboard shortcut Windows + Shift + A from the keyboard.
- Using the cross-hair tool, click and drag to select the part of the screen you want to record. By default, the video will record the operation of the mouse cursor, if you do not want the mouse pointer to appear, simply remove the Record Pointer option in the dock.
- To start recording, press the Record button or the Windows key + Shift + R. And you can also use the same key combination to pause the recording during recording.
- When you want to finish the recording, press Stop or Windows key + Shift + Q. The video will be inserted into PowerPoint automatically, you just right-click the video and select Save Media As to choose a location to save to your computer. count.

Picture 1 of How to use PowerPoint to film and take screenshots

Record screen with PowerPoint

How to take screenshots with PowerPoint

- Also on the Insert tab, choose Insert> Screenshot> Screen Clipping.
- PowerPoint will instantly minimize the program window so you can capture the window you want.

Picture 2 of How to use PowerPoint to film and take screenshots

How to take screenshots with PowerPoint

- After shooting, right-click on the image and select Save as picture to save to your computer.

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