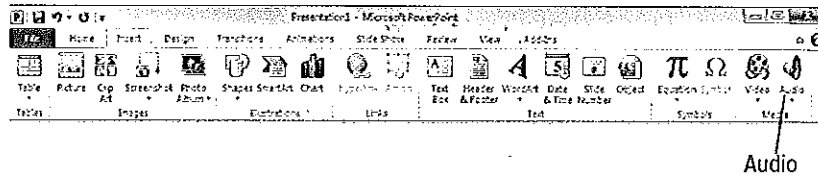
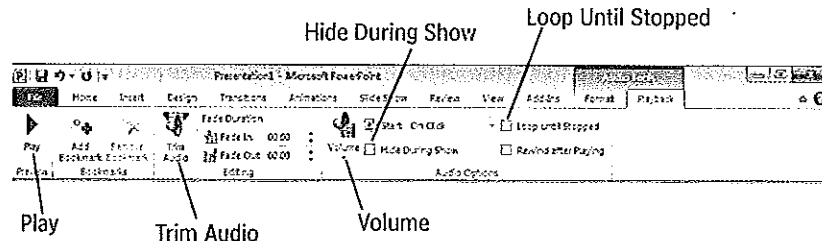


Adding Audio



TIP Compatible sound file formats are AIFF, AU, MIDI, MP3, MPEG, WAV, WMA.

An audio file can be added to a slide and played during a slide show. Display the slide in Normal view, and then click **Insert** → **Audio** to display a drop-down menu. Click **Audio** from **File** to display a dialog box where an audio file can be selected or click **Clip Art Audio** to display the **Clip Art** task pane with a list of sound files. PowerPoint includes a variety of sound files such as clapping and telephone sounds. Click the arrow to the right of a sound file and select **Insert** from the menu. A sound icon is added to the slide and **Audio Tools** tabs are added to the **Ribbon**:



Alternative Click the transition icon next to a slide in the **Slides** tab or in **Slide Sorter** view to hear the sound on a slide.

Recording Audio

Audio can be recorded and attached to a slide by connecting a microphone to the computer and clicking **Insert** → **Audio** → **Record Audio**.

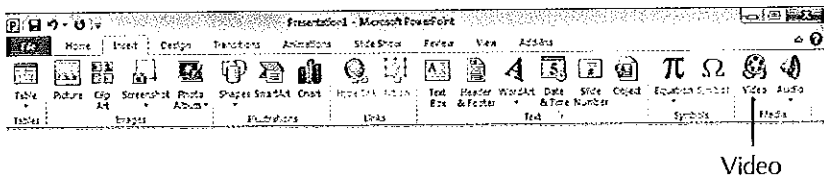
- Click the **Start** drop-down list to play the audio start options. Select **Automatically** to have the audio play when the slide is displayed during a slide show or select **On Click** to have the audio play when the sound icon is clicked during a slide show. During a **Slide Show**, the audio stops playing when another slide is displayed or when the audio file ends, whichever occurs first. Select **Play across slides** to have the sound play across slides.
- Click **Play** or double-click the sound icon on the slide to play the audio.
- Click **Volume** to adjust the overall volume for all the sounds in the slide show.
- Select **Hide During Show** so that the sound icon is not displayed during the slide show.
- Click **Loop Until Stopped** to repeatedly play a sound until a different slide is displayed in a slide show.
- Click **Trim Audio** to edit the length of the audio clip.

On a slide, a sound icon can be moved and sized like a picture. Click the icon to select it and display handles for sizing. Press the **Delete** key to remove a selected sound. Click outside the icon to remove the handles.

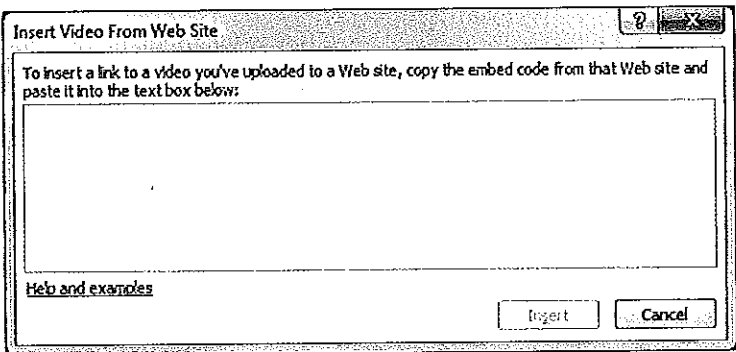
When choosing sounds, make sure the sounds are appropriate for the audience and the topic. Sounds should enhance the slides without becoming annoying. Too many sounds can have a negative effect on the audience.

Adding Video

Video clips can be added to a PowerPoint presentation using the Insert → Video command:

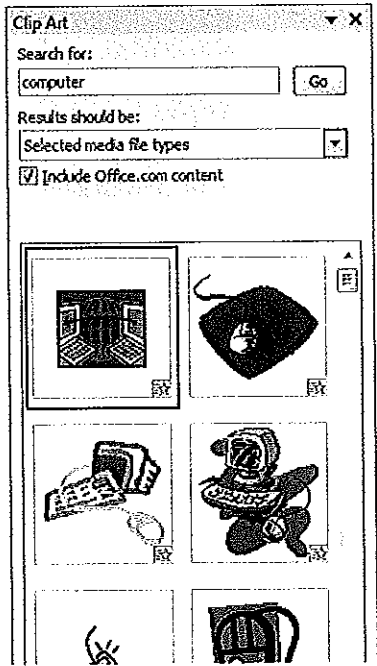


Video can be added from a file, a Web site, or from the Clip Art task pane. To add video from the Web, select Insert → Video → Video from Website. A dialog box is displayed:

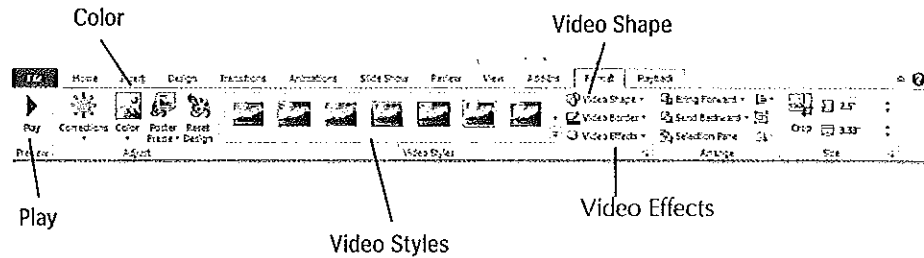


Copy the embed code from that Web site, paste it into the dialog box, and then click Insert.

To add video from a file, select Insert → Video → Video from File. Compatible video file formats include .flv, .asf, .avi, .mpg, .mpeg, and wmv. To add clip art video, select Insert → Video → Clip Art Video. The Clip Art task pane is displayed with available video clips. Use the Search for box to find specific video clips:

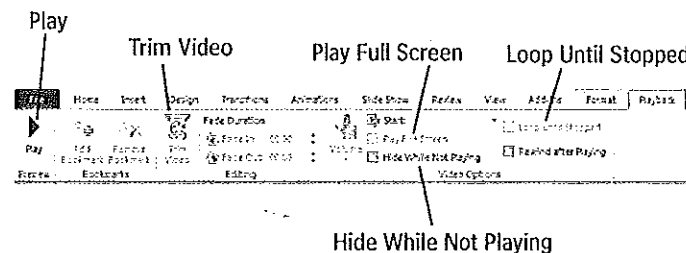


The Video Tools Format tab is displayed when video is inserted:



- Click Play to play the movie once.
- Click Color to modify the video color.
- Click a Video Style to apply a style to the video.
- Click a Video Shape or Video Effects change the video shape or effects.

The Video Tools Playback tab is also displayed:



- Select Loop Until Stopped to repeatedly play a movie until a different slide is displayed in a slide show.
- Select Play Full Screen to fill the screen with the movie when it plays.
- Select Hide While Not Playing to hide the video clip when it is not playing.
- Select Trim Video to edit the length of the video clip.

Click the movie to select it and display handles for sizing. Press the Delete key to remove a selected movie. Click outside the movie to remove the handles.

When choosing movies, make sure the movies are appropriate for the audience and presentation topic. Movies should add information or enhance a topic without distracting the audience from the topic. Movies should be of good visual quality and should not be too long, so the audience does not get distracted.

Practice: GUEST HOUSE

You will need a sound card and speakers to hear the sounds in this practice. PowerPoint should already be started.

① OPEN GUEST HOUSE

Open GUEST HOUSE, which is a PowerPoint data file for this text.

② ADD A SOUND TO A SLIDE

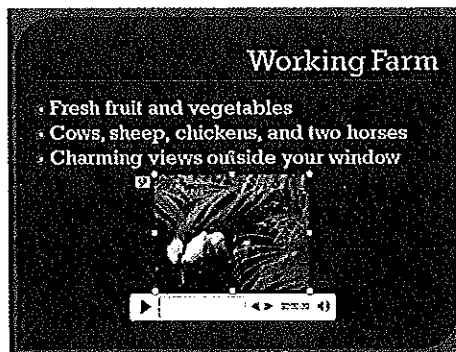
- a. Display slide 2.
- b. Click **Insert** → **Audio** → **Audio from File**. A dialog box is displayed.
 1. Navigate to ROOSTER, which is a sound data file for this text, and select it.
 2. Select **Insert**. A sound icon is added to the slide.
- c. Drag the sound icon to the end of the "Actual working farm" phrase:



- d. Click the play button. A rooster's sound is played.

③ ADD A MOVIE TO A SLIDE

- a. Display slide 4.
- b. Click **Insert** → **Video** → **Video from File**. A dialog box is displayed.
 1. Navigate to CHICKENS, which is a movie data file for this text, and select it.
 2. Select **Insert**. The movie is added to the slide.
- c. Drag the movie to be centered below the bulleted items:



- d. Click the play button. The five-second movie plays once.

④ SET THE MOVIE TO LOOP

- a. Click the movie to select it if handles are not already displayed.
- b. Click **Playback** → **Loop Until Stopped**. The movie will continuously loop during a slide show until it is clicked.
- c. Add appropriate animation and transition effects.

⑤ SAVE THE MODIFIED GUEST HOUSE AND VIEW THE MULTIMEDIA SLIDE SHOW

- a. Save the modified GUEST HOUSE.
- b. Press F5. The presentation is started with slide 1.

- c. Press the spacebar until the bulleted items on slide 2 appear.
- d. Click the sound icon. The rooster sound is played.
- e. Press the spacebar to view slide 3 and then slide 4. Stop when the bulleted items on slide 4 appear.
- f. Click the movie. The movie plays continuously, over and over.
- g. Click the movie. The movie stops playing.
- h. Press the spacebar to end the presentation. A black screen is displayed. Press Esc to return to the PowerPoint window.

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