

1

Exploring Office Mix



Task:

___ Navigate through various features of MS
PowerPoint-Office Mix

Equipment needed: Computer, Microsoft Power point 2013 &
above



Are you ready!

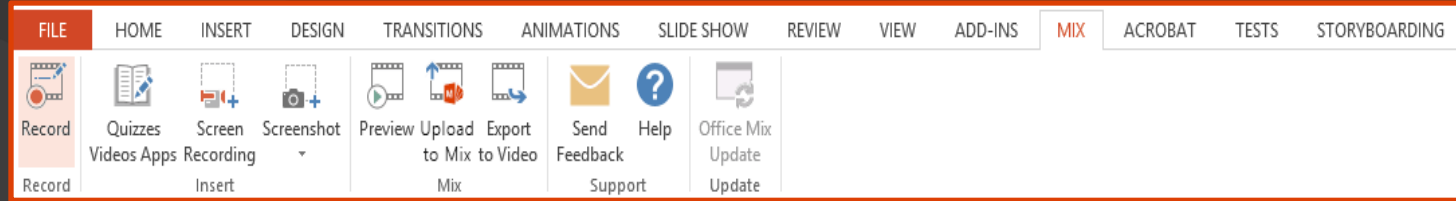
Let us start by selecting a beautiful cover picture!

Just click the 'Insert' tab within PowerPoint to add your own photo or an online image.

Getting started: Let us try creating a basic recording



Click Record



Is your MIX tab missing? Go [here](#).

1

Turn on your camera

2

Click Record to begin

3

Say 'Hi!' and draw on your slide

4

Click Stop

5

Click Close

Record Stop Previous Slide Previous Animation Next Animation Next Slide Preview Slide Delete Slide Recording Tools Close

Audio and Video

Thumbnail Fullscreen

Logitech QuickCam Pro 9000

No camera

Logitech QuickCam Pro 9000

Inking

Navigation

Slide 4 of 23

1

Turn on your camera

2

Click Record to begin

3

Say 'Hi!' and draw on your slide

4

Click Stop

5

Click Close

The screenshot shows the Office Mix application interface. The main area is a large red rectangle with the Office Mix logo (a white 'M' on a red square) and the text 'Office Mix' in white. A white callout box with the text 'Click Record' points to the 'Record' button in the top toolbar. The toolbar includes buttons for 'Record', 'Stop', 'Previous Slide', 'Previous Animation', 'Next Animation', 'Next Slide', 'Preview Slide Recording', 'Delete Slide Recording', and 'Close'. On the right side, there is a 'Audio and Video' panel showing a video feed of a woman, a 'Thumbnail' and 'Fullscreen' toggle, and dropdown menus for 'Logitech QuickCam Pro 9000' and 'Microphone (Pro 9000)'. Below this is an 'Inking' panel with various drawing tools and a color palette. At the bottom right, there is a 'Navigation' panel with left and right arrow buttons. The bottom status bar indicates 'Slide 4 of 23'.

- 1 Turn on your camera
- 2 Click Record to begin
- 3 Say 'Hi!' and draw on your slide
- 4 Click Stop
- 5 Click Close



1

Turn on your camera

2

Click Record to begin

3

Say 'Hi!' and draw on your slide

4

Click Stop

5

Click Close



The image shows a recording interface for Office Mix. The main area is a solid orange rectangle. In the center, the word "hello!" is written in a dark, handwritten-style font. Below it is the Office Mix logo, which consists of a white square with a red 'M' and a red fan-like shape to its right. To the right of the logo, the words "Office Mix" are written in a white, sans-serif font. In the bottom right corner, there is a white rectangular button with the text "Click Stop" in orange. On the right side of the orange area, there is a vertical toolbar with various icons: a pencil, an eraser, a selection tool, and a series of colored circles (white, grey, purple, blue, green, yellow, red). At the bottom right of the interface, there is a small red square icon, a timer showing "00:00:04", and navigation arrows (left and right).

hello!

Office Mix

Click Stop

Slide 4 of 23

1

Turn on your camera

2

Click Record to begin

3

Say 'Hi!' and draw on your slide

4

Click Stop

5

Click Close



The screenshot displays the Office Mix application interface during a recording session. The main area is a presentation slide with an orange background. On the slide, the word "hello!" is written in a dark blue, handwritten-style font, and the Office Mix logo is centered. A white callout box with the text "Click Close" points to the "Close" button in the top toolbar. The toolbar includes buttons for Record, Stop, Previous Slide, Next Slide, Previous Animation, Next Animation, Preview Slide, Delete Slide, Recording, and Close. The right sidebar shows the "Audio and Video" section with a video preview of a woman, a "Thumbnail" view selector, a "Logitech QuickCam Pro 9000" camera selection, a "Microphone (Pro 9000)" selection, and an "Inking" section with various drawing tools and colors. At the bottom right, the "Navigation" section shows left and right arrow buttons. The status bar at the bottom indicates "00:09:54" and "Slide 4 of 23".

Here are some tips
for you to
remember while
doing the
recording:

- 💡 Use the ➡ button to advance through slides, and ⏏ to advance through animation when recording.
- 💡 When the recording is finished, the audio/video is split and is inserted on each slide.
- 💡 You can move the audio/video position on the slide.
- 💡 You can re-record any slide or combination of slides.

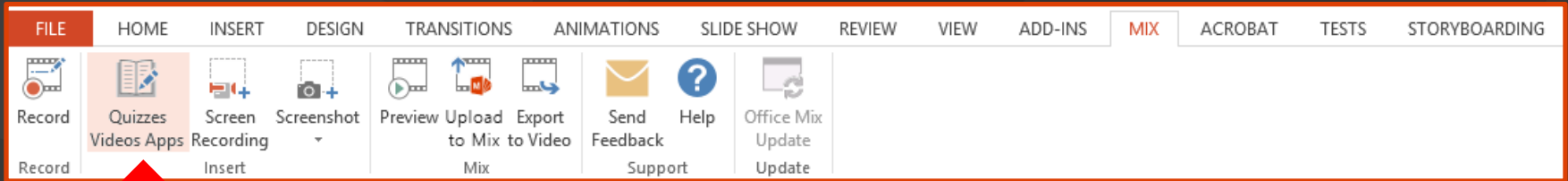


Here are some tips for you to remember while doing the recording:

- 💡 Use the  button to advance through slides, and  to advance through animation when recording.
- 💡 When the recording is finished, the audio/video is split and is inserted on each slide.
- 💡 You can move the audio/video position on the slide.
- 💡 You can re-record any slide or combination of slides.

How about creating and inserting a quiz?

Click Quizzes Videos Apps



1

Choose it

2

Trust it

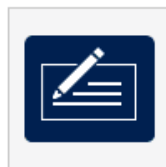
3

Use it

Lab Apps for Office

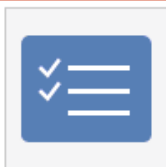
MY APPS | [STORE](#)

Quizzes and Polls



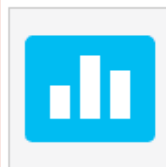
Free Response
Quiz

[Add](#)



Multiple Choice
Quiz

[Add](#)



Multiple
Response Poll

[Add](#)



True False Quiz

[Add](#)

Videos and Apps



- 1 Choose it
- 2 Trust it
- 3 Use it

Lab Apps for Office

MY APPS | STORE



Multiple Choice Quiz

from [Microsoft Corporation](#)

★★★★★ (0)

A quiz consisting of multiple answer choices with some set of them being correct

This app works with the data you enter.

When this app is used, it

- Won't access your documents or your email messages
- Can send data over the Internet

[Privacy Policy](#) | [Terms of Use](#)

By clicking Trust It, you indicate that you trust this app and agree to its Privacy Policy and Terms of Use.

Trust It

Cancel

1

Choose it


2

Trust it




3




Use it

Select font size T T T

Click to type question 

☒ Allow Single Choice Only ☐ Allow Multiple Choices ☐ Shuffle Answers ☐ Limit Attempts

Click to type your answer   

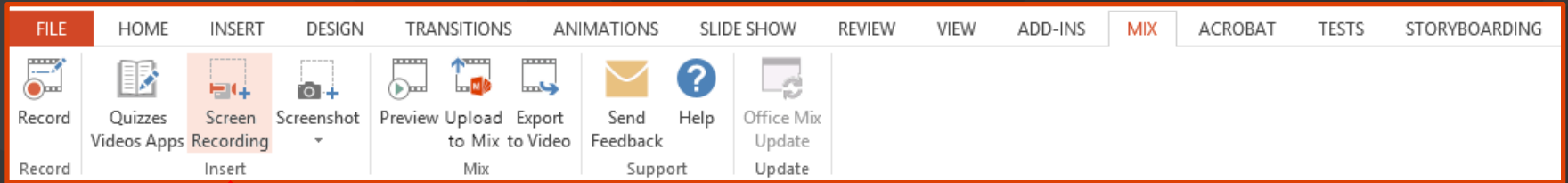
Click to type your answer   

[+ Add answer choice](#)

[Preview](#) [Terms](#) | [Privacy & Cookies](#)

Next, Let us try recording a screen capture

Click Screen Recording



1

Choose to record
with or without
audio

2

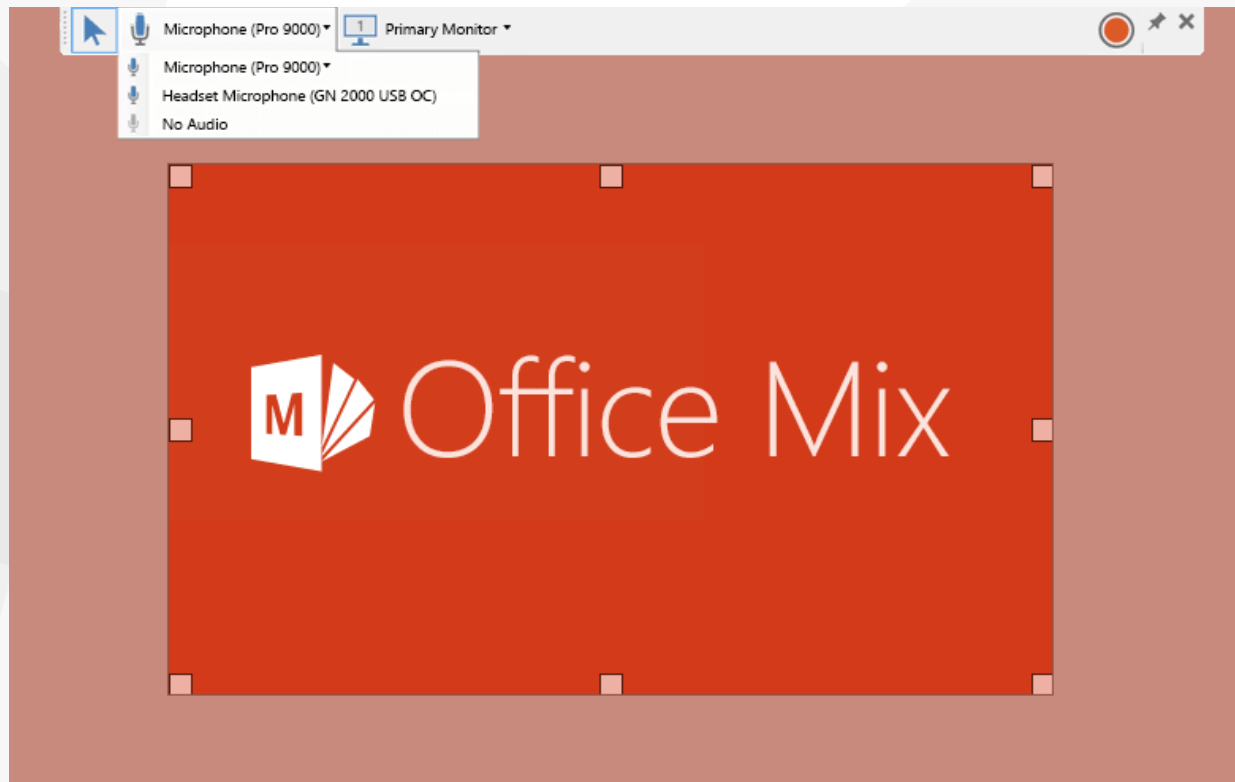
Click the record
button

3

Click to end
recording

4

Insert the screen
recording



1

Choose to record
with or without
audio

2

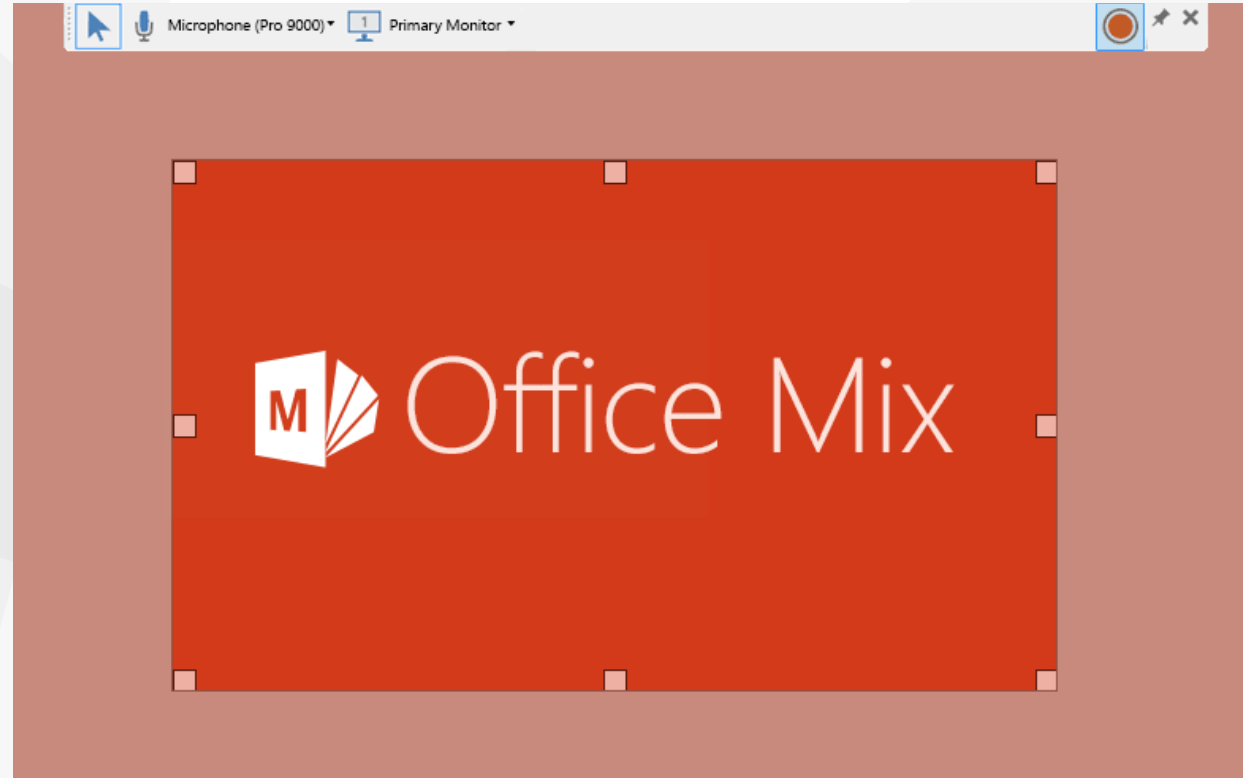
Click the record
button

3

Click to end
recording

4

Insert the screen
recording



1

Choose to record with or without audio

2

Click the record button

3

Click to end recording

4

Insert the screen recording



1

Choose to record
with or without
audio

2

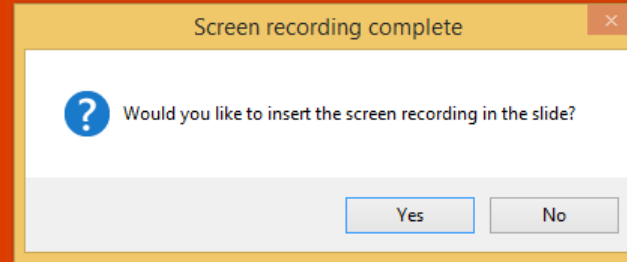
Click the record
button

3

Click to end
recording

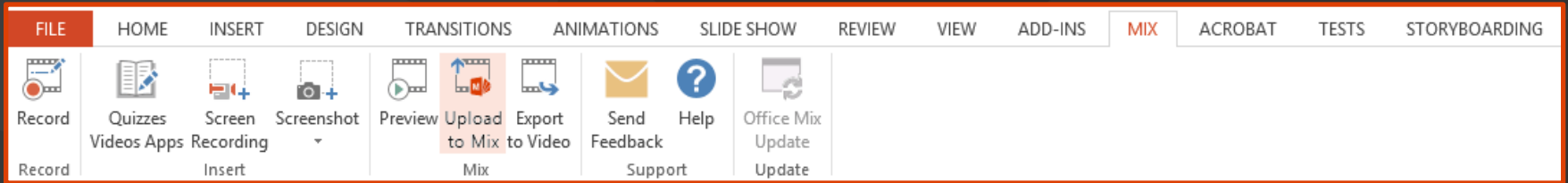
4

Insert the screen
recording



Good Job, It is time to upload & Share your Mix

Click Upload to Mix



1

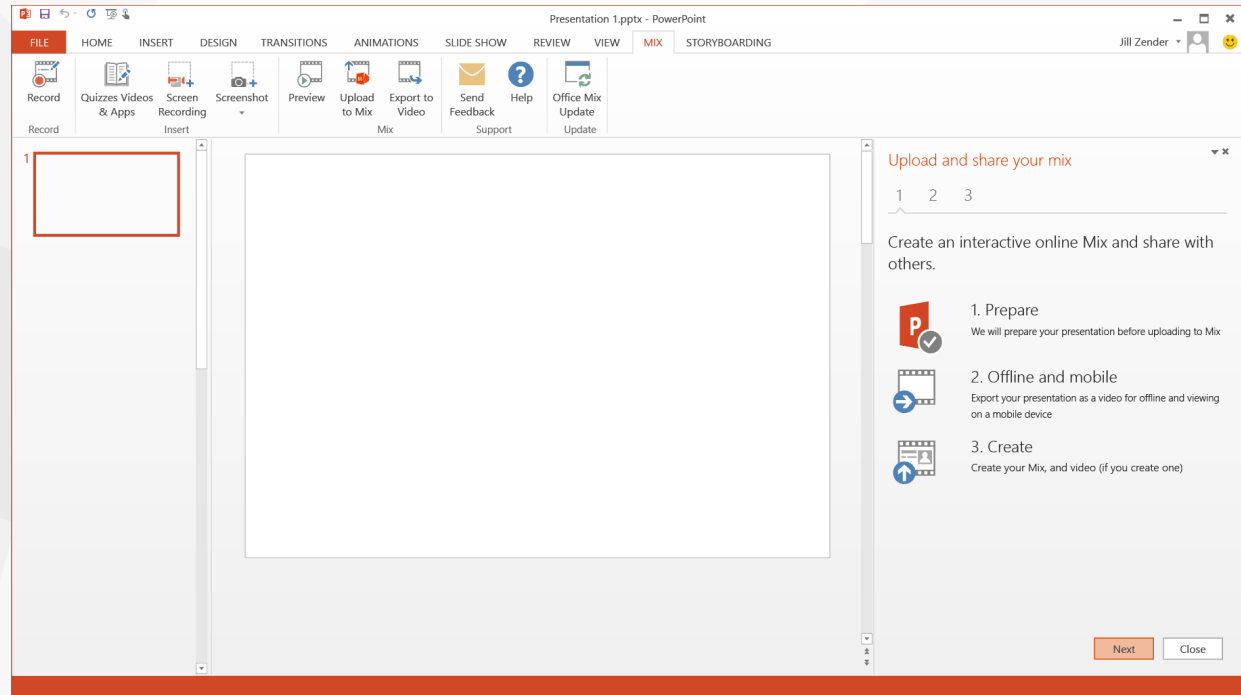
Click Next

2

Sign in

3

Click the link to
manage your Mix



1

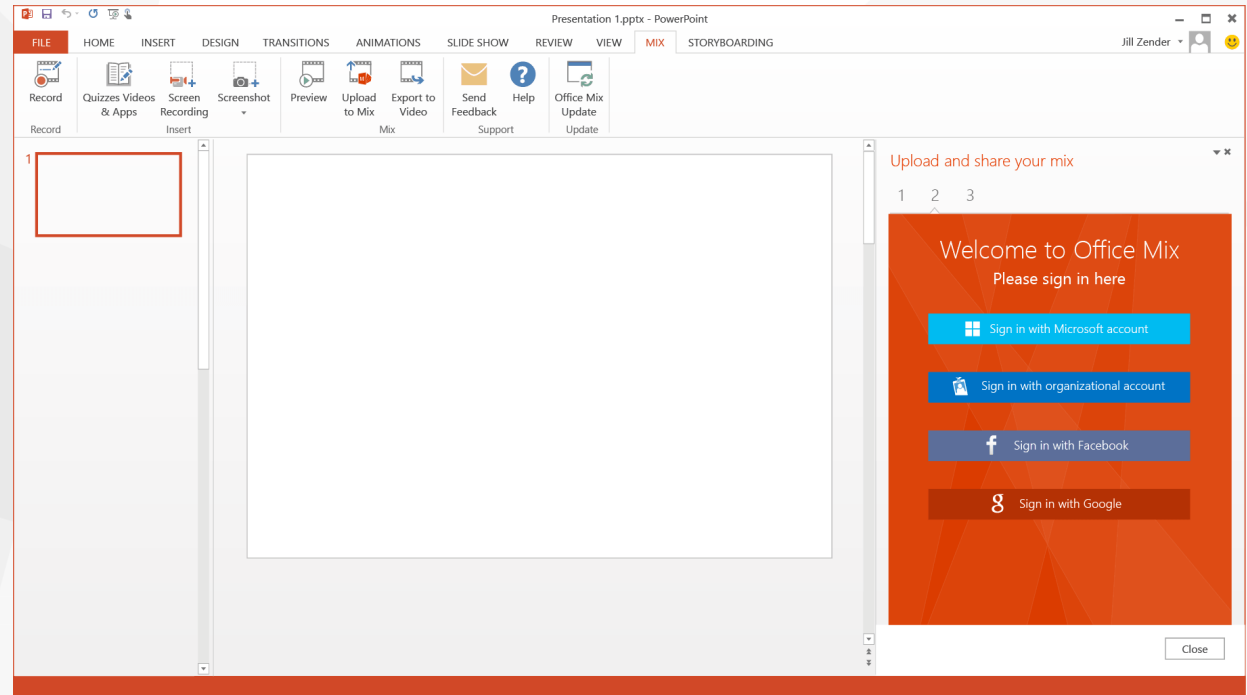
Click Next

2

Sign in

3

Click the link to
manage your Mix



1

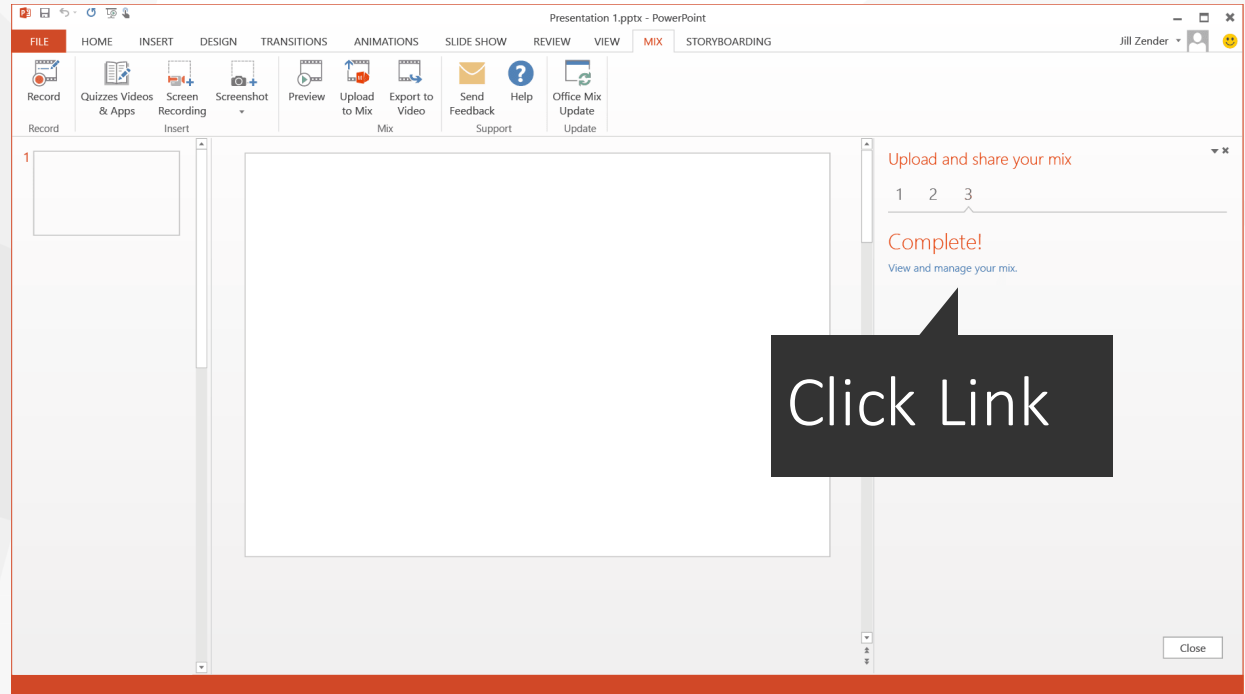
Click Next

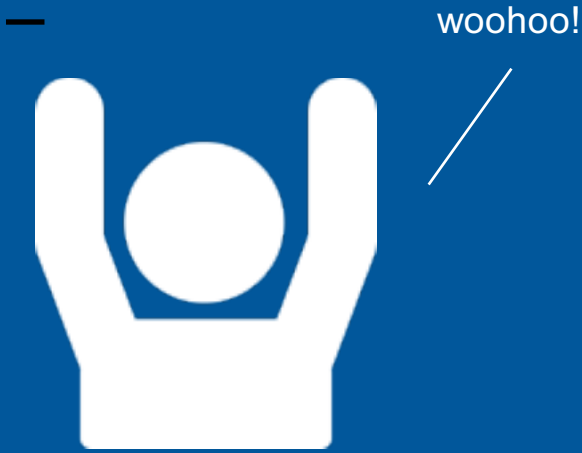
2

Sign in

3

Click the link to
manage your Mix





Congratulations!

You can do more with Office Mix, from that ribbon, you click buttons to integrate quizzes and videos into the PowerPoint, record narration or video, add whiteboard-like drawings, and essentially turn what might have been a static series of slides into a full-on multimedia lesson.
