# Add Sound Effects

PowerPoint presentations can be enhanced by adding Audio files. An Audio file can be set to play one time and then stop. A file can be set to loop, which means it will play continuously until a new slide is displayed. The audio can also be set to play across all slides in a presentation. Two options are available for inserting Audio into a presentation.

- ✞ **Audio on My PC**
  - ✦ This option enables audio clips such as music, narration, or audio bites to be inserted into the presentation.
  - ✦ Compatible audio file formats include .mid or .midi, mp3, and .wav.
  - ✦ Sounds from CDs can be played by "ripping" the sound using Windows Media Player and saving it to your PC.
- ✞ **Record Audio**
  - ✦ This option is used to record a message for your audience.
  - ✦ A headset with a microphone is needed to insert this type of sound.
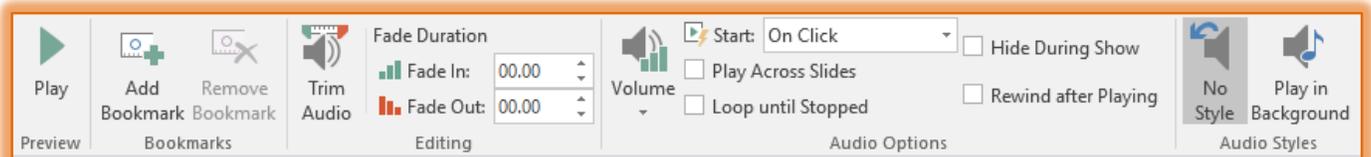
## AUDIO ON MY PC

This option is used to insert Audio clips such as narration, music, sounds taken from a CD, or audio bites into a presentation.

### Insert the Audio File

- ✞ Go to the slide in the presentation where the sound is to be inserted.
- ✞ Click the **Insert Tab**.
- ✞ In the **Media Group**, click the **Audio** button.
- ✞ Select **Audio on My PC**.
- ✞ The **Insert Audio** window will display.
- ✞ Look for the folder where the audio clip is stored.
- ✞ Select the **Audio Clip**.
- ✞ Click the **Insert** button.
- ✞ The **Audio icon** will appear in the window.



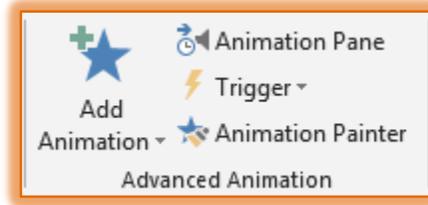- ✞ Click the **Audio Tools, Playback Tab** to display the **Playback Ribbon**.



- ✞ Select the options on this ribbon that should be applied to this **Audio Clip**.

### Set a Trigger

A trigger can be set to have a sound play when an image, SmartArt graphic, or other object in the presentation is clicked.

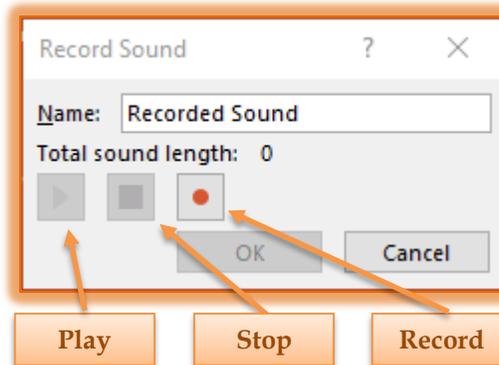- ✞ Click to select the **Audio icon** that was inserted.

- ✝ Click the **Animations Tab**.
- ✝ In the **Advanced Animations Group**, click the **Trigger** button.



- ✝ From the list that appears, click the **On Click of**.
- ✝ In the list, select the option for which the Trigger is to be set.

## Record Audio

- ✝ Go to the slide in the presentation where the sound is to be inserted.
- ✝ Click the **Insert Tab**.
- ✝ In the **Media Group**, click the **Audio** button.
- ✝ Select **Record Audio**.
- ✝ The **Record Audio** window will displayInput a **Name** for the **Audio.**



- ✝ Press the **Record (Red)** button to start the recording.
- ✝ Click the **Stop** button when you have finished recording.
- ✝ Click the **Play** button to listen to what has been recorded.
- ✝ Click the **OK** button to add the **Audio Icon** to the presentation.
- ✝ The **Audio** icon will display in the **Slide** as shown in the illustration below.



- ✝ Click the **Audio Tools, Playback Tab** to display the **Playback Ribbon**.
- ✝ Select the options on this ribbon that should be applied to this **Audio Clip**.