

## “Step Sheet: Recording Sound into the Presentation”

### PowerPoint Presentation

This step sheet will help you and your students record sound into the slideshow and personalize the template by changing the background design.

### Using Microsoft PowerPoint

To record sound, follow these steps.

#### ➤ Recording Sound

##### *Step 1*

Open the presentation to the Normal View. Double click the thumbnail of the slide you want to add sound to.

##### *Step 2*

From the Insert menu, choose Movies and Sounds, Record Sound.

##### *Step 3*

When the small tape recorder window opens you are ready to record. Make sure that the internal microphone is activated or an external microphone is connected to the computer. Have the student record their voice and then click stop.

##### *Step 4*

Click Save. Name the sound with the student's name, then click OK.

##### *Step 5*

A small speaker with box handles on it appears on the slide. Place the speaker where you want it on the slide by placing the cross arrows in the center and holding the mouse button down while you move it. You can also change its size by dragging the box handles.

##### *Step 6*

From the Slide Show menu, choose Animations Custom.

##### *Step 7*

When the window opens, select the item you want to animate (in this case the speaker).

*Step 8*

Select Options tab. Check Play animations order. Click the radio button Pause slide show.

*Step 9*

Select Order and Timing tab. Highlight Media 2 (the speaker). Click the radio button "On a mouse click." Click OK.

➤ **Changing the Presentation Design of a Template**

*Step 1*

Select a slide from the thumbnail icons in Normal View.

*Step 2*

To change the background color, from the Format menu select Background. Select the color bar drop down menu. Choose a color. Select Apply to All.

*Step 3*

To change the presentation design, from the Format menu select Apply Design Template. Scroll through the design templates. Choose a design, and click the radio button Apply to all slides. Click Apply.

*Step 4*

Save your presentation. From the File menu choose the Save As option. Name your presentation and select where you want to save it. Click OK.