



# Creating Easy Teaching Videos Using Microsoft PowerPoint

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DIGITAL  
LEADERSHIP  
ACADEMY



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# Agenda

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- ☐ Create a simple PowerPoint for vocabulary
- ☐ Add audio to our PowerPoint
- ☐ Export our PowerPoint and Create a Simple Video



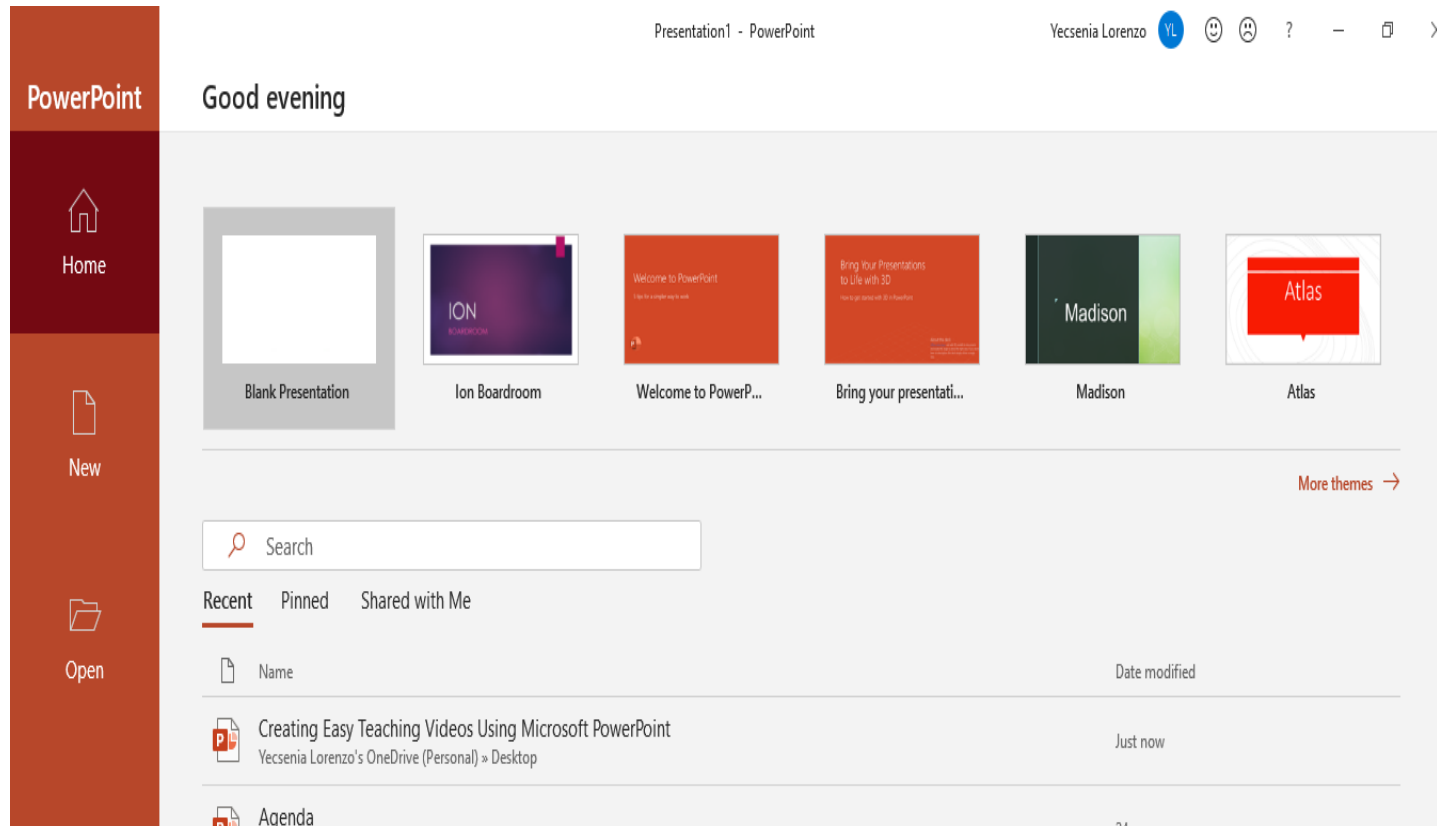
# How to I use the videos

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- ☐ Introduction to a lesson
- ☐ Vocabulary
- ☐ Closing Review



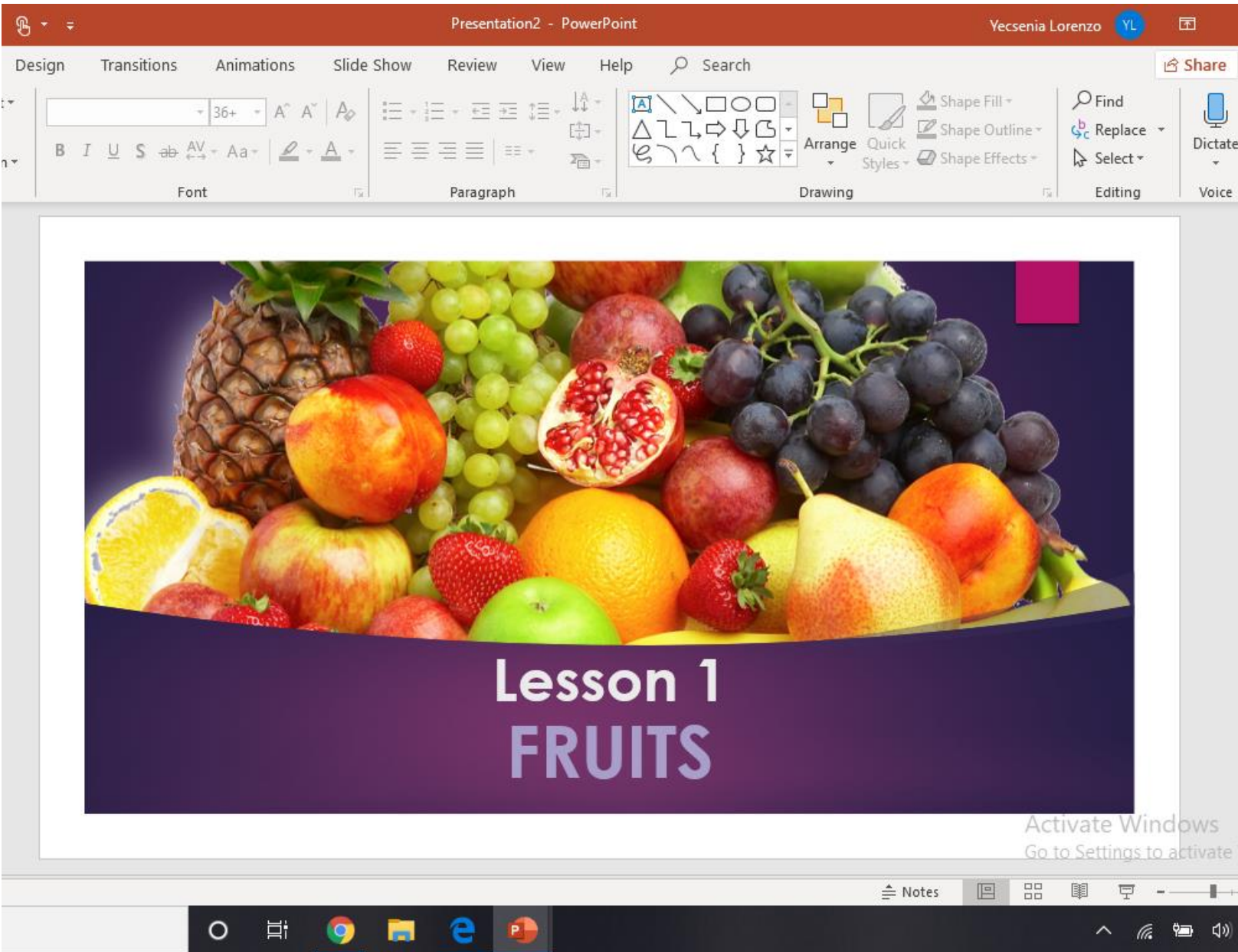
**EXAMPLE**



# Step 1

- Open your PowerPoint icon
- Select a slide design





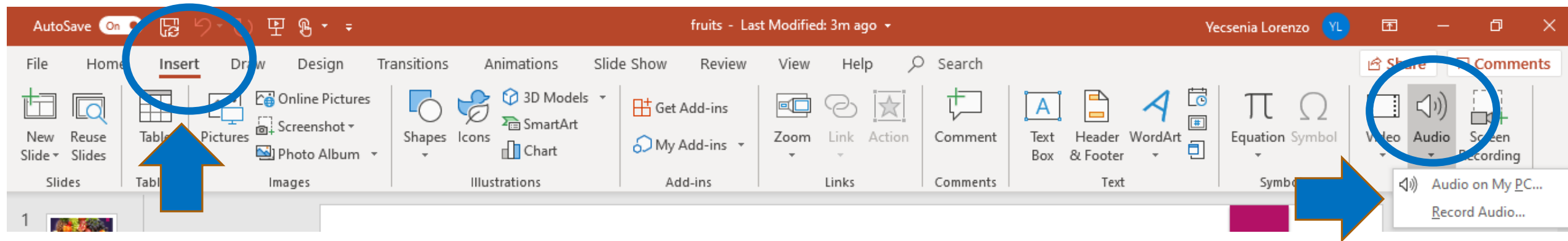
## Step 2

- Create your power point
- Add pictures

# Step 3: Add Audio

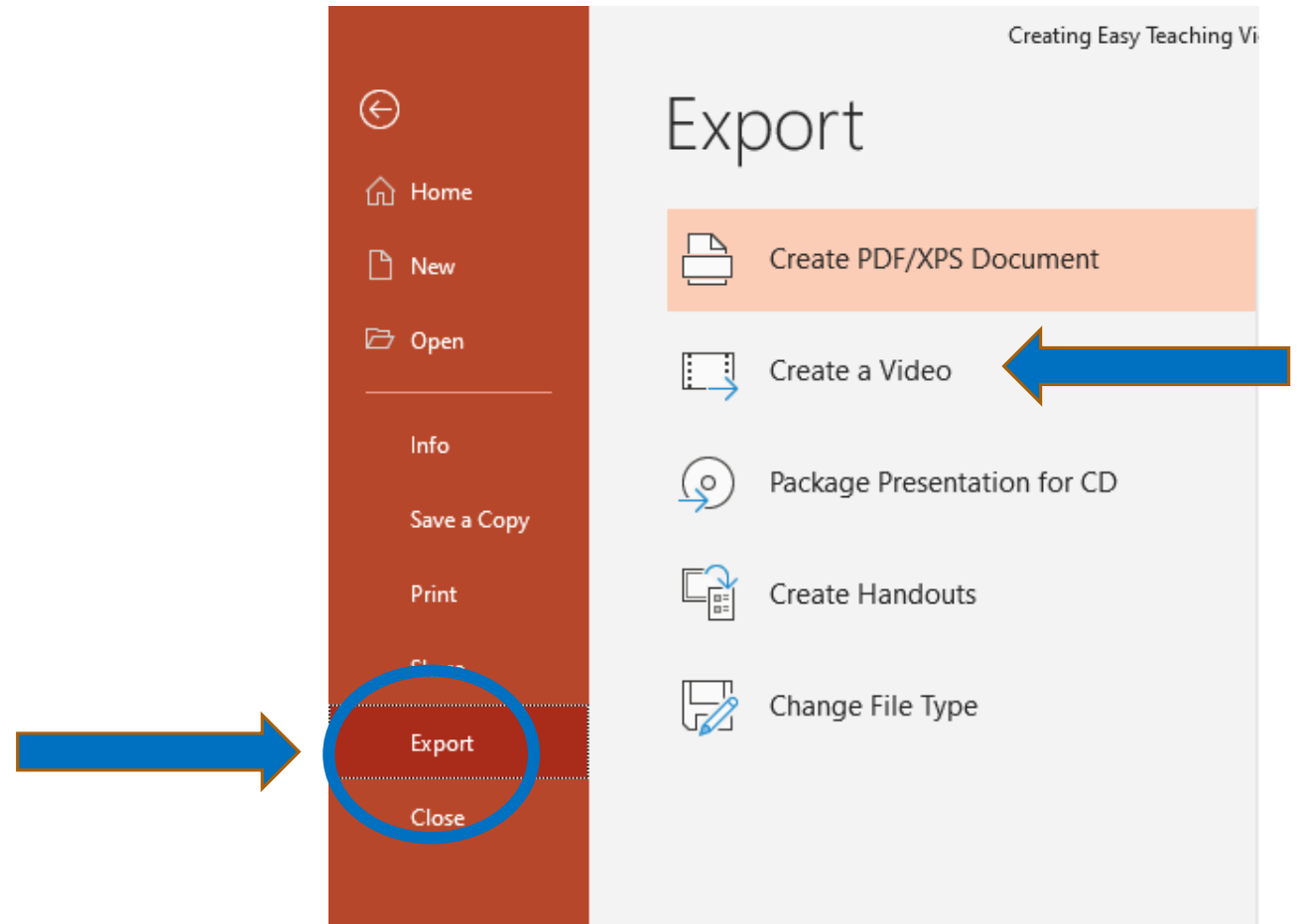
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- ❑ Click on “Insert”
- ❑ Click on Audio
- ❑ Record Audio



# Step 4: Export your video

- Save your work
- Export your video





Step 5:  
Share  
with your  
students

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