

## **“Step Sheet: Inserting Sound into a PowerPoint Presentation”**

### **Inserting Sound into PowerPoint – 2 Methods**

This step sheet will show you how to add sound to your PowerPoint presentations using one of two methods.

#### **Using Microsoft PowerPoint**

To set up a presentation to which you will add sound, follow these steps.

##### **➤ Opening Microsoft PowerPoint**

###### *Step 1*

Click the Start menu icon at the lower left of your screen. From the menu that appears, navigate to Programs. A sub-menu containing a list of installed programs appears.

###### *Step 2*

Navigate to the Microsoft PowerPoint icon and click to select and open this program.

###### *Step 3*

When PowerPoint opens, there are three options for creating a new presentation. You can use the AutoContent Wizard, which walks you through a series of steps and choices then generates a presentation for you. You can select a Design Template, which provides a look but no content or structure, or you can select a blank presentation, with no look and no structure. (You can also open an existing presentation). Select your desired option and click OK. Your selected presentation opens ready for you to use.

##### **➤ Inserting a Sound from a Gallery Clip**

###### *Step 1*

Select the slide to which you want to add a sound.

###### *Step 2*

From the Insert menu, select Movies and Sounds, then Sound from Gallery. The Clip Gallery window appears and displays the Sounds tab.

###### *Step 3*

Select your desired sound from the list of available options then select Insert. You will be prompted to select whether you want the sound to play automatically when the slide appears in your presentation, or

whether you want the sound to play when you manually click the sound icon on the slide. Make your preferred selection.

#### *Step 4*

A speaker icon appears on the slide indicating that the selected sound is now linked to that slide. The sound will play during your slideshow based on your selection in Step 3.

### ➤ **Inserting a Sound from a File**

#### *Step 1*

Select the slide to which you want to add a sound.

#### *Step 2*

From the Insert menu, select Movies and Sounds, then Sound from File. An Insert Sound window appears representing the contents of your hard drive. Navigate to the folder containing the sound file you wish to insert.

#### *Step 3*

Select your desired sound file and click OK. You will be prompted to select whether you want the sound to play automatically when the slide appears in your presentation, or whether you want the sound to play when you manually click the sound icon on the slide. Make your preferred selection.

#### *Step 4*

A speaker icon appears on the slide indicating that the selected sound is now linked to that slide. The sound will play during your slideshow based on your selection in Step 3.