

# Convert your PowerPoint presentation to MP4.

Welcome to this tutorial on converting your PowerPoint presentation to an MP4 video. Get ready to captivate your audience with these simple steps:

## PowerPoint for Windows

**STEP 1** Open the PowerPoint presentation you wish to convert.

**STEP 2** Select **"File"**, then select **"Export"** from the available options.

**STEP 3** Select **"Create a Video"** in the "Export" field.

**STEP 4** Decide on the **video quality** you desire.

- "Ultra HD" provides you with the highest resolution and largest file size, while "Standard" is ideal if you would like a smaller file size at the lowest resolution.
- We recommend "Full HD".

**STEP 5** If you have **recorded a slide show** in your presentation, make sure to toggle the "Use Recorded Timings and Narrations" option. Otherwise, keep the "Don't Use Recorded Timings and Narrations" option.

**STEP 6** Specify **how long** each slide should be displayed in the video. This will give you more control over your presentation's pace.

**STEP 7** Select **"Create Video"** and specify the location where the video will be saved.

**STEP 8** In the "Save as Type" field, select **"MP4"**.

## PowerPoint for Mac

**STEP 1** Open the PowerPoint presentation you wish to convert.

**STEP 2** Select **"File"**, then select **"Export"** from the available options.

**STEP 3** Specify the location where the video will be saved, then select **"MP4"** in the "File Format" field.

**STEP 4** Decide on the **video quality** you desire.

- "Presentation Quality" provides you with the highest resolution, while "Low Quality" is ideal if you would like a smaller file size at the lowest resolution.

**STEP 5** If you have **recorded a slide show** in your presentation, the "Use Recorded Timings and Narrations" option will be clickable. Make sure to tick this box if applicable.

**STEP 6** Specify **how long** each slide should be displayed in the video. This will give you more control over your presentation's pace.

**STEP 7** Select **"Export"**, and your presentation will be converted.

## That's it!

You've successfully transformed your PowerPoint presentation into a stunning MP4 video. Get ready to impress your audience with your visual masterpiece.