

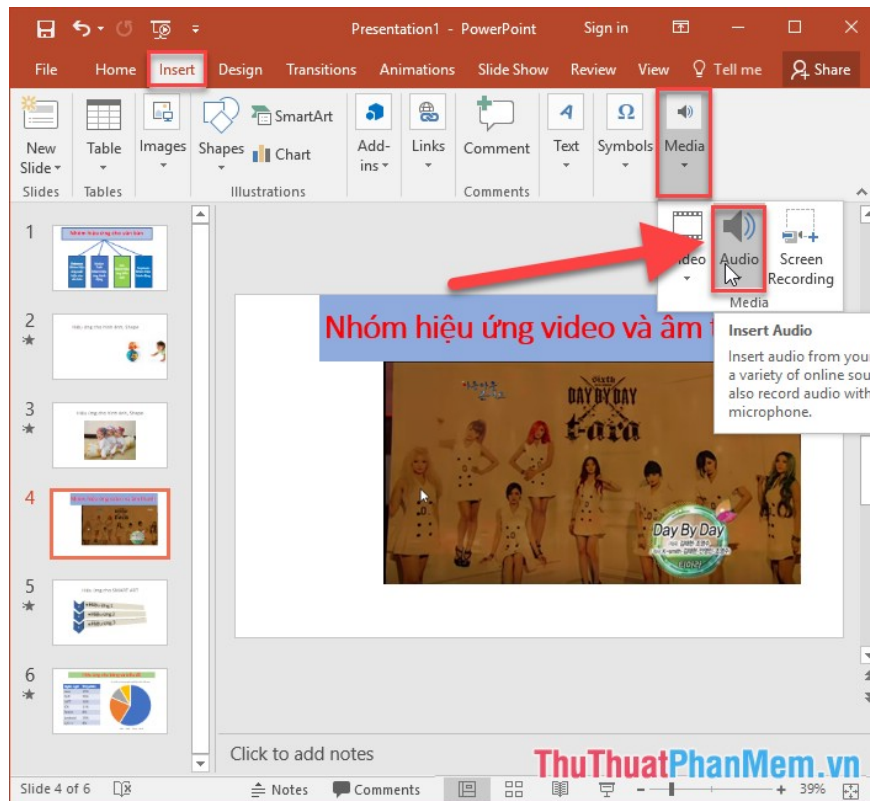
Create and use effects for audio and video in PowerPoint

The following article shows how to insert, use and customize effects with audio and video in Powerpoint. To insert effects for sound, you first need to perform the operation of inserting sound into the Slide.

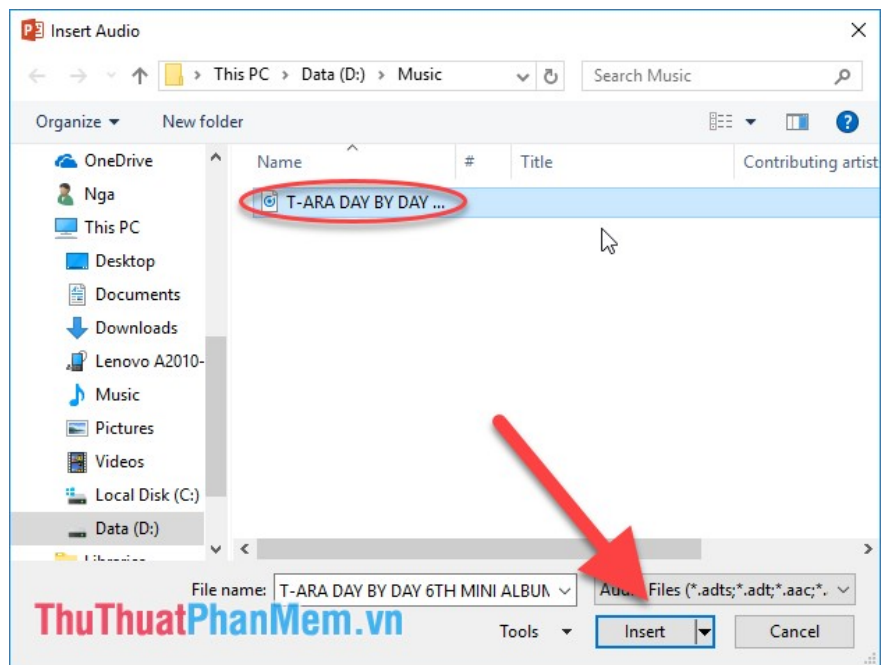
The following article introduces you to insert, use and customize effects with audio and video in Powerpoint.

1. Insert audio into Powerpoint

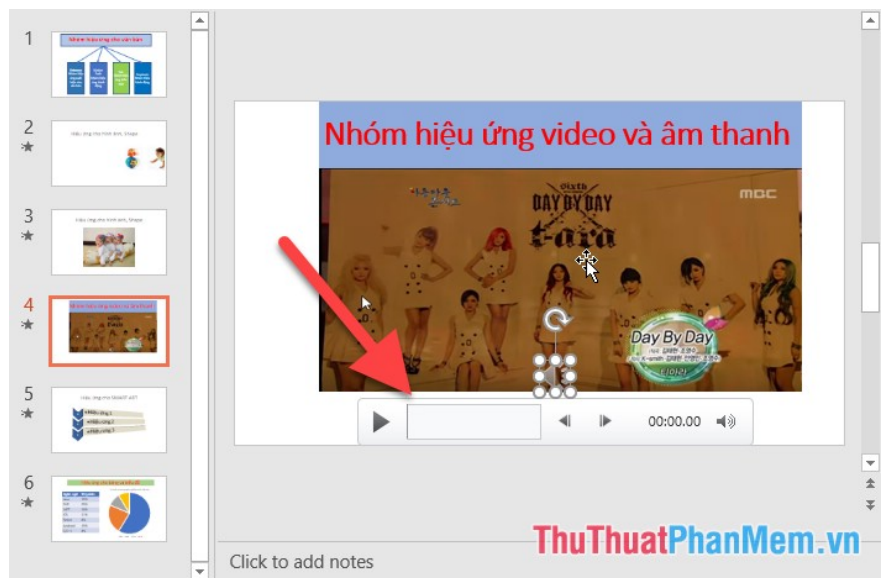
- To insert effects for sound, you first need to perform the operation of inserting sound into the Slide. Click the **Insert** tab -> **Media** -> **Audio**:



- Select the path to the file to insert:



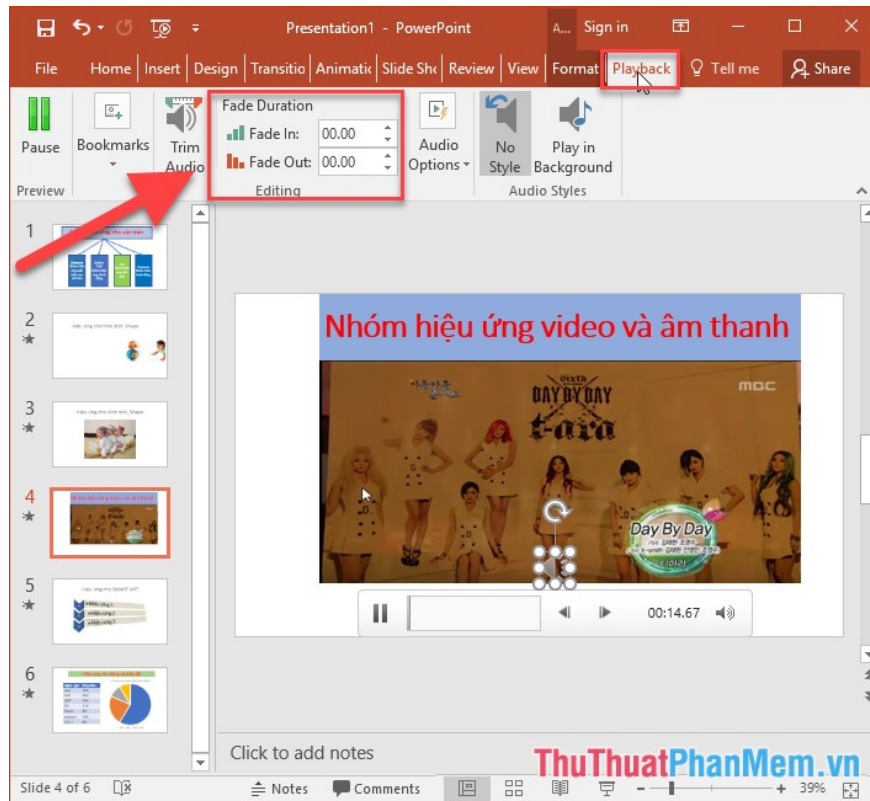
- After selecting **Insert** audio file has been inserted in the slide:



- Proceed with selecting effects for sound by selecting **Playback** tab in **Editing** section with following options:

+ **Fade in:** Select a volume to get bigger.

+ **Fade out:** Select a smaller volume.



- In **Audio Option**, include the following options:

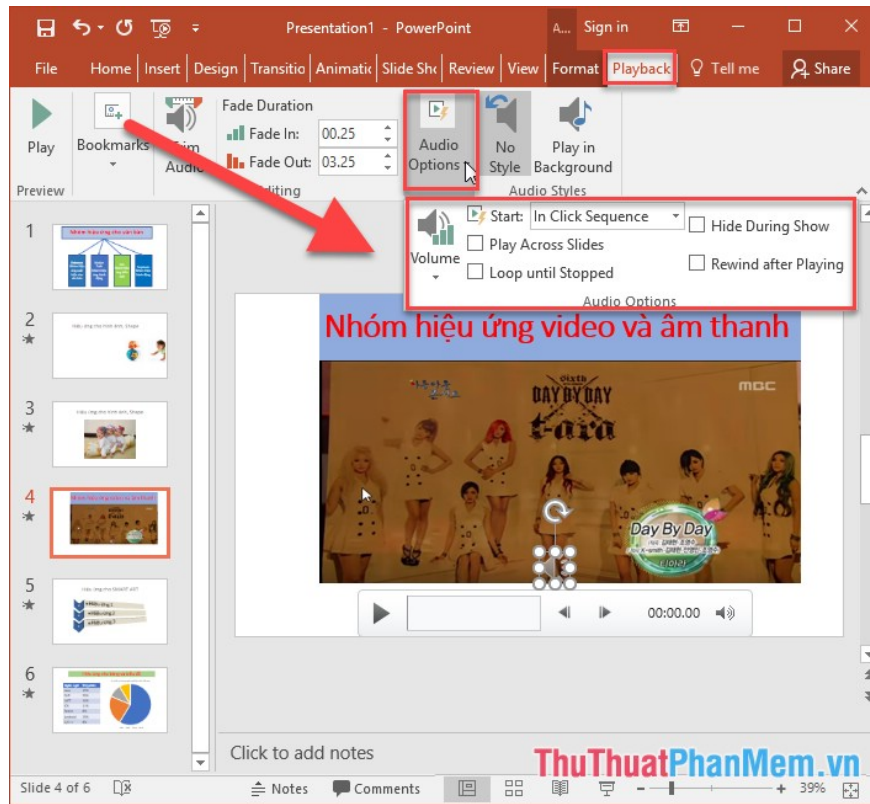
+ **Start:** Choose how to control the Slide.

+ **Play Across Slide :** Play the sound during slide show.

+ **Hide During Show:** Hide the icon of the speaker of the sound.

+ **Loop until stopped:** Play the audio file until the action stops from man.

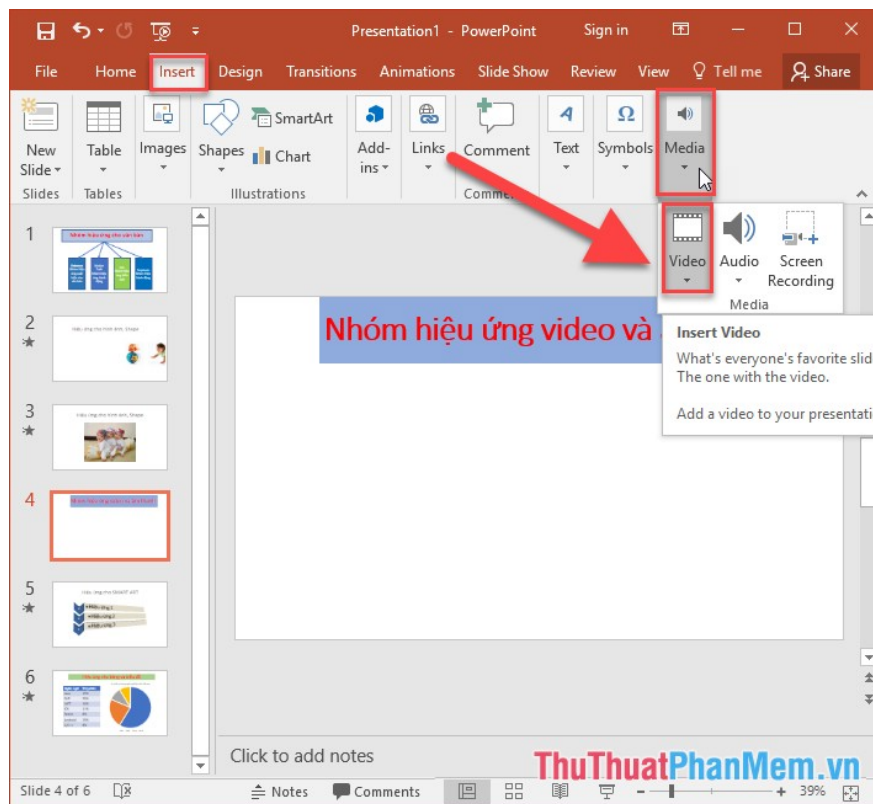
+ **Rewwin after playing:** When running 1 turn automatically go back to the beginning of the audio file.



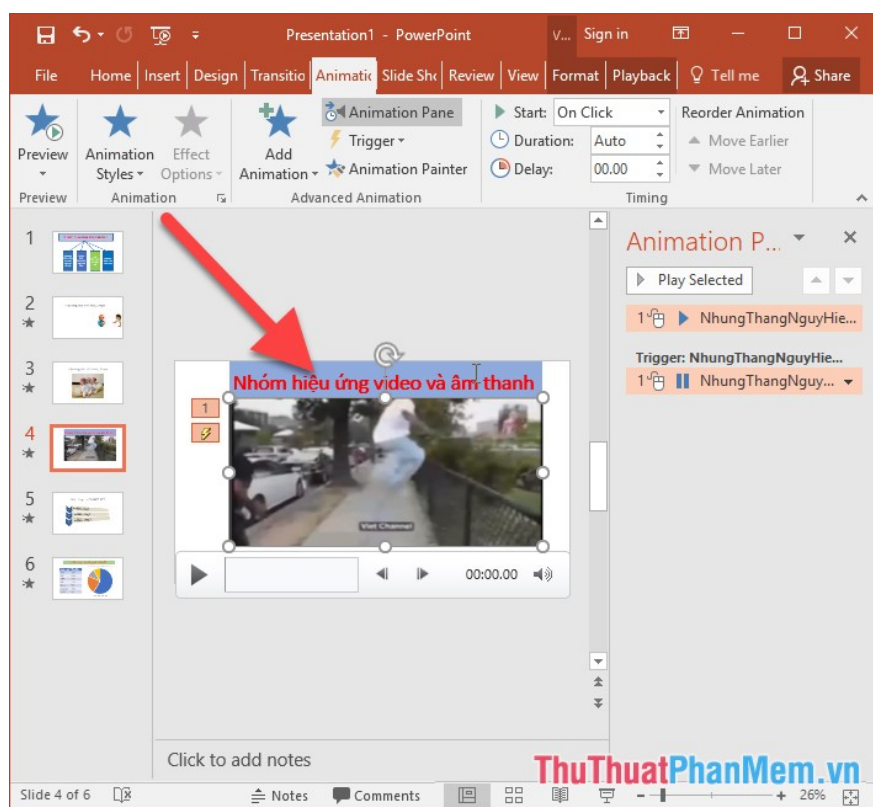
Alternatively, right-click on the audio file and select Timing to select the above setting for audio.

2. Insert video into Powerpoint

- Perform the same operation to insert video files:



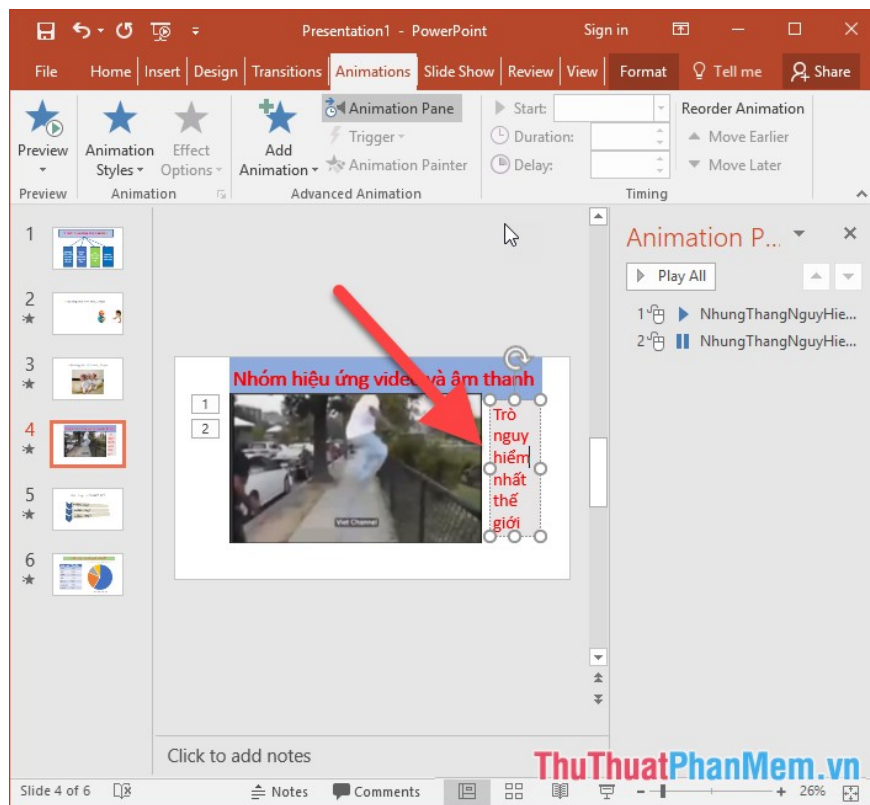
- Select the path to the file to insert, the result has already inserted the video into Slide:



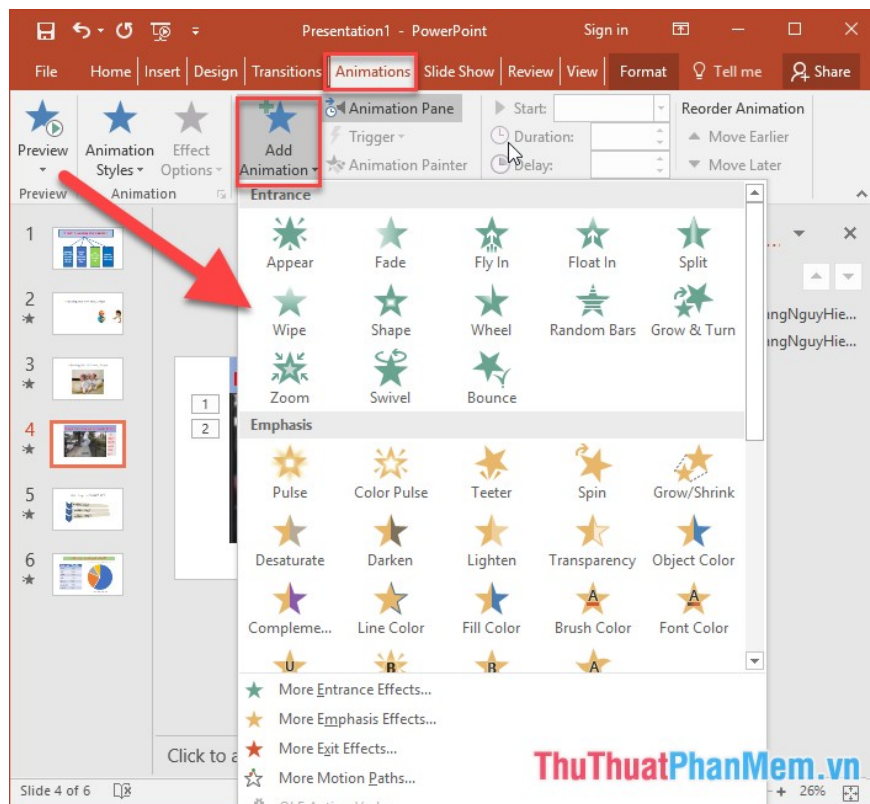
- You perform the same effect setting as inserting audio files. Here I introduce you how to create more notes, create highlights when playing videos by using **Bookmark** in conjunction with **Trigger**.

- For example, when running to the time 4 minutes 43 seconds show a note:

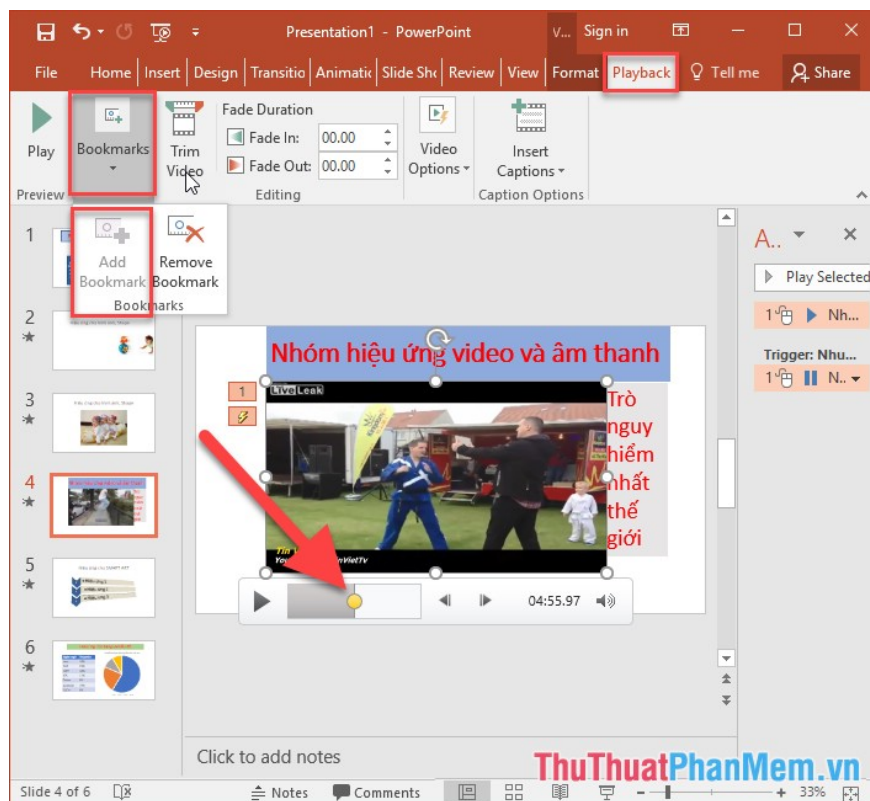
Step 1: Create a **textbox** to create notes:



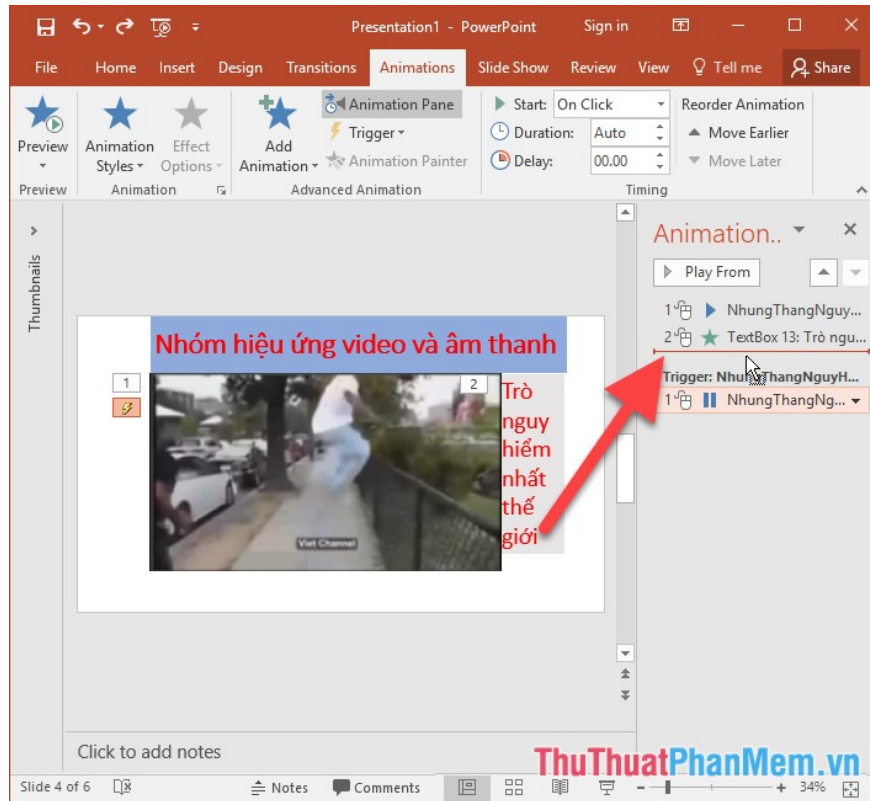
Step 2: Create effects for notes:



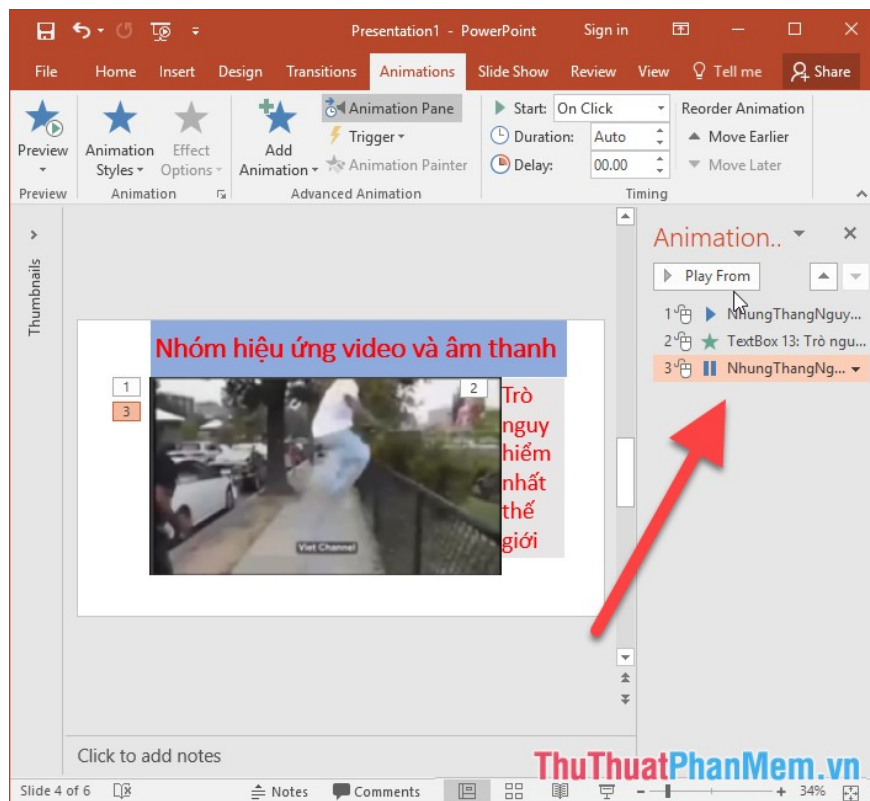
Step 3: Create a **bookmark** for the video by selecting the point you want to add a note when running the video (for example, choose the time of 4 minutes 40 seconds) -> click the **PlayBack** tab -> **Bookmarks** -> **Add Bookmark** the results have been created **Bookmark** on video:



Step 4: Move the **Trigger** part of the sound to the top of the textbox:



- Combined results of Bookmarks and Trigger:



- When playing the video up to 4 minutes 40 seconds, the textbox automatically displays according to the selected effect.

Above is a detailed guide on how to use and set up effects for audio and video in PowerPoint 2016. Wish you success!

You finished reading the article "**Create and use effects for audio and video in PowerPoint**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.