

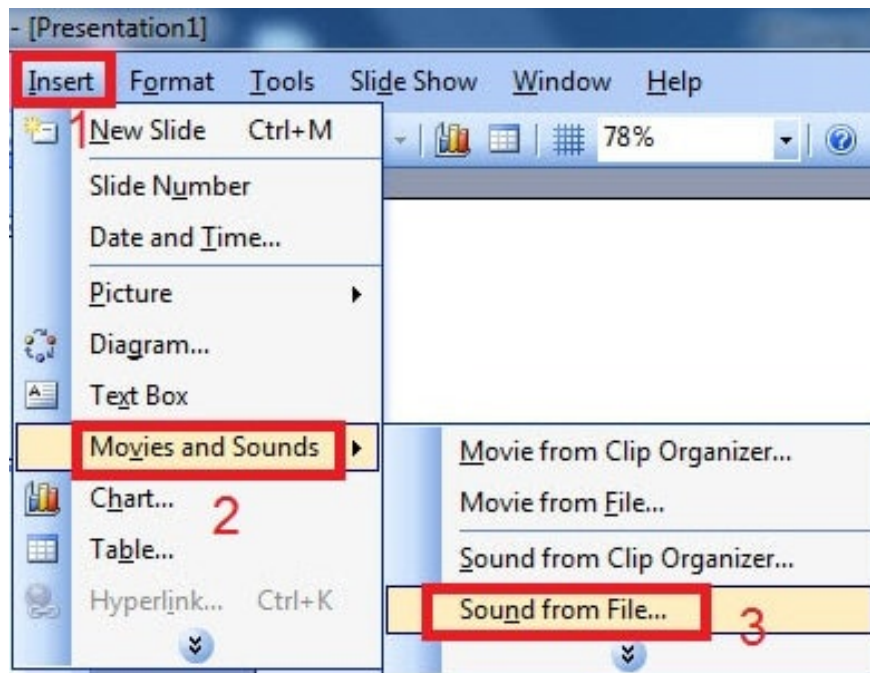
# How to insert and add Audio in PowerPoint to make your presentation more lively

PowerPoint not only supports inserting images or videos, but also has the feature of adding sound to make the presentation more attractive. You can insert background music, voice or sound effects to highlight each slide.

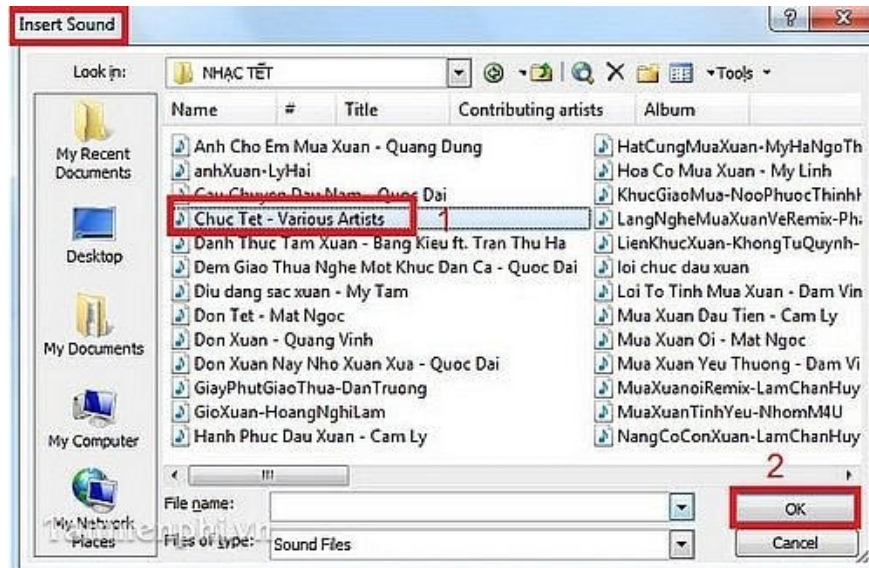
Adding Audio to PowerPoint makes your lectures and presentations more professional. You can insert MP3 files, record directly or add sound effects to slides with just a few simple steps below.

## With PowerPoint 2003

**Step 1 :** Select the slide you want to insert Audio into, then go to **Insert** , select **Movies and Sounds** and select **Sound from File...**



**Step 2 :** When the **Insert Sound** window appears, navigate to the path containing the file you want to insert and then click **OK** .



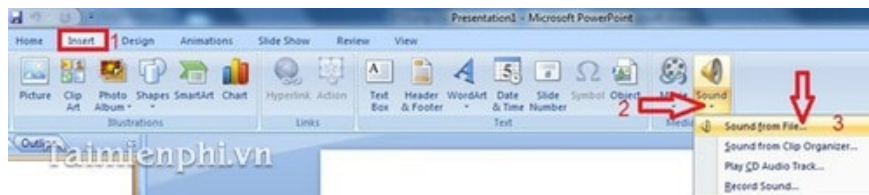
**Step 3 :** A dialog box appears asking you to choose how the inserted audio file will appear.



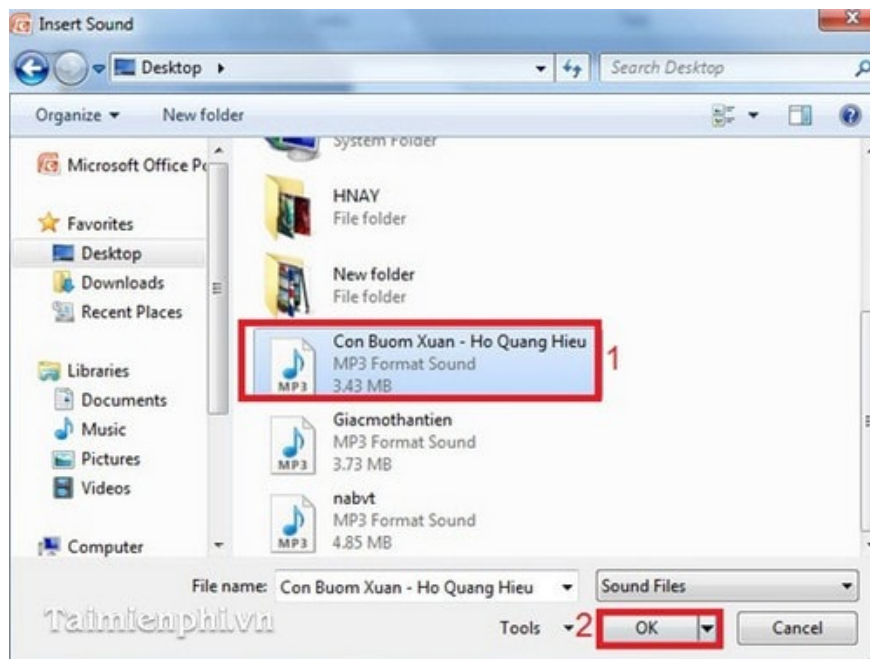
- Select **Automatically** if you want it to play automatically when you start the slide show.
- Select **When Clicked** if you want it to play when you click the speaker icon on the slide.

### With PowerPoint 2007

**Step 1 :** Click on the **Insert** tab , select the small arrow at the bottom corner of the **Sound** icon . Then, select **Sound from File** .



**Step 2 :** The **Insert Sound** window appears, find the audio file you want to insert, select it, and then press **OK** . Or you can double-click on the file to insert.



**Step 3 :** Choose the appearance method for the audio file as instructed above.



With PowerPoint 2010 and 2013 versions you can do the same as PowerPoint 2007.

The above article has guided you on how to add sound to PowerPoint, making your presentation more vivid and professional. If you want to customize the sound in PowerPoint, you can adjust the playback time, loop the sound or set automatic sound effects to match the content of the presentation. These tricks help improve the viewer experience and increase the interactivity of the slide.

You finished reading the article "**How to insert and add Audio in PowerPoint to make your presentation more lively**" 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.