

University for the Common Good

Glasgow School *for* Business and Society LEARNING DEVELOPMENT CENTRE

Student guide to Viewing and Listening to a Narrated Presentation



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What is a Narrated PowerPoint?

A narrated PowerPoint is a PowerPoint presentation with a sound file included. This sound file is added to provide a vocal explanation of the content within the PowerPoint presentation ensuring the content is contextualised and understood.

Listening to a Narrated PowerPoint

Note: To listen to a narrated PowerPoint you must have headphones or speakers.

There are two ways to listen to narration in a PowerPoint presentation:

1. Open the Presentation, go to the **Slide Show** tab and choose to play the presentation **From Beginning**. The slide show will open and play with the narrations included.

Please note: that you may have to click the mouse once on each slide to start the audio track.

From Be	ginning Cor	nmand								
File	Home	Insert	Design	Transitions	Animations	Slide Show	Review View	w A	ACROBAT	😨 Tell me what you
From	From	Present	Custom Slid	e Set Up	Hide Ref	hearse Record Slide	Play Narration	is `ontrols	🚰 Moni	ton: Automatic
Start Slide Show			Side Show	Set Up				Monitors		

Figure 1: PowerPoint Slide Show tab and From Beginning Command

2. Open the presentation and listen to the narrations on a slide by slide basis. Hover the mouse over the **Sound** icon and the **Sound Controls Bar** will be displayed. Click on the **Play** button to hear the sound.



Figure 2: PowerPoint Slide showing the Sound Icon and Sound Controls