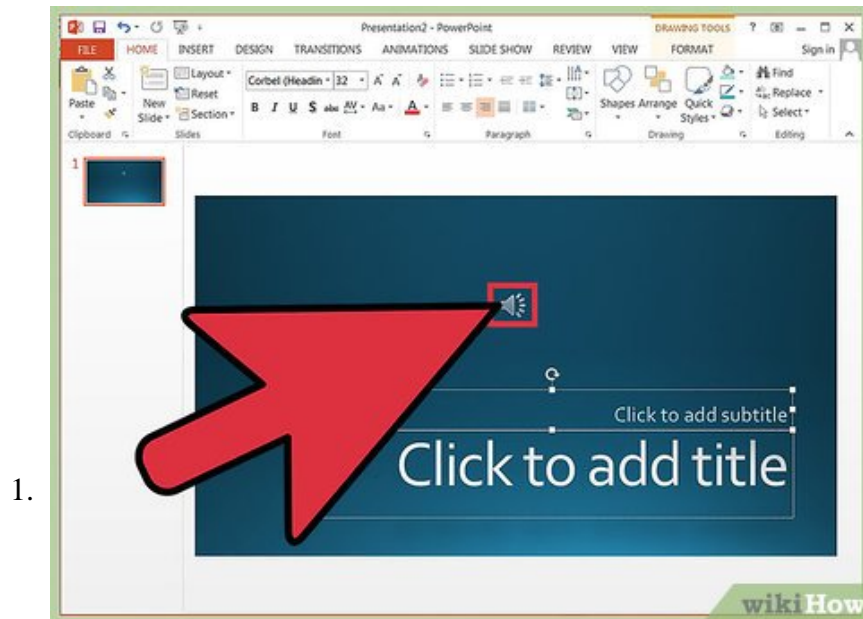


How to Add Audio to Powerpoint 2010

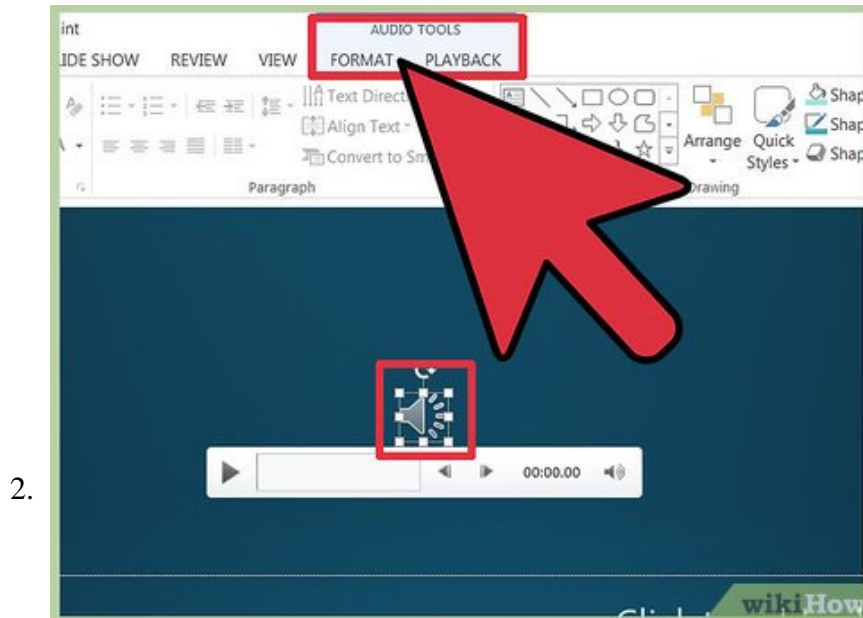
Microsoft PowerPoint provides numerous options for adding audio to a presentation. Music, sounds and audio effects can be imported into PowerPoint and adjusted to fit the timing of a presentation. Audio narrations also can be recorded and...

Method 1 of 2:

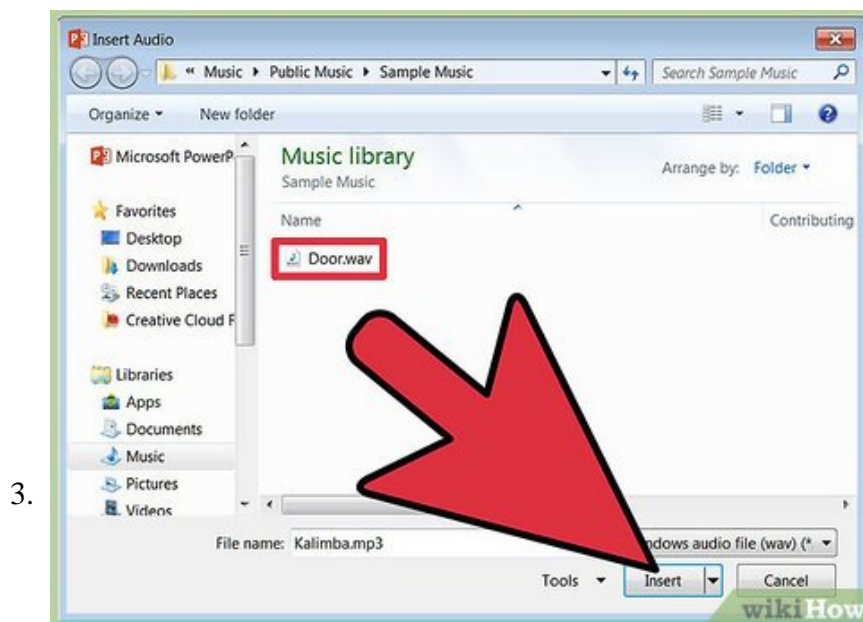
Import an Audio File in PowerPoint



Import an audio file saved to the computer. Open the presentation and select a slide to add an audio file. Click the Insert tab on the menu bar and click the Audio File button in the far right corner of the menu bar. Select the Audio From File option from the pull-down menu. Locate the audio file you wish to add to the presentation and double-click to insert it into the current slide. The audio file has been inserted into the presentation.



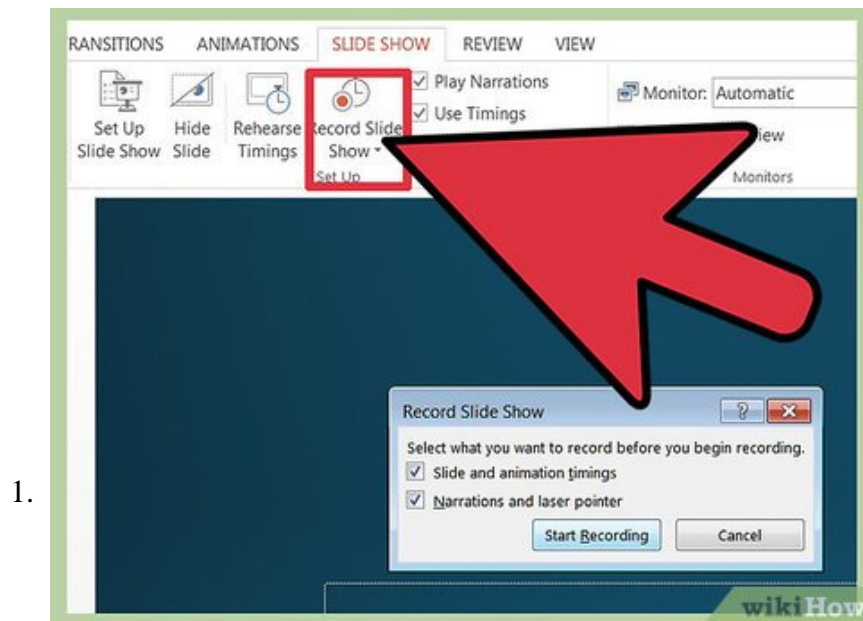
Format the audio file for playback. Click the Playback tab in the Audio Tools menu to open the Playback menu. Under Audio Options, click the Start menu and select the On Click, Automatic or Play Across Slides options as desired. Apply a fade effect, adjust the volume levels, trim the audio clip or adjust other settings as needed in the Playback menu. The audio file has been formatted.



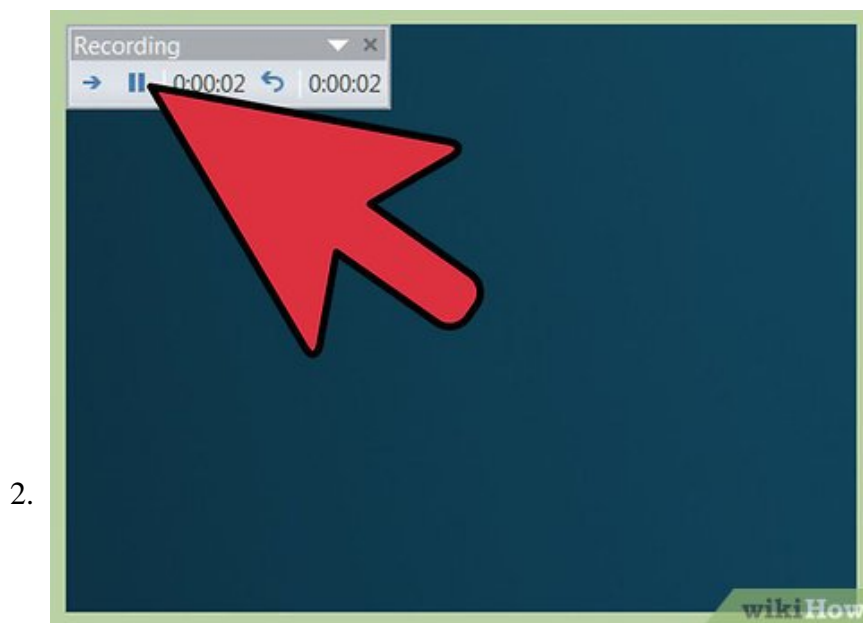
Import a ClipArt audio file. Click the Insert tab on the menu bar and click the Audio File button in the far right corner of the menu bar. Select the Clip Art audio option from the pull-down menu. The Clip Art audio task pane will open. Enter a name for the type of audio clip desired, such as clapping or a telephone ring, into the search field at the top of the task bar. Select a clip from the options available and double click the icon to insert the file into the presentation. A Clip Art audio file had been inserted.

Method 2 of 2:

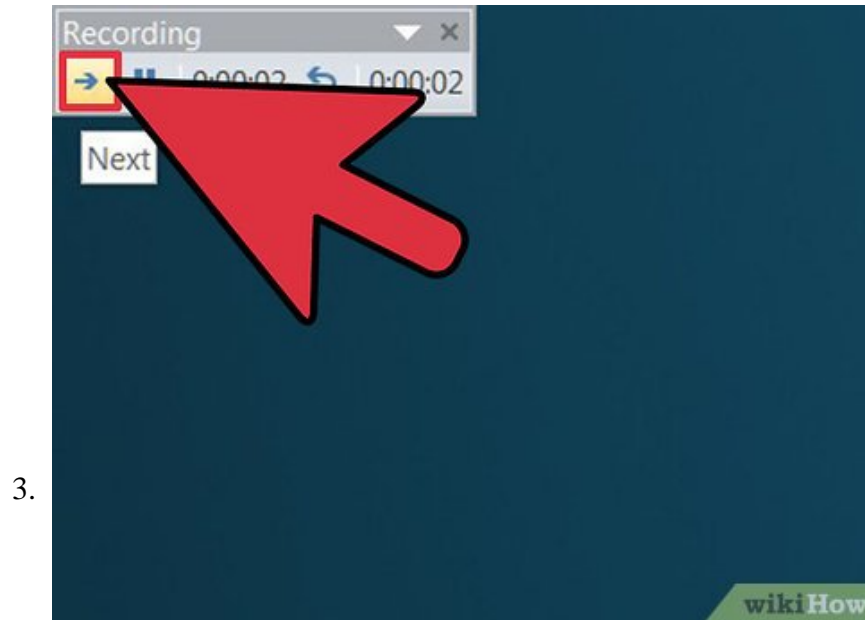
Record a Narration for a PowerPoint Presentation



Prepare to record the narration. Open the presentation and Click the Slide Show tab on the menu bar. Click the Record Slide Show button and select Start Recording From Beginning from the pull-down menu. The Record Slide Show dialog box will open. Place a check in the Narrations And Laser Pointer check box and click Start Recording. The Slide Show preview window will open.



Record the narration. Click the right-pointing arrow in the left corner of the preview window to begin the narration. Pause the narration at any time by clicking the pause button on the Recording shortcut menu, located in the upper-left corner of the screen.



Complete the narration. Click the right-pointing arrow again to advance to the next slide and continue the narration. Once the narration for the final slide is complete, click the right-pointing arrow or right-click the slide and click End Show. Click Yes when prompted to keep the current slide show timings. The narration is complete.

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