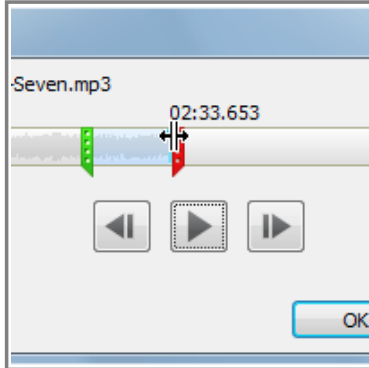




## Introduction

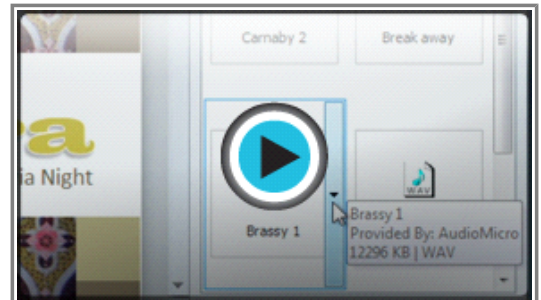


PowerPoint allows you to **add sound** to your presentation, which opens up a lot of possibilities. Perhaps you want to add **background music** to one slide, a **sound effect** to another, and maybe even add some **narration** or **commentary** to a few slides. You can either add an **audio file from your computer**, or you can browse PowerPoint's collection of **Clip Art Audio**. You can then edit the sounds within PowerPoint so that they are tailored to your presentation.

In this lesson, you will learn how to **insert** sounds into a presentation and **edit** them.

## Inserting Audio

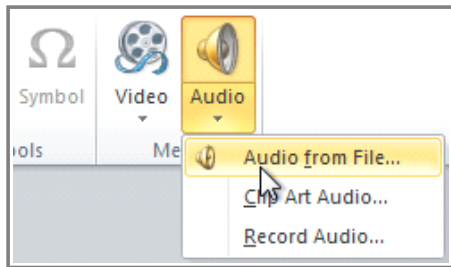
➡➡➡ Watch the video to learn how to insert audio into a slide.



Watch the video (3:17). [Need help?](#)

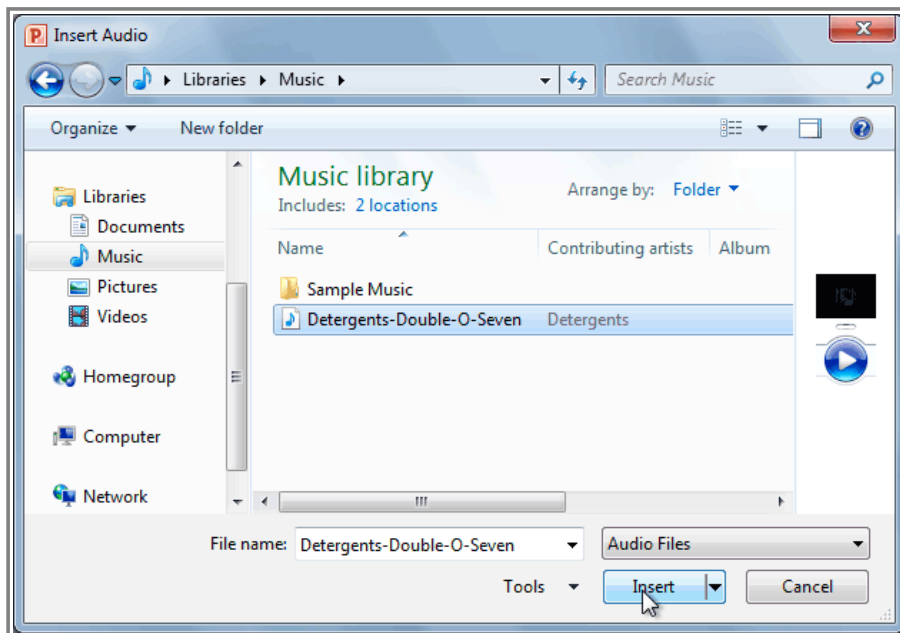
### To Insert Audio from a File on Your Computer:

1. From the **Insert** tab, click the **Audio** drop-down arrow and select **Audio from File**.



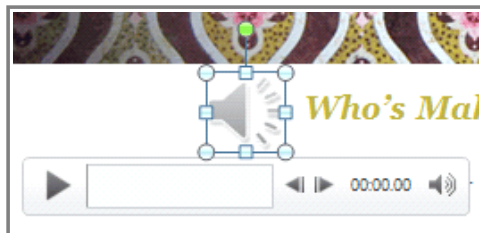
*Inserting an audio file*

2. Locate and select the desired audio file and then click **Insert**.



*The Insert Audio dialog box*

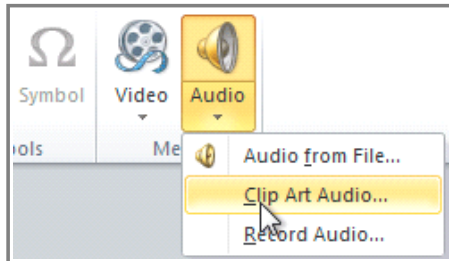
3. The audio file will be added to the slide.



*The inserted audio*

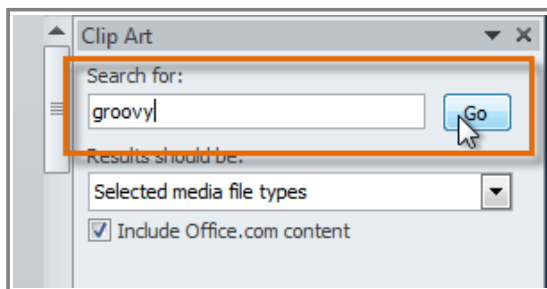
## To Insert Clip Art Audio:

1. From the **Insert** tab, click the **Audio** drop-down arrow and select **Clip Art Audio**. The Clip Art pane will appear on the right.



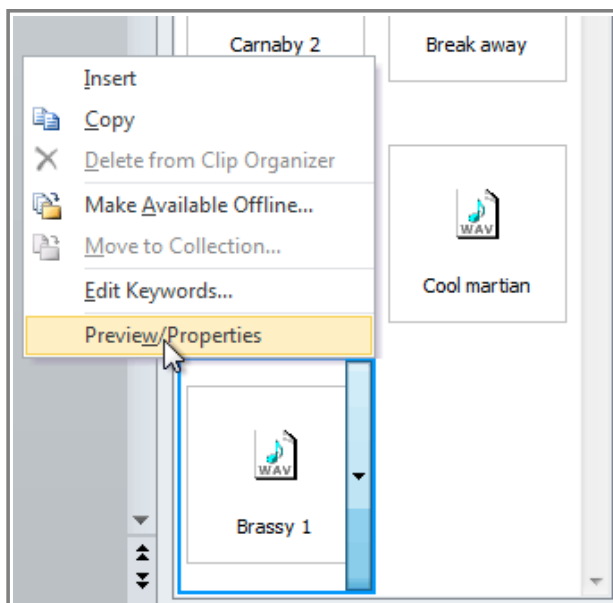
*Inserting Clip Art Audio*

2. Enter keywords in the **Search for:** field and click **Go**.



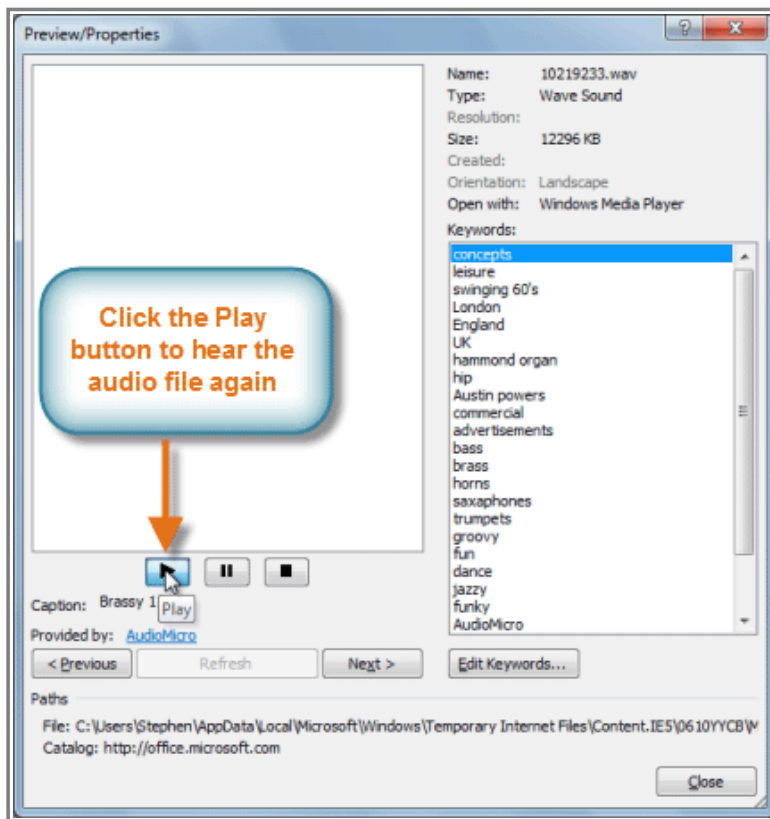
*Searching for Clip Art Audio*

3. The results will appear in the Clip Art pane. To preview an audio file, right-click the file and select **Preview/Properties**.



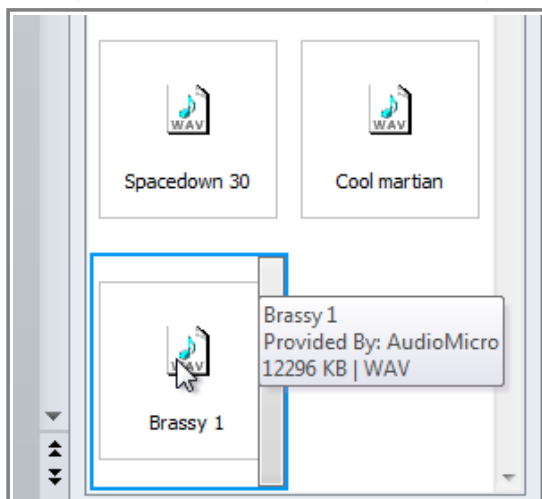
*Selecting Preview/Properties*

- A dialog box will appear, and the audio file will start playing automatically (it may take a few seconds to load). To play it again, press the **Play** button.



*Previewing a Clip Art Audio file*

- When you're finished previewing the file, click **Close**.
- Once you have found the audio file that you want to use, click it to insert it into the slide.



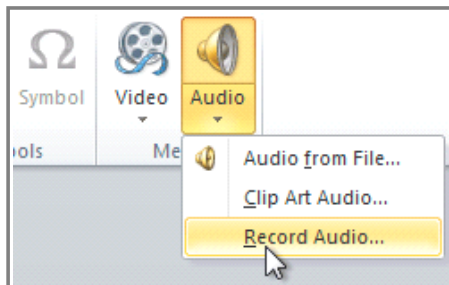
*Clicking on Clip Art Audio to insert it*

## Recording Your Own Audio

Sometimes, you may want to **record** audio directly into a presentation, for example if you want the presentation to include **narration**. Before you begin, make sure that you have a **microphone** that is compatible with your computer; many computers have **built-in microphones** or ones that can be **plugged into the computer**.

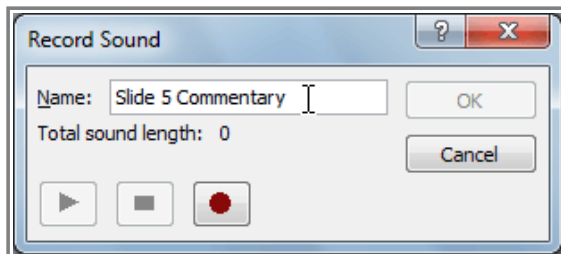
### To Record Audio:

1. From the **Insert** tab, click the **Audio** drop-down arrow and select **Record Audio**.



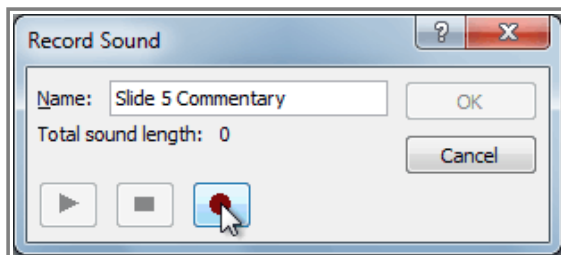
*Recording Audio*

2. Type a **name** for the audio recording, if desired.



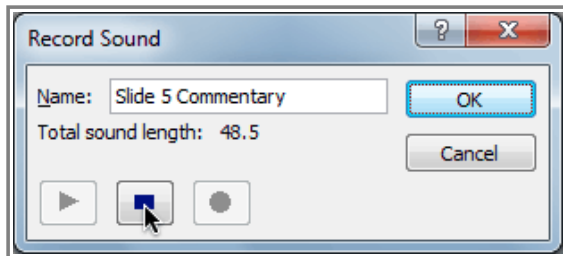
*Typing a name for the recording*

3. Click the red **Record** button to start recording.



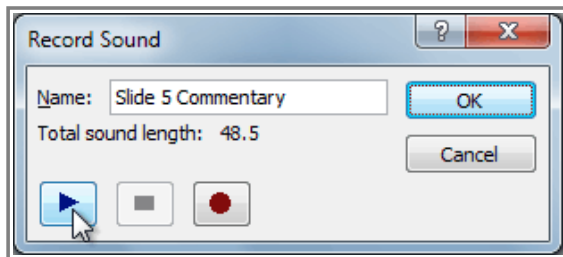
*Clicking the Record button*

4. When you're finished recording, click the **Stop** button.



*Stopping the recording*

5. To preview your recording, click the **Play** button.



*Previewing the recording*

6. When you're done, click **OK**. The audio file will be inserted into the slide.

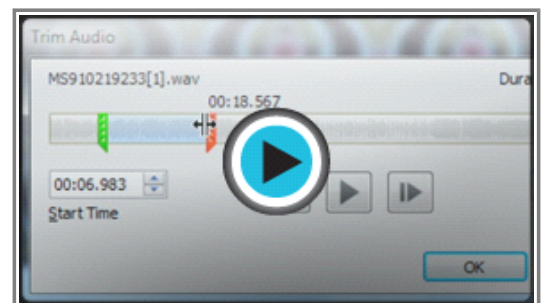


*The recording is added to the slide*

## Working with Audio

Just like with videos, you can modify your audio files using the various features of the **Playback** tab. For example, if you add a song to a slide, you can **trim** it so that it will only play one section of the song, and you can add a **fade in** and **fade out** to smooth out the beginning and end. You can also add **bookmarks** that allow you to jump to specific points in the audio file.

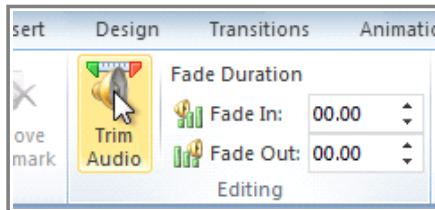
➤ Watch the video to learn how to manage, edit and format audio files



*Watch the video (3:17). [Need help?](#)*

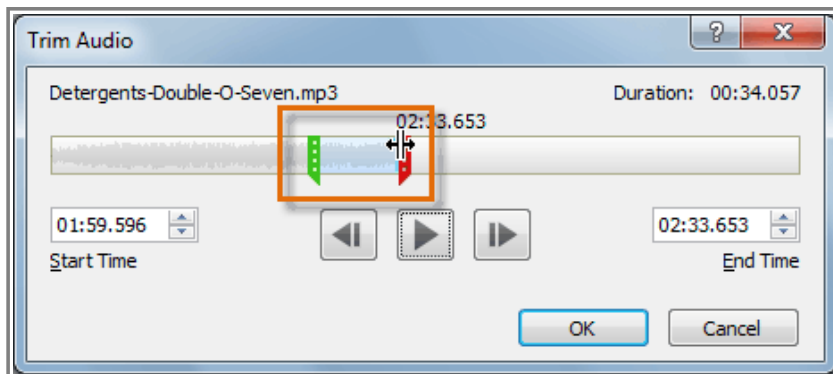
## To Trim the Audio:

1. From the **Playback** tab, click the **Trim Audio** command. The Trim Audio dialog box will appear.



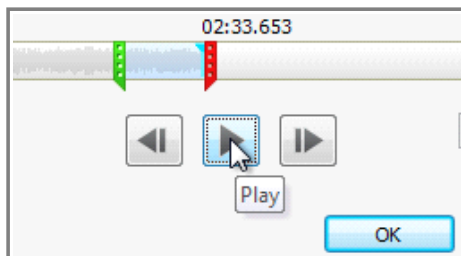
*The Trim Audio command*

2. Use the **green** and **red** handles to set the start time and end time.



*Moving the green and red handles*

3. To preview the audio file, click the **Play** button.

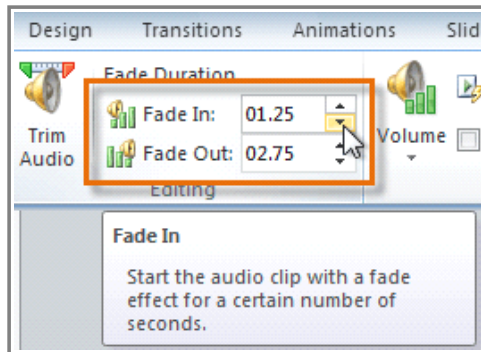


*Previewing the audio file*

4. Adjust the green and red handles again if necessary, and then click **OK**.

## To Add a Fade In and Fade Out:

1. On the **Playback** tab, locate the **Fade In** and **Fade Out** fields.
2. Type in the desired values, or use the **up** and **down** arrows to adjust the times.



*Adjusting the Fade In*

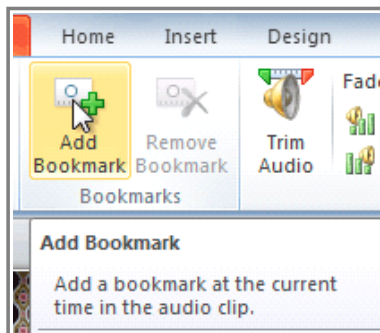
## To Add a Bookmark:

1. Click the **Play/Pause** button to play the audio file, and when you have located the part that you want to bookmark, **pause** it. You can also click the **timeline** to locate the desired part of the audio file.



*Locating the desired part of the audio file*

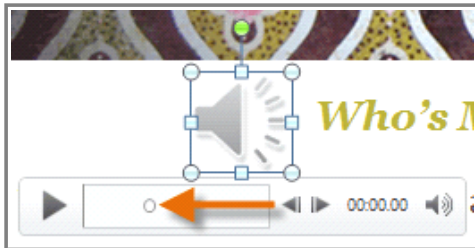
2. From the **Playback** tab, click **Add Bookmark**.



*Adding a bookmark*

3. A small circle will appear on the timeline to indicate the bookmark.



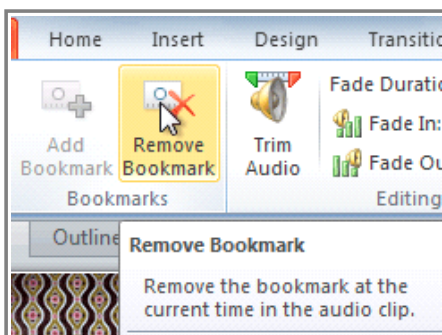


*The new bookmark*

4. You can now click the bookmark to jump to that location.

## To Remove a Bookmark:

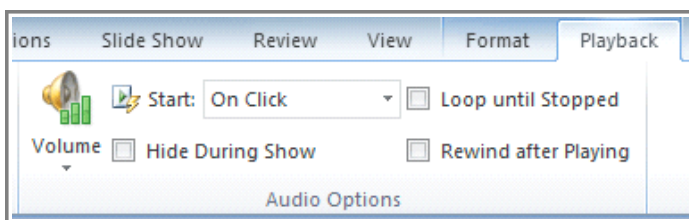
1. Select the bookmark.
2. From the **Playback** tab, click **Remove Bookmark**. The bookmark will disappear.



*Removing a bookmark*

## Audio Options

There are other options that you can set to control how your audio file plays, and these are found in the **Audio Options** group on the **Playback** tab.



*The Audio Options group*

- | **Volume:** Changes the audio volume.
- | **Start:** Controls whether the audio file starts **automatically** or when the mouse is **clicked**.

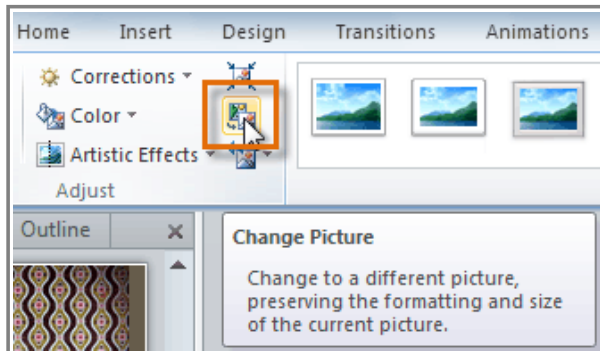
- | **Hide During Show:** Hides the audio icon while the slide show is playing.
- | **Loop until Stopped:** Causes the audio file to repeat until it is stopped.
- | **Rewind after Playing:** Causes the audio file to return to the beginning when it is finished playing.

## Formatting the Audio Icon

By default, an audio file will show up as a speaker icon in the slide. If you want, you can change the icon to a different picture, and you can apply all of the different types of image formatting that you would apply to a picture such as **Artistic Effects** and **Picture Styles** which are access in the **Format** tab.

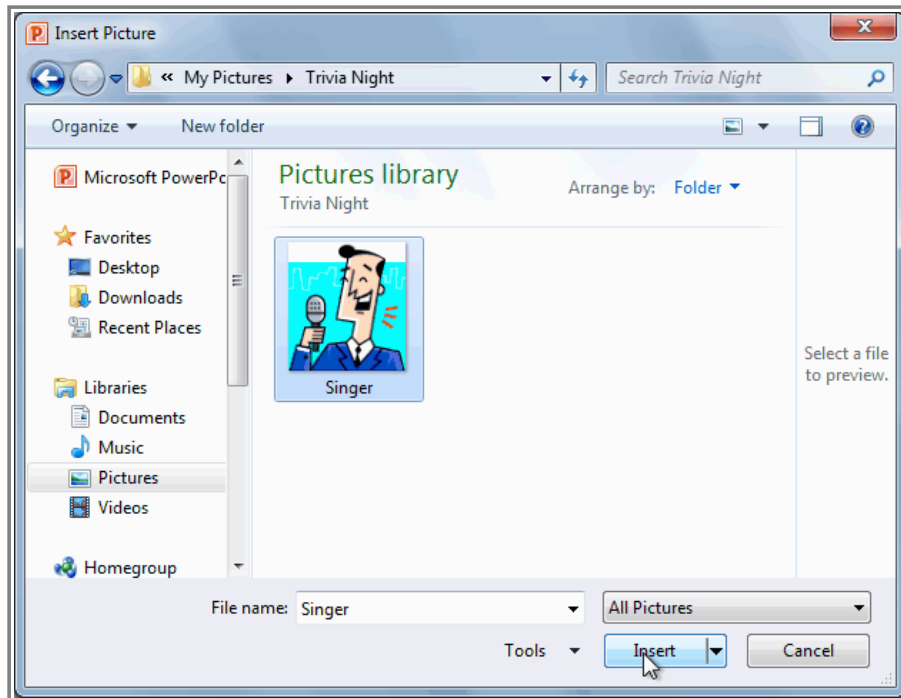
### To Change the Icon to a Different Picture:

1. Select the audio icon in the slide.
2. From the **Format** tab, select the **Change Picture** command. The Insert Picture dialog box will appear.



*The Change Picture command*

3. Locate and select the desired picture, and then click **OK**.



*Selecting a new picture*

4. The icon will change to the new picture.



*The updated audio icon*

For information on **corrections**, **color adjustments**, **borders**, **shapes** and **effects**, check out our lesson on [Formatting Pictures](#).

## Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this [example](#).



2. Insert an **audio file from your computer**, if you have one. If you are using the example, add an audio file to Slide 4.
3. **Preview** the audio file.
4. **Trim** the audio file.
5. Add a **Fade In** and **Fade Out**.
6. Add a **Clip Art Audio** file.
7. Change the **picture** for one of the audio files.
8. If your computer has a **microphone**, record some audio into a slide.
9. Experiment with the different **Audio Options** on the **Playback** tab.