

PowerPoint 2019 (Part 32): Sharing Presentations Online

Instead of presenting a slideshow in the traditional way, you can choose to present it as a video or even an online presentation so that others can watch it remotely.

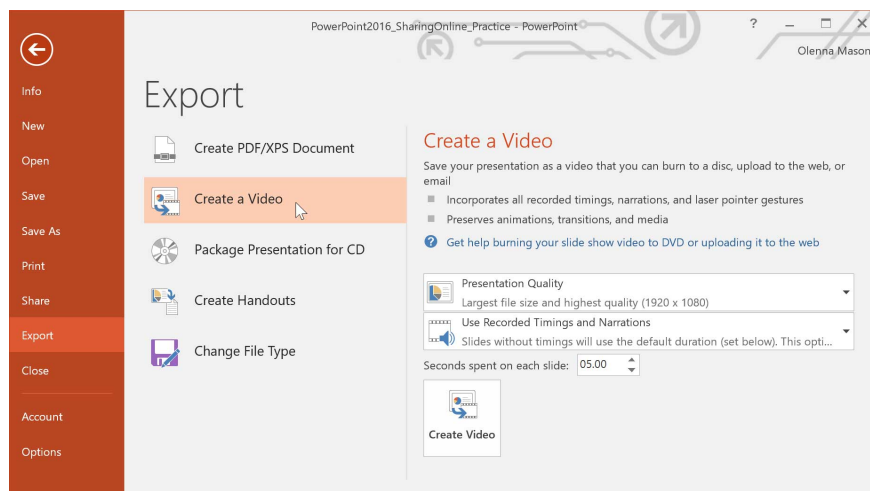
PowerPoint offers several options to enhance or even completely change how you deliver your presentation. Instead of a traditional slideshow, you can choose to present it as a video or even give an online presentation that others can watch remotely. Regardless of how you choose to present your presentation, you can improve it by customizing your slideshow to delete or rearrange slides. All of these options can help make your presentation more polished and professional-looking.

Export your presentation as a video.

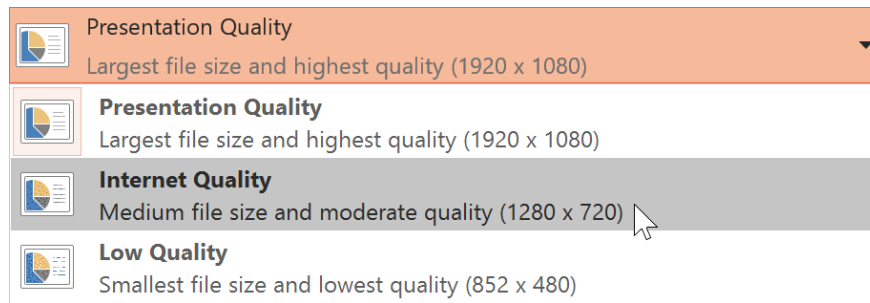
The **Create a Video** feature allows you to save your presentation as a video. This can be useful as it lets your audience watch the presentation whenever they want. To ensure your audience has enough time to view each slide, you can try rehearsing or recording your slideshow before using this feature.

How to create a video

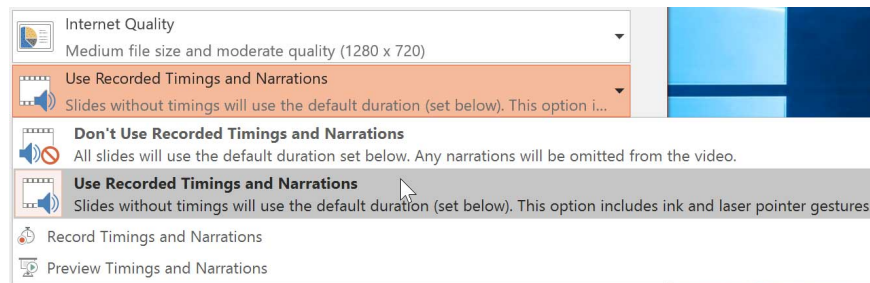
1. Click on the **File** tab to access the Backstage view.
2. Select **Export**, then click **Create a Video**. The video export options will appear on the right.



3. Click the drop-down arrow next to **Presentation Quality** to select the video size and quality.

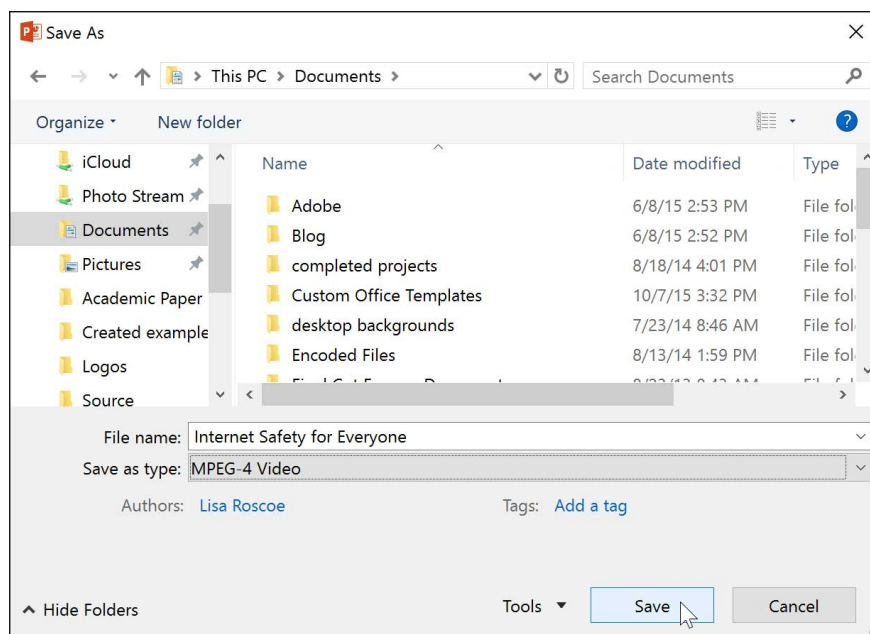


4. Select the drop-down arrow next to **Use Recorded Timings and Narrations**. Choose **Don't Use Recorded Timings and Narrations** if you don't have or don't want to use recorded timings. You can also choose **Use Recorded Timings and Narrations** if you have recorded timings and narration and want to use them in your video.



5. Click on **Create Video**. The **Save As** dialog box will appear.

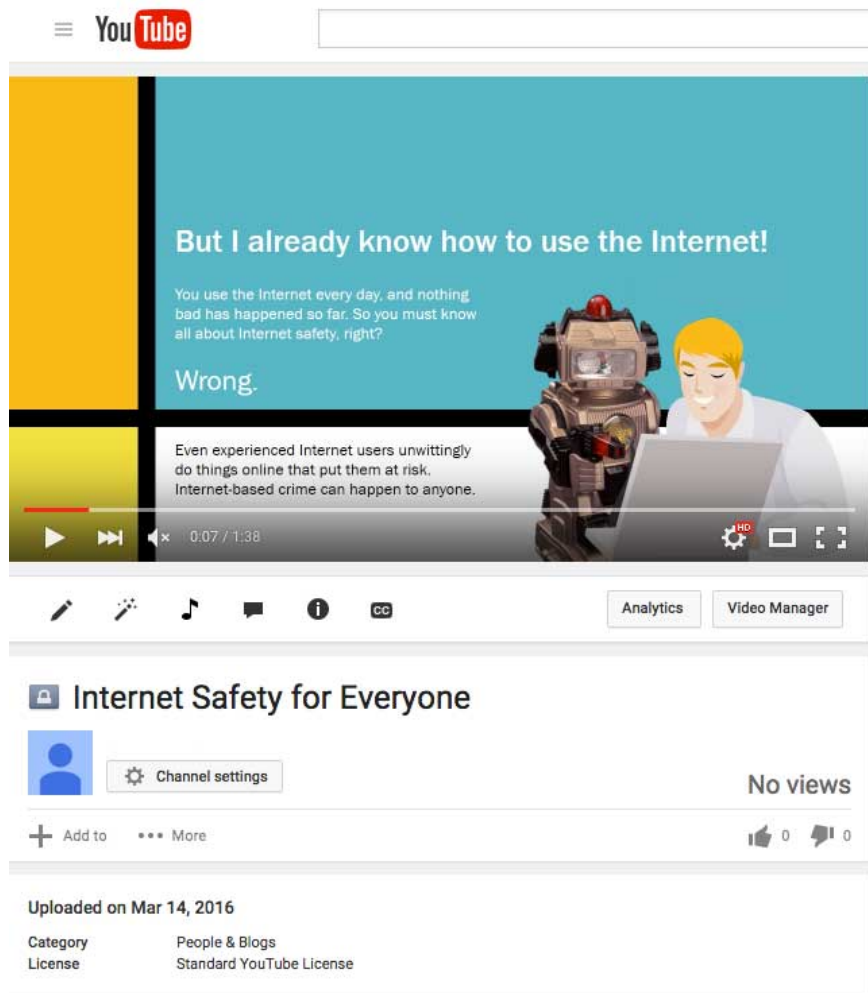
6. Choose the location where you want to save it, then enter a name for the presentation.



7. Click **Save**. As PowerPoint creates your video, a status bar will appear at the bottom of the PowerPoint window. Once this bar is complete, your video is ready to view, send, or upload.



Besides sending your videos via email, you can upload them to free video sharing sites like YouTube. Once the video is uploaded, you can provide the link to anyone you want.



Presenting a slideshow online

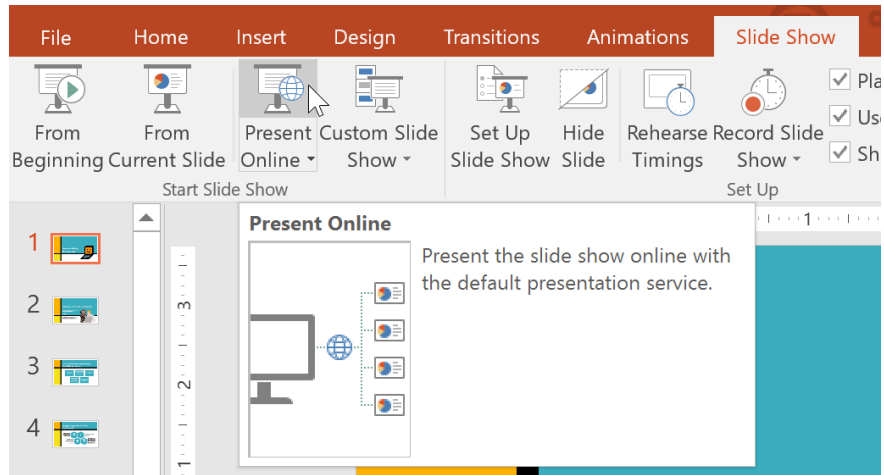
Presenting a slideshow online is surprisingly easy. All you and your audience need is an internet connection – they don't even need to download PowerPoint. Once your audience is connected, you can start your presentation as usual.

Please note that you cannot edit your presentation or highlight it with a pen or marker while it is live. You also cannot use PowerPoint to speak to your audience. Plan to communicate with your audience through a video

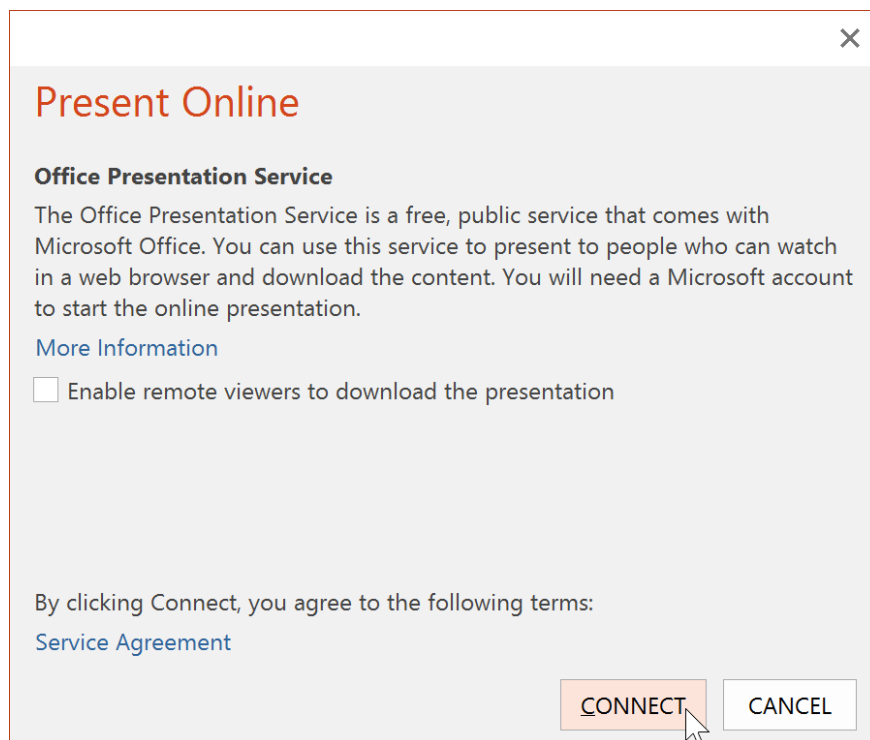
conferencing application or pre-record your narration.

How to give an online presentation

1. Select the **Slide Show** tab , then find the **Start Slide Show** group .
2. Click on the **Present Online** command.

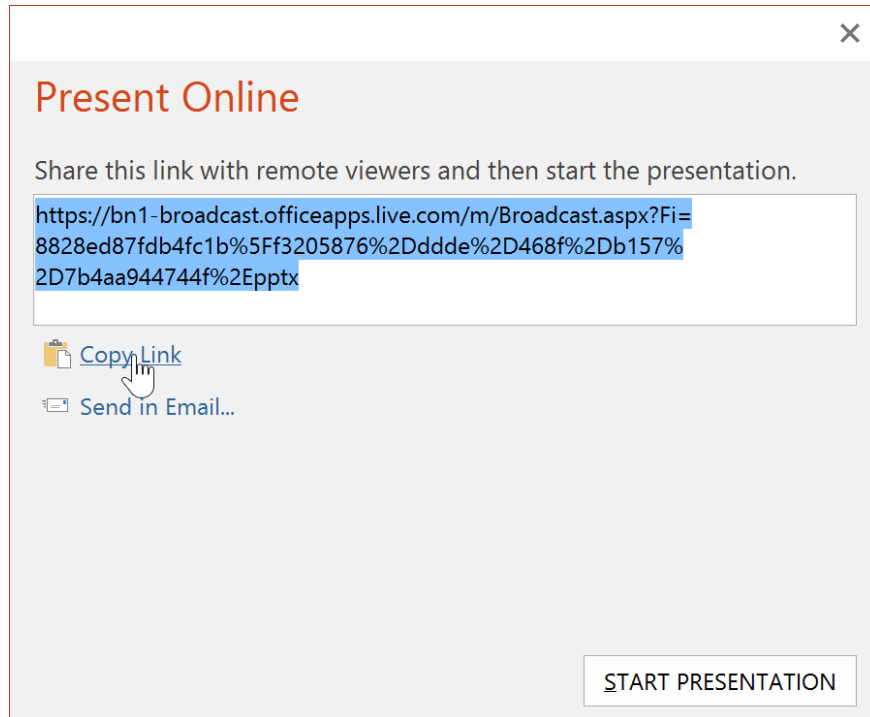


3. A dialog box will appear. Click **Connect**. Status messages will appear as PowerPoint prepares your online presentation.



4. A link will appear. If it's not already selected, click the link.

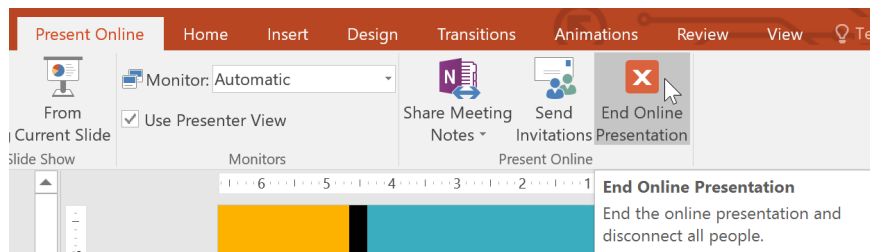
5. Click **Copy Link** to create a copy of the link that you can paste anywhere – including Facebook , your blog, or email. You just need to make sure each of your viewers receives a copy of the link before starting the presentation.



6. Click **Start Presentation**.

7. Present the slideshow as you normally would, using your mouse or keyboard to preview the slides.

8. When you're finished, click **End Online Presentation** .



9. A dialog box will appear to confirm that you want to end the presentation. Click **End Online Presentation** .

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