

How to use PowerPoint to record and capture laptop screen

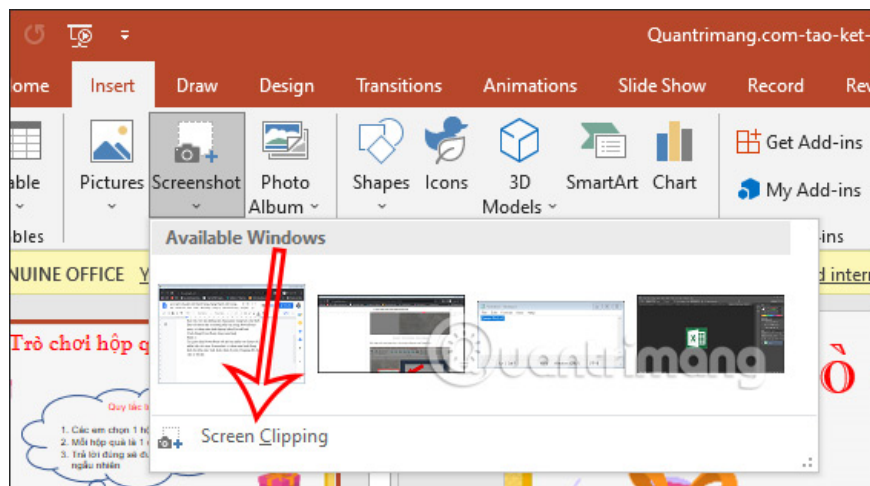
In addition to computer screen capture tools, or computer screen recording software, you can immediately use PowerPoint with a very simple implementation.

We can also select the area of the screen where we want to perform operations, saving important or necessary content. The article below will guide you how to use PowerPoint to record and capture laptop screens with PowerPoint.

How to use PowerPoint to take laptop screen shots

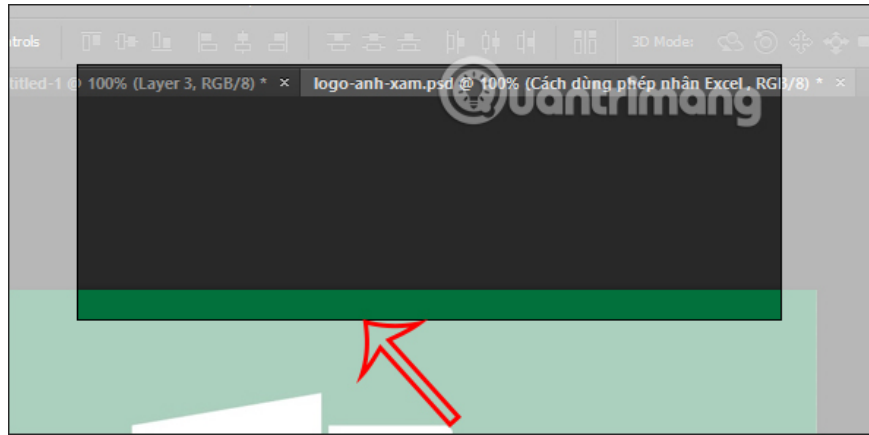
Step 1:

At any PowerPoint interface, **click Insert** then click **Screenshot** and select the screen currently displayed on the computer, or click Screen Clipping to select any window.



Step 2:

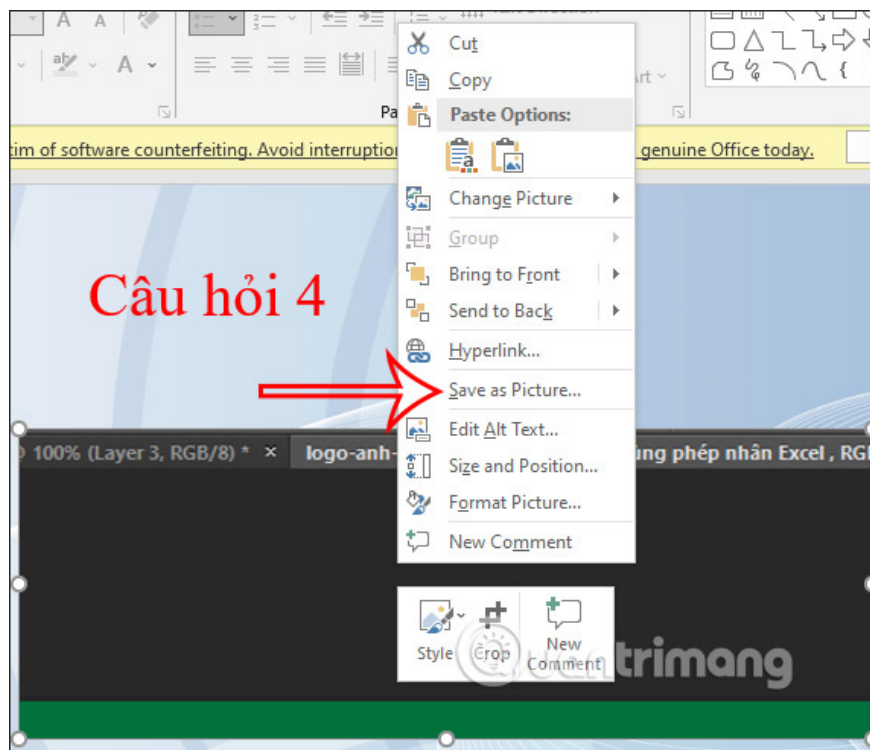
At this point, we will return to the interface on the computer with **the plus icon** so we can **localize the screen area on the computer** we want to capture.



Step 3:

Once you've selected the area and release the mouse, that image area will be cut and pasted immediately into the PowerPoint interface

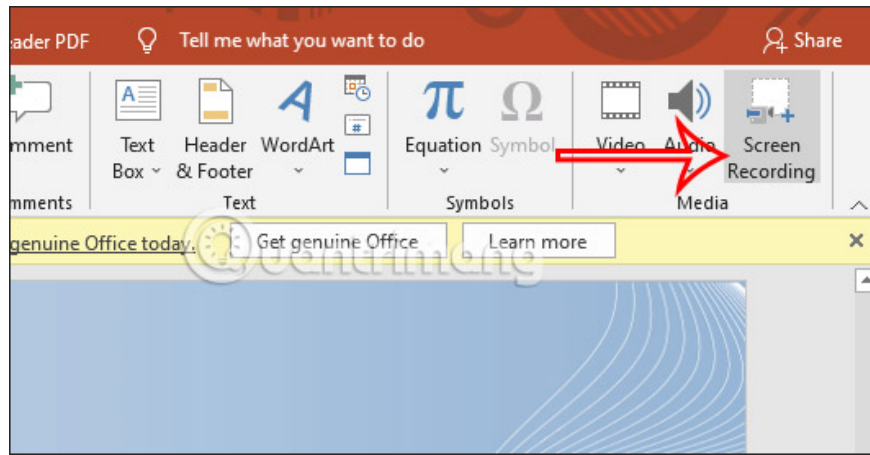
Now when you right-click on the image, the list will display as shown below. We can click **Save as Picture** to save it as the image we want.



How to use PowerPoint to record the screen

Step 1:

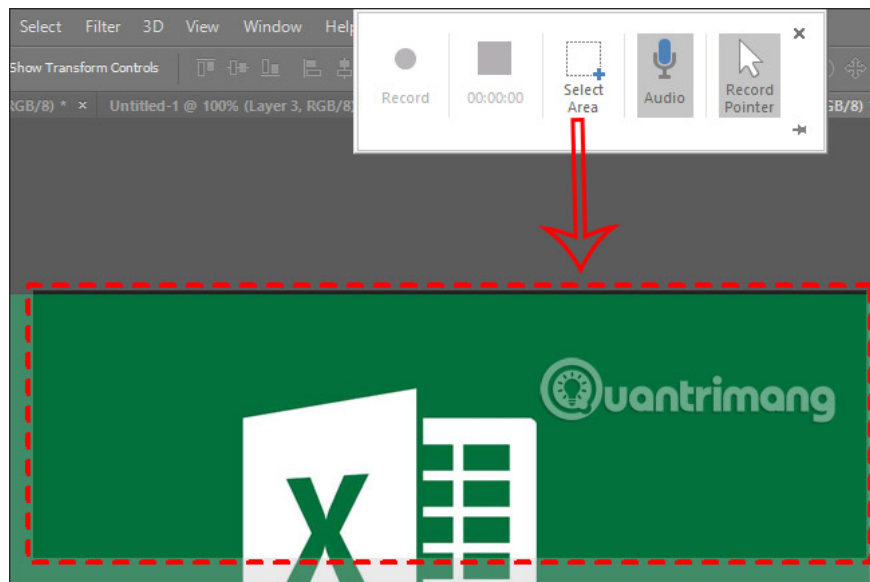
At the PowerPoint interface, click **Insert and select Screen Recording** at the bottom of the toolbar.



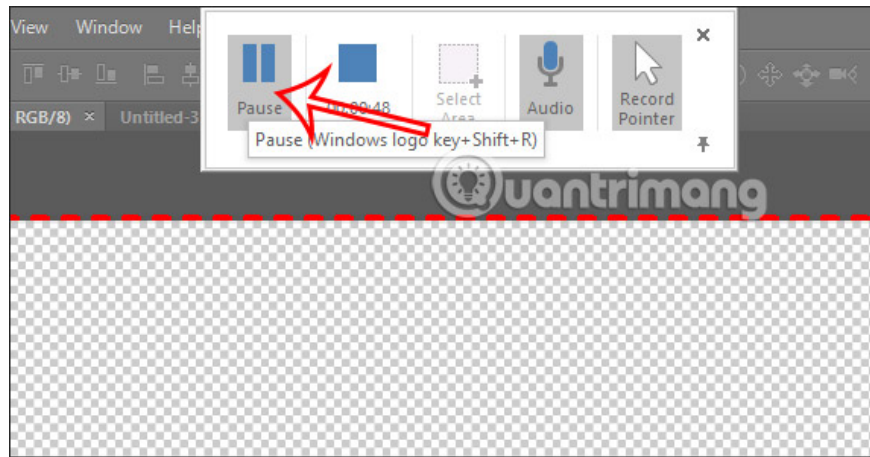
Step 2:

Now we will see the PowerPoint screen recording adjustment tool. Below you **proceed to localize the screen area you want to record video** . After selecting the area, **click the Record button** to record screen video.

During the recording process, you will have the option of Audio to record sound or Record Pointer to record mouse cursor actions. You can click the pin icon to always pin the PowerPoint screen recording tool at the top, or turn it off all the time.

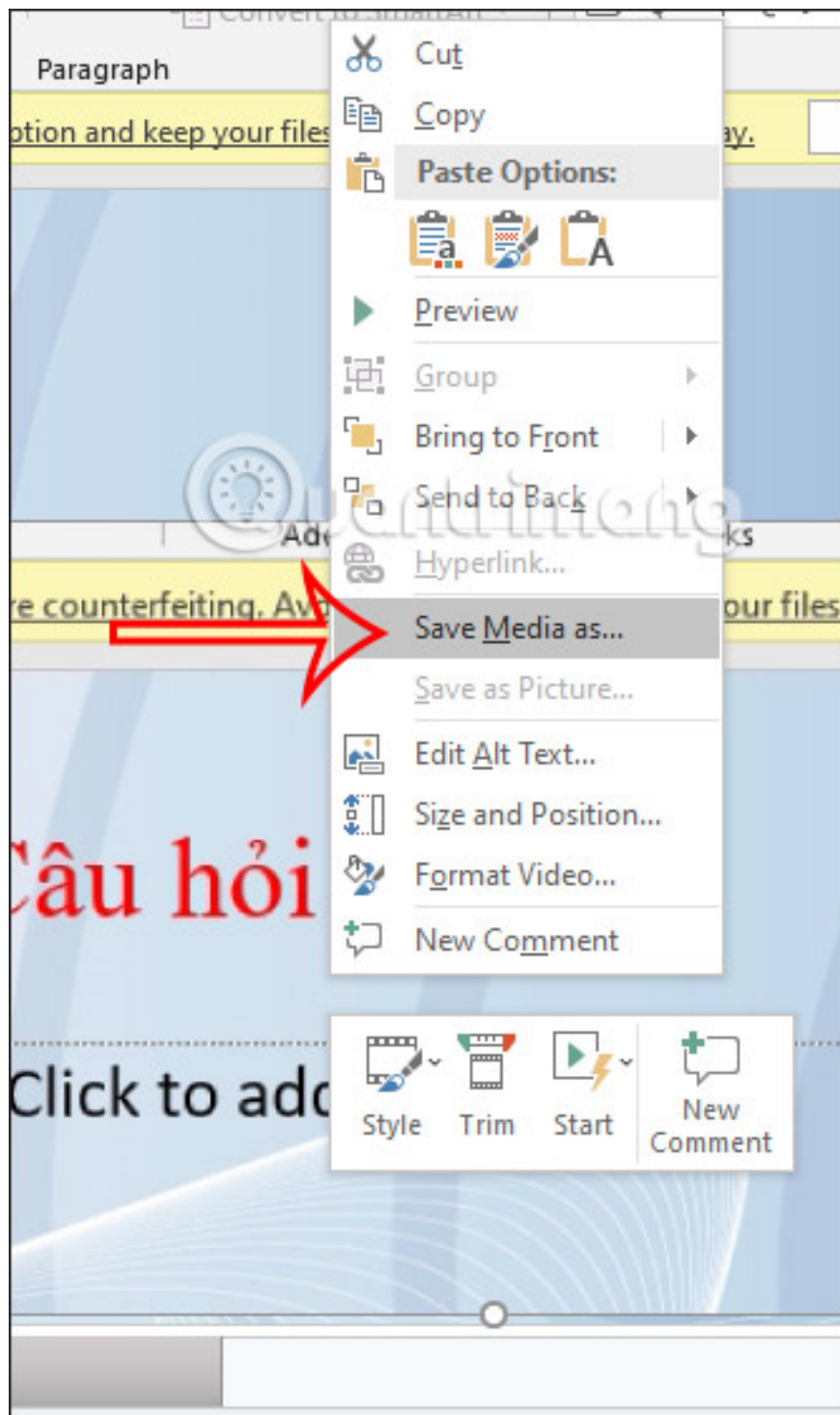


After recording, click Pause again to pause, to stop, click the square icon to end recording the screen video.



Step 3:

As a result, we will see the screen recording video displayed in the PowerPoint interface. To save this video, **right-click and select Save Media as** to save it to your computer. Video is saved in mp4 format.



In addition, in this options menu you can also cut the video on PowerPoint if you want.

Video tutorial on how to use PowerPoint to capture and record videos of laptop screens

You finished reading the article "**How to use PowerPoint to record and capture laptop screen**" 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.

