

## 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. Three options are available for inserting Audio into a presentation.

### † Online Audio

- ✦ When this option is selected, the **Insert Audio** window will display.
- ✦ This allows you to search for audio files in the Office.com Clip Art collection.

### † Audio on My PC

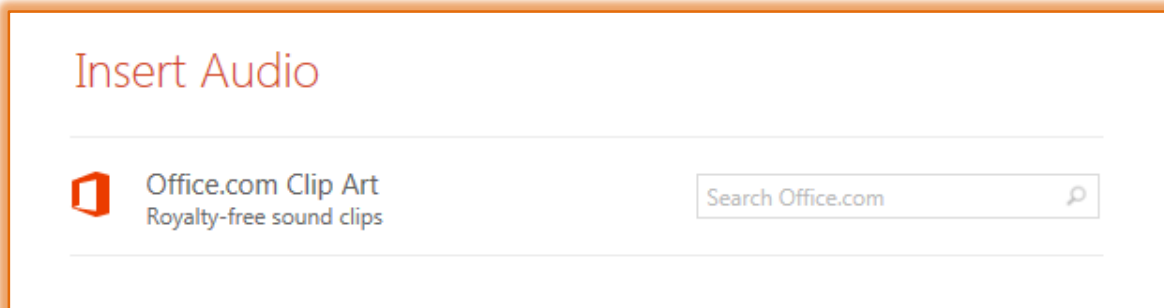
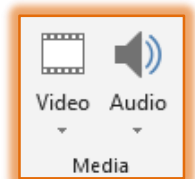
- ✦ This option enables audio clips such as music, narration, or audio bites to be inserted into the presentation.
- ✦ Compatible audio file formats include .mid or .midi, mp3, and .wav.
- ✦ Sounds from CDs can be played by “ripping” the sound using Windows Media Player and saving it to your PC.

### † Record Audio

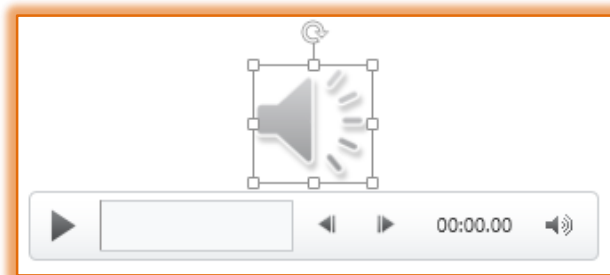
- ✦ This option is used to record a message for your audience.
- ✦ A headset with a microphone is needed to insert this type of sound.

### ONLINE AUDIO

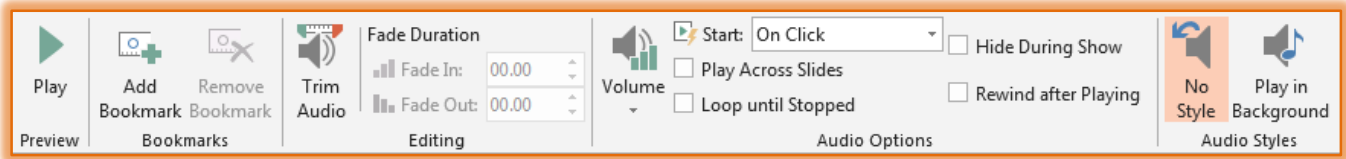
- † Select the slide where the sound is to be inserted.
- † Click the **Insert Tab**.
- † In the **Media Clips Group**, click the **Audio** button (see illustration at right).
- † Select **Online Audio**.
- † The **Insert Audio** window will display (see illustration).



- † In the **Search** box input the **Audio Sound** for which you are searching.
- † Icons for the **Sounds** matching the one specified will display.
- † Click the selected **Audio Sound**.
- † Click the **Insert** button.
- † The **Audio icon** will appear in the slide (see illustration below).



- ✦ With the **Audio icon** still selected, click the **Audio Tools, Playback Tab** to display the **Playback Ribbon** (see illustration below).



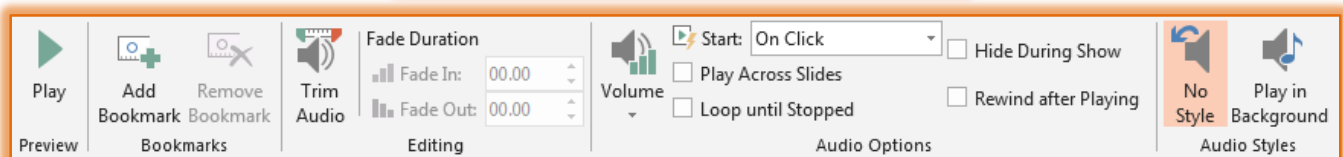
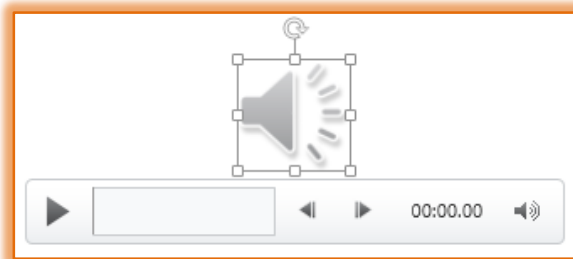
- ✦ In the **Audio Options Group**, click the **Start** list arrow (see illustration below).
- ✦ A list of two options will appear.
  - ✦ **Automatically** – When this option is selected, the sound will start to play when the Slide is viewed in the presentation. For this option, the Audio icon can be hidden during the presentation.
  - ✦ **On Click** – The sound will start to play when the Audio icon is clicked. The Audio icon has to be visible during the presentation when this option is selected.
- ✦ Click the option that is to be applied for this slide.
- ✦ In the **Sound Options Group**, click the check box for:
  - ✦ **Hide During Show** – Click this button to hide the sound icon during the presentation. This option should not be used if On Click was selected in the previous step.
  - ✦ **Loop until stopped** – This option specifies the sound will play continuously until a new slide is displayed.

## 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 (see illustration at right).
- ✦ 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 (see illustration below).
- ✦ Click the **Audio Tools, Playback Tab** to display the **Playback Ribbon** (see illustration).



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

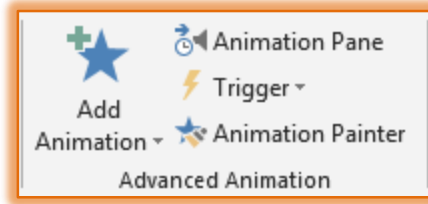
### Set a Trigger

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.