

VIDEO

With PowerPoint, it is possible to insert, size, and move videos. Videos can be formatted by applying styles and effects. With the video editing features in PowerPoint 2016, you can trim parts of a video and have the video fade in and out during a presentation.

Insert a Video from File

- ✦ Insert a new slide or go to the slide where the video is to be inserted.
- ✦ Change the **Layout** for the slide to **Blank** or **Title and Content**.
- ✦ Click the **Insert Tab**.
- ✦ In the **Media Group**, click the **Video** button.
- ✦ From the list that appears, select **Video on my PC**.
- ✦ The **Insert Video** window will display.
- ✦ On the left side of the window, click the folder where the video is stored.
- ✦ Select the **Video**.
- ✦ Click **Insert**.
- ✦ The video will display in the center of the slide.
- ✦ Playback and volume controls will display below the video.



- ✦ Video formatting and editing tools display on the **Video Tools, Format Ribbon**.
- ✦ Click the **Play/Pause** button below the video (This is the button on the far left side, the larger triangle shape).
- ✦ On the **Format Tab** in the **Size Group**, click the **Video Height** box, input the size.
- ✦ Press **Enter** to adjust the height and width of the video proportionally.
- ✦ Click the **Align** button in the **Arrange Group**.

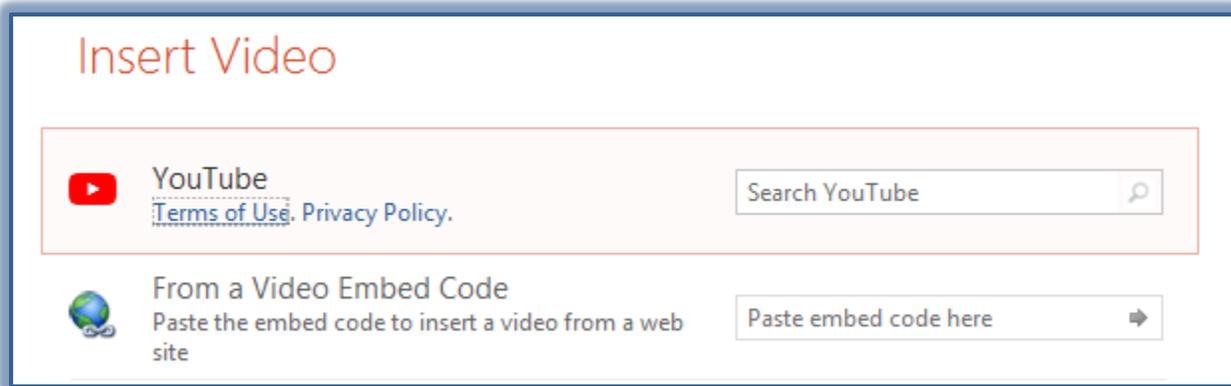


- ✦ Select **Align Center** from the list of options.
- ✦ The video should appear centered on the slide.

- ✦ Other changes can be made using the Video Tools, Format and Playback Ribbons. For information on these Ribbons, go to the appropriate documents on the PowerPoint 2016 Training Web Page.

Insert a YouTube Video

- ✦ Insert a new slide or go to the slide where the video is to be inserted.
- ✦ Change the **Layout** for the slide to **Blank** or **Title and Content**.
- ✦ Click the **Insert Tab**. Videos can be inserted on a blank page or on a page that has other content.
- ✦ In the **Media Group**, click the **Video** button.
- ✦ From the list that appears, select **Online Video**.
- ✦ The **Insert Video** window will display.

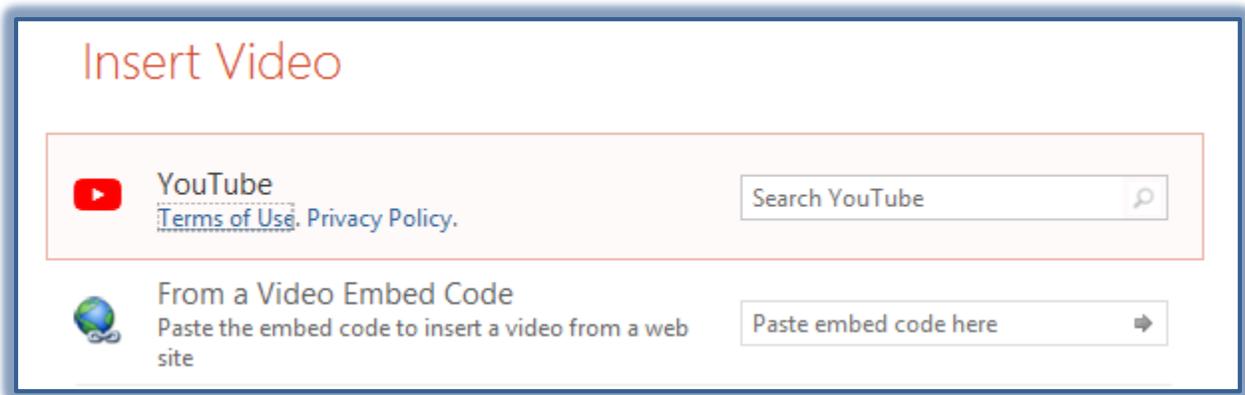


- ✦ In the **Search YouTube**, input a **Category** for the **Video**.
- ✦ Click the **Go** button.
- ✦ A gallery of **YouTube Videos** will display.
- ✦ The **Video Tools Format Tab** will display.
- ✦ Use this **Ribbon** to make formatting changes to the **Video**.
- ✦ For additional information about how to format the video, see the previous section of this document.

Insert a Video with Embed Code

- ✦ Search YouTube or other sites for a video.
 - ✦ The video must have an Embed Code.
 - ✦ Some Embed Codes may not work properly.
- ✦ Copy the **Embed Code**.
- ✦ Open **PowerPoint**.
- ✦ Insert a new slide or go to the slide where the video is to be inserted.
- ✦ Change the **Layout** for the slide to **Blank** or **Title and Content**.
- ✦ Click the **Insert Tab**. Videos can be inserted on a blank page or on a page that has other content.
- ✦ In the **Media Group**, click the **Video** button.
- ✦ From the list that appears, select **Online Video**.
- ✦ The **Insert Video** window will display.
- ✦ In the **Paste Embed Code Here** box, insert the Embed Code.
- ✦ Click the arrow at the end of the box.





- ✦ The **Video** should appear in the slide.
 - ✦ This may take a couple of minutes to process depending on the size of the video.
 - ✦ If the Embed Code isn't correct an error message will appear.
- ✦ Once the video is inserted into the slide, it is possible to format it using the steps described in the first section of this document.