



University for the Common Good

Glasgow School *for* Business and Society
LEARNING DEVELOPMENT CENTRE

**Student guide to Viewing and Listening to a
Narrated Presentation**



GSBS Learning Development Centre

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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.



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.

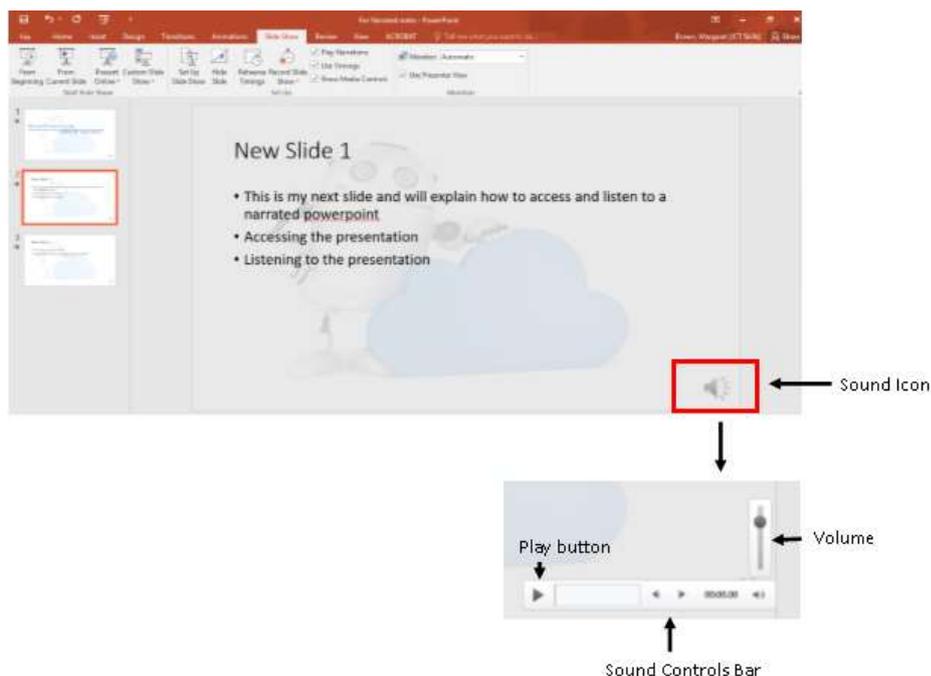


Figure 2: PowerPoint Slide showing the Sound Icon and Sound Controls