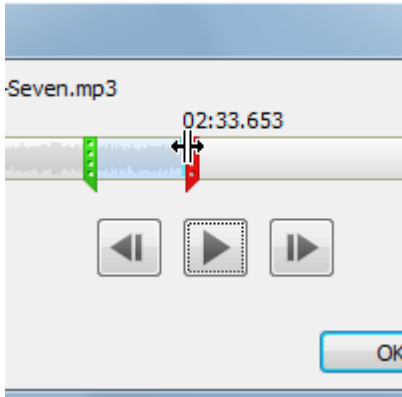


# Inserting Audio

## Introduction



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

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

## Inserting audio

### Video: Inserting Audio in PowerPoint 2010

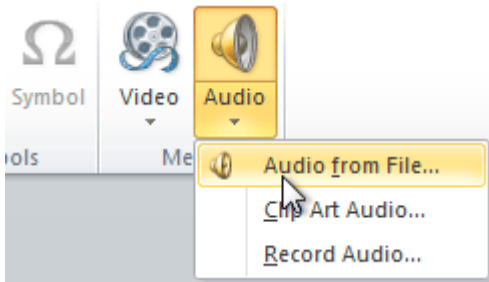


Have you ever watched a PowerPoint presentation that seemed to narrate itself? Or have you seen a slide show that featured applause when the last slide was reached? If so, you've heard examples of how audio can be applied to slide shows. PowerPoint allows you to **insert audio** files from your computer, or you can search the **Clip Art Studio** to find the audio you need. Once you've inserted audio, you can then **edit** it.

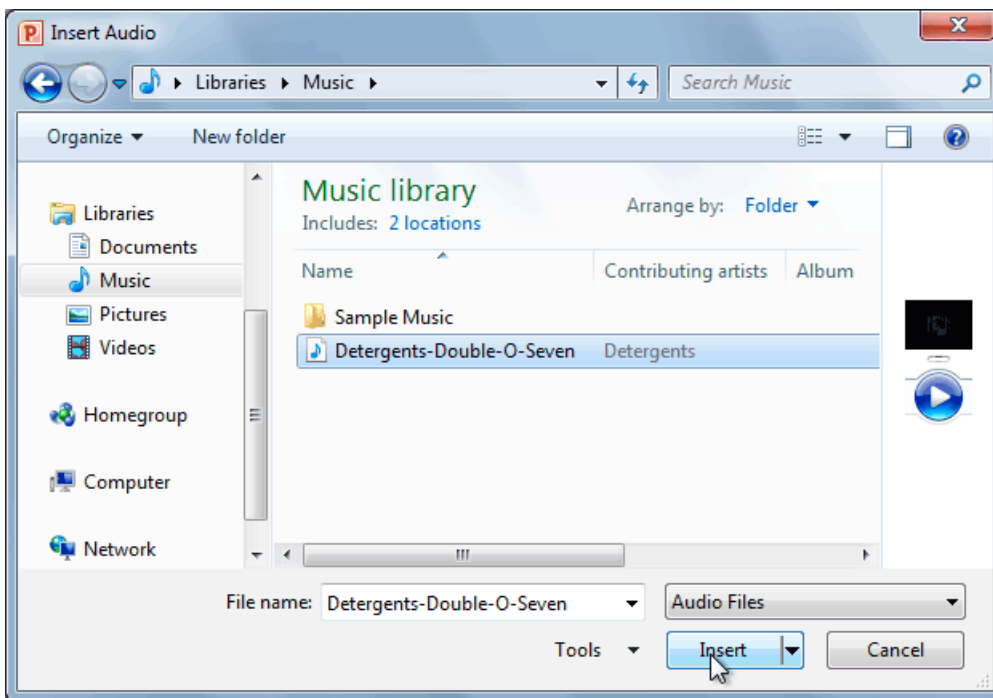
Optional: You can download this [example](#) for extra practice.

## 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**.



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

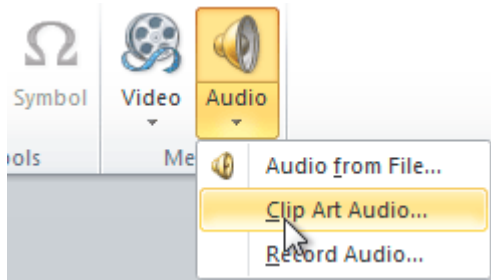


3. The audio file will be added to the slide.

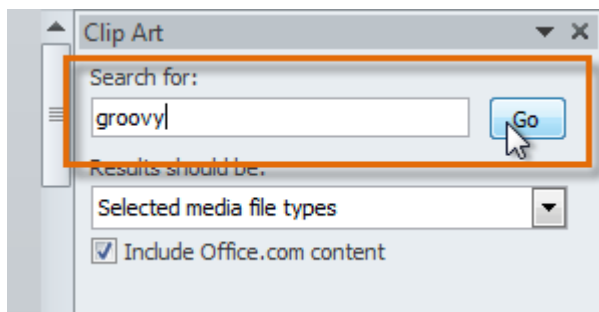


## To insert clip art audio:

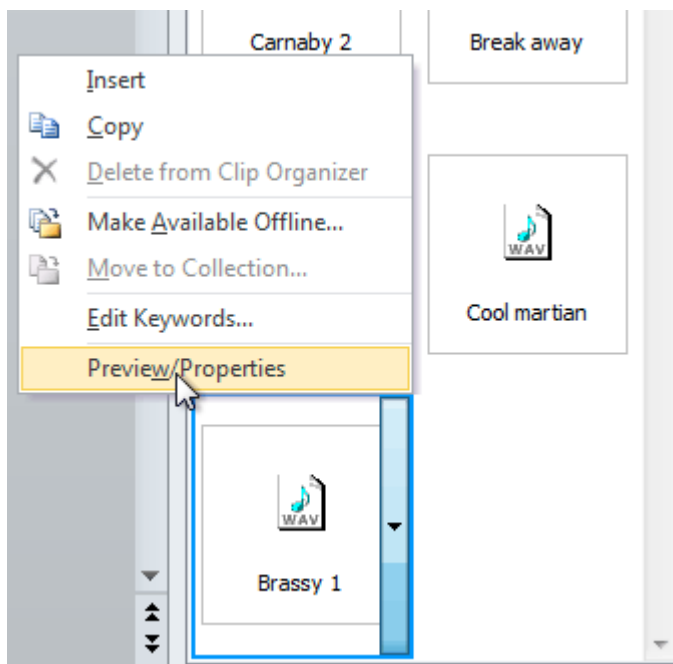
1. From the **Insert** tab, click the **Audio** drop-down arrow and select **Clip Art Audio**. The Clip Art pane will appear on the right.



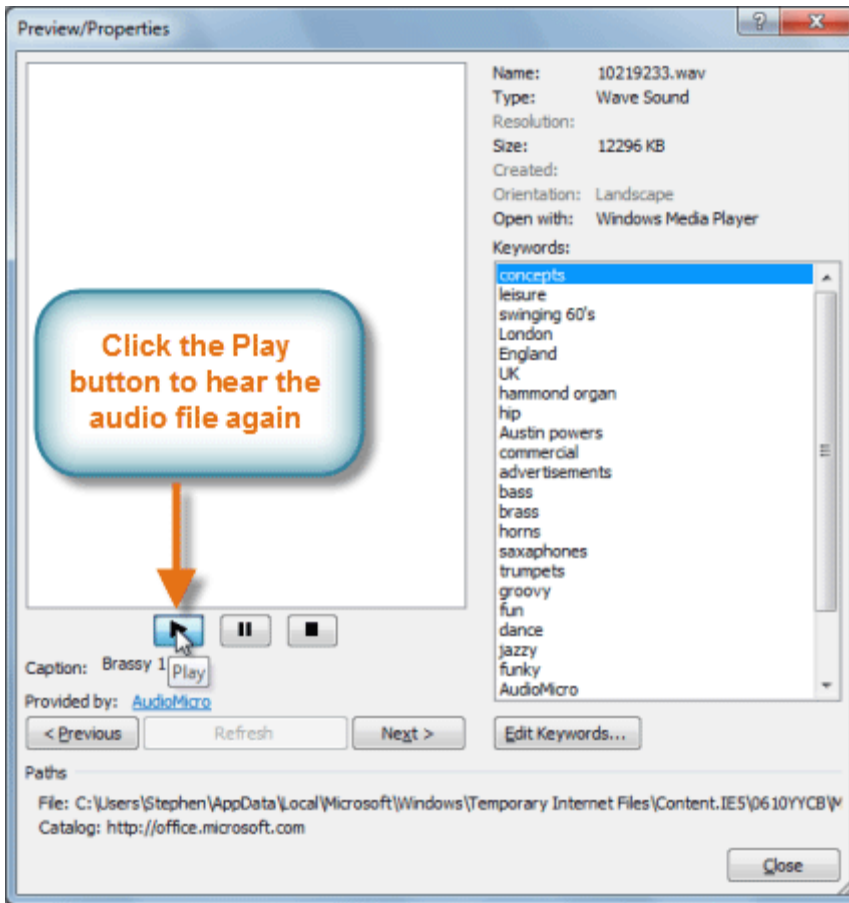
2. Enter keywords in the **Search for:** field, then click **Go**.



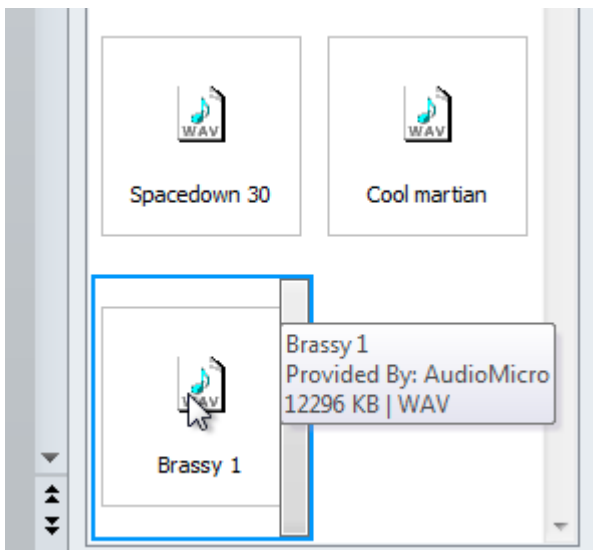
3. The results will appear in the Clip Art pane. To preview an audio file, right-click the file and select **Preview/Properties**.



4. 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.



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

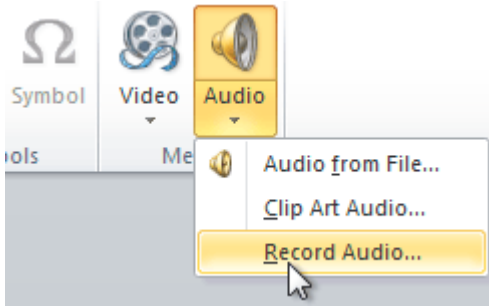


## Recording your own audio

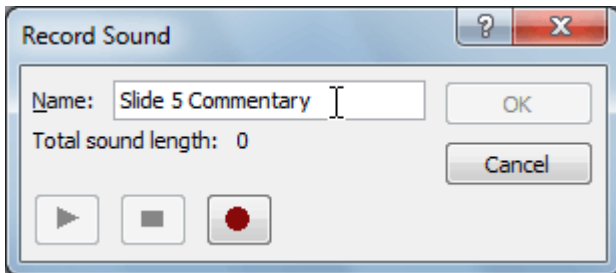
Sometimes you may want to **record** audio directly into a presentation, like if you want the presentation to include **narration**. Before you begin, make sure you have a **microphone** that's compatible with your computer; many computers have **built-in microphones** or ones that can be **plugged in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

## To record audio:

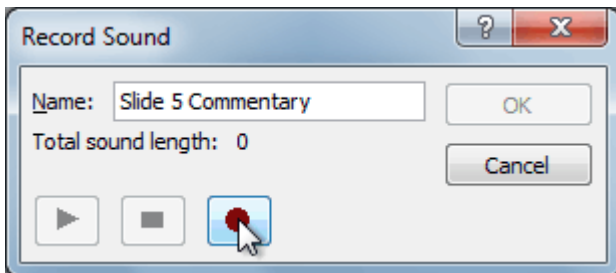
1. From the **Insert** tab, click the **Audio** drop-down arrow and select **Record Audio**.



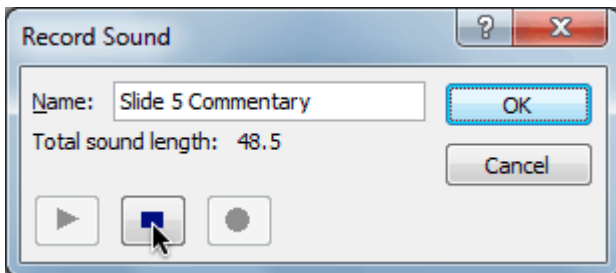
2. Type a **name** for the audio recording if you want.



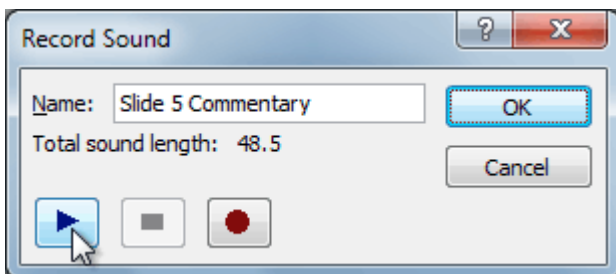
3. Click the red **Record** button to start recording.



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



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



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



## Working with audio

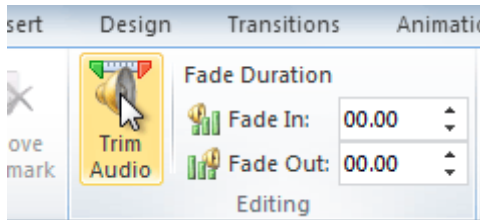
### Video: Editing Audio in PowerPoint 2010



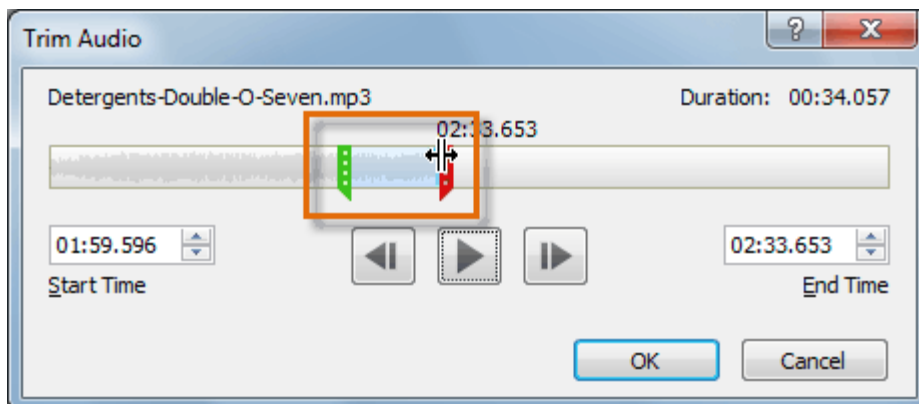
Just like with videos, you can modify your audio files using the various features of the **Playback** tab. For example, if you add a song to a slide, you can **trim** it so it will only play one section of the song, and you can add a **fade in** and **fade out** to smooth out the beginning and end. You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

### To trim the audio:

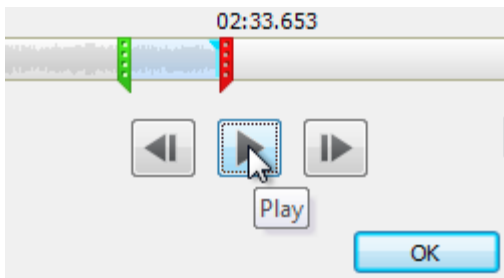
- From the **Playback** tab, click the **Trim Audio** command. The Trim Audio dialog box will appear.



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



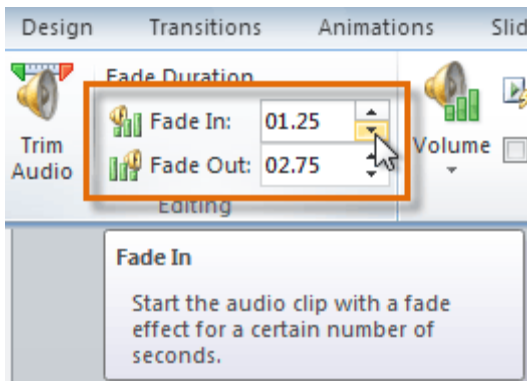
3. To preview the audio file, click the **Play** button.



4. Adjust the green and red handles again if necessary, 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.

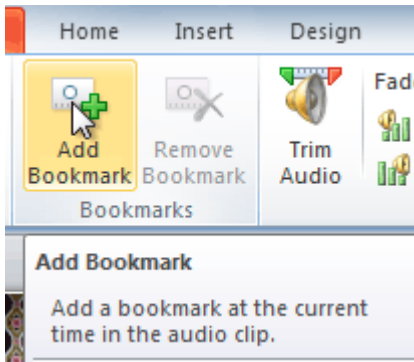


## To add a bookmark:

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



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



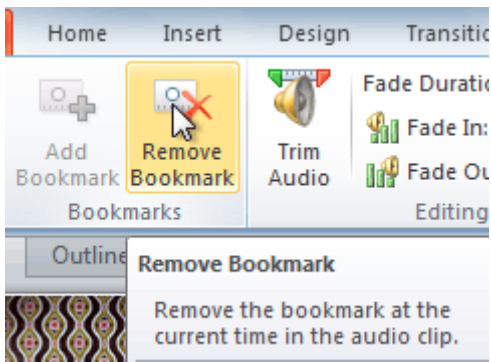
3. A small circle will appear on the timeline to indicate the bookmark.



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

## To remove a bookmark:

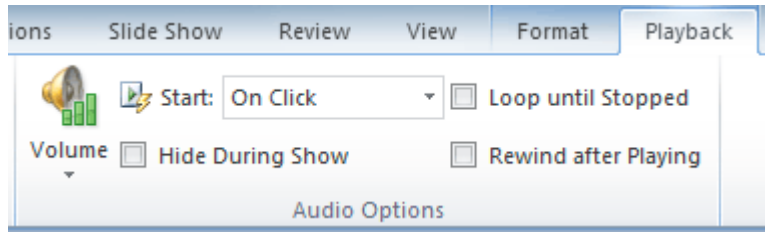
1. Select the bookmark.
2. From the **Playback** tab, click **Remove Bookmark**. The bookmark will disappear.





## Audio options

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



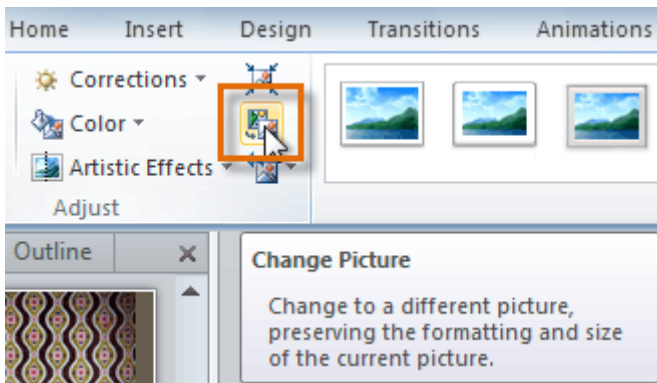
- **Volume:** This changes the audio volume.
- **Start:** This controls whether the audio file starts **automatically** or when the mouse is **clicked**.
- **Hide During Show:** This hides the audio icon while the slide show is playing.
- **Loop Until Stopped:** This causes the audio file to repeat until it is stopped.
- **Rewind After Playing:** This causes the audio file to return to the beginning when it's finished playing.

## Formatting the audio icon

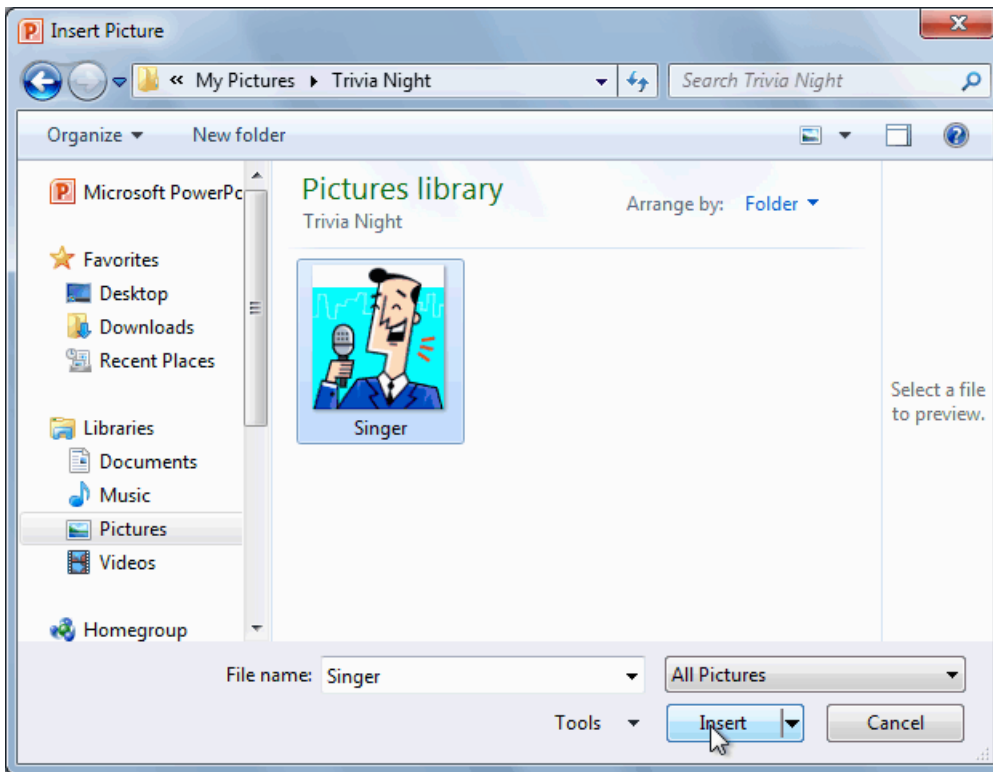
By default, an audio file will show up as a speaker icon in the slide. If you want, you can change the icon to a different picture, and you can apply all of the different types of image formatting that you would apply to a picture such as **artistic effects** and **picture styles**, which are accessed 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.



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



4. The icon will change to the new picture.



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.