

How to insert audio in PowerPoint 2016

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PowerPoint 2016 allows users to add audio to the presentation. For example, users can add background music to this slide and sound effects to another slide, even record their own comments or comments. After that, the user can edit the sound to match the presentation.

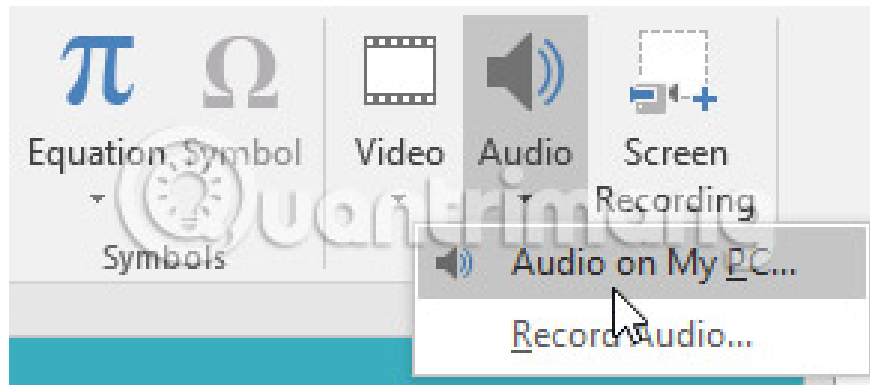
How to insert audio files into slides in Powerpoint 2016

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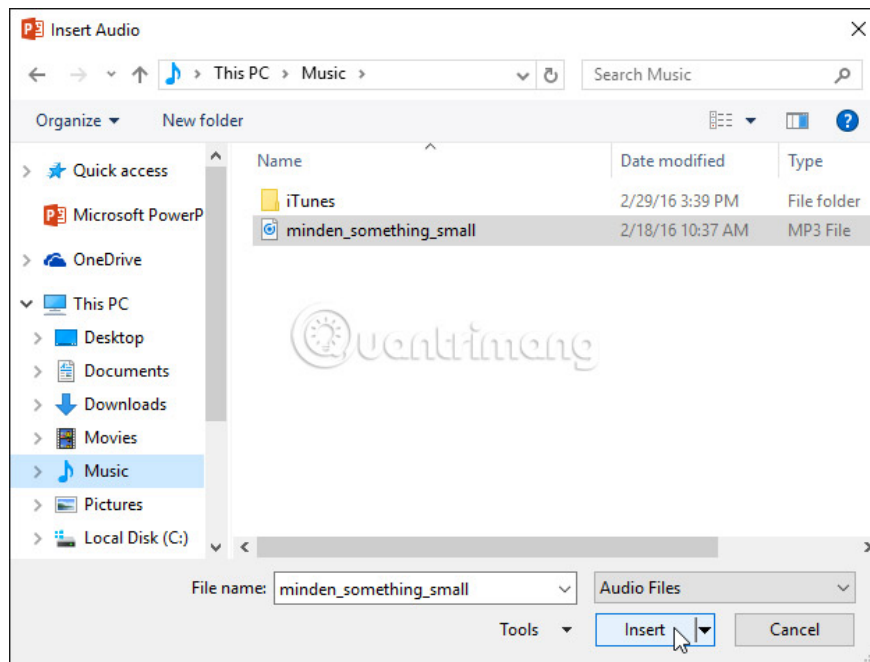
How to insert audio from an existing file

In today's example, we will insert an audio file saved locally on the computer.

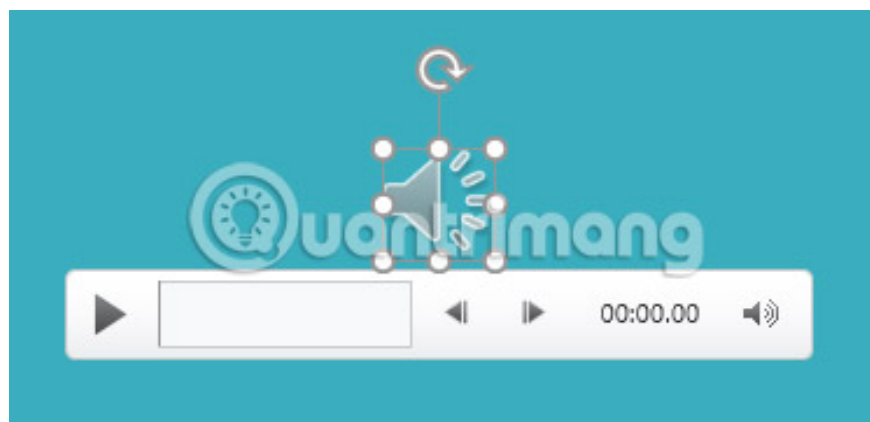
1. From the **Insert** tab , click the drop-down **Audio** arrow , then select **Audio on My PC** .



2. Locate and select the desired audio file, then click **Insert**.



3. Audio files will be added to the slide.

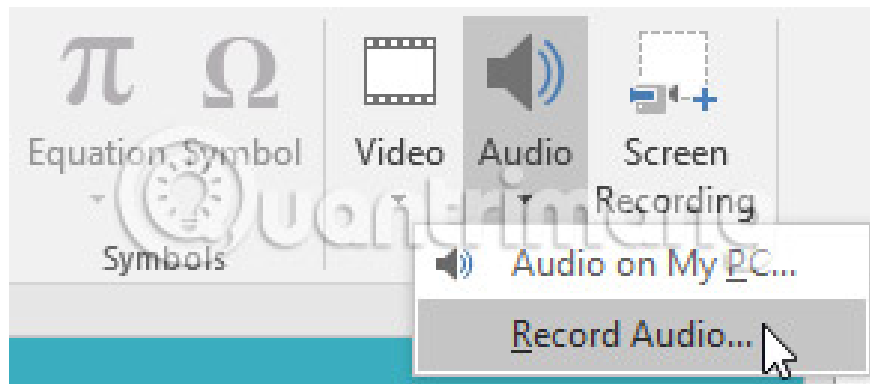


Record your own audio file

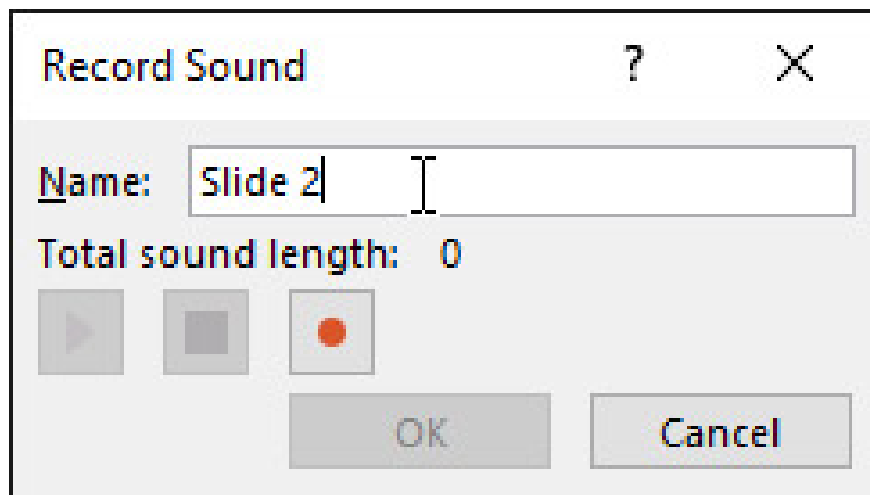
Sometimes users may want to record audio directly into a presentation. For example, you want the presentation to have narrative sections. Before starting, make sure the microphone is compatible with the computer. Many computers have integrated microphones or otherwise plug a microphone into the computer.

How to record audio

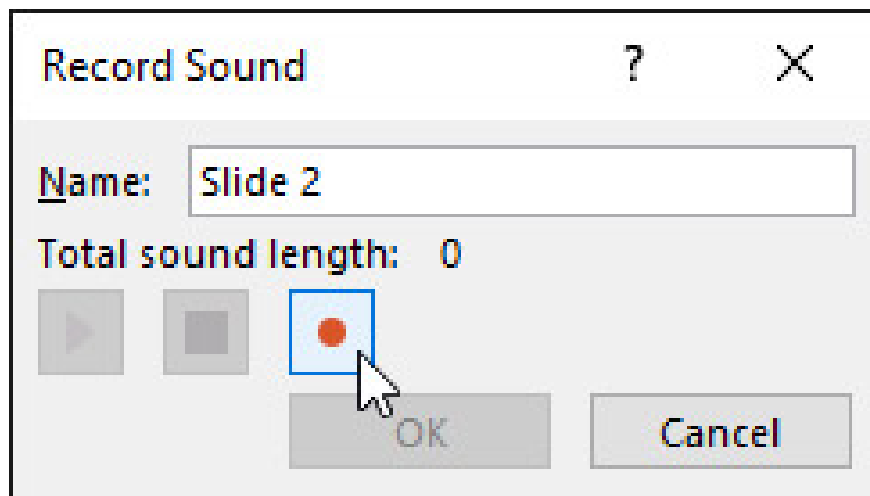
1. From the **Insert** tab , click the drop-down **Audio** arrow , then select **Record Audio**.



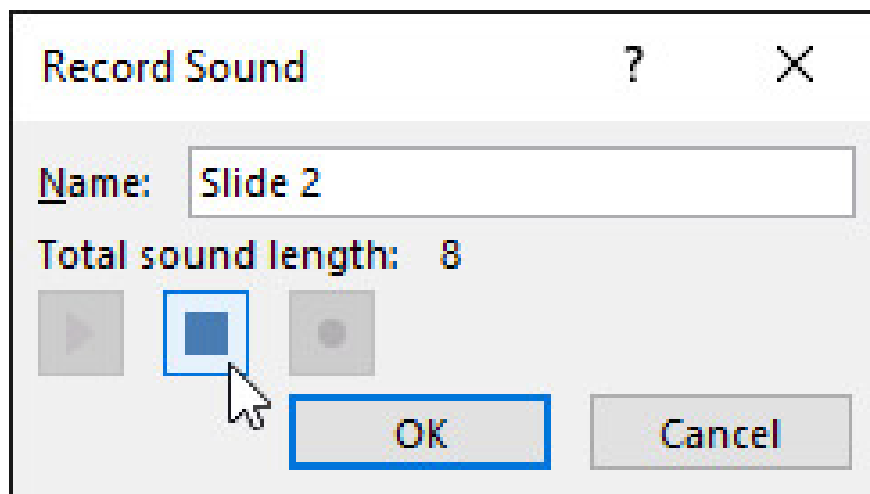
2. Enter a name for the recording if desired.



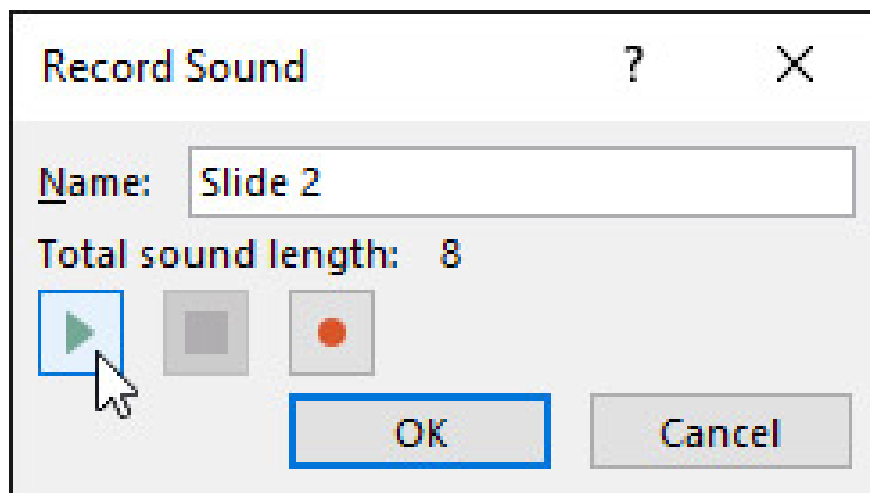
3. Click the **Record** button to start recording.



4. When finished recording, click the **Stop** button .



5. To listen to the recording, click the **Play** button .



6. Once finished, click **OK**. Audio files will be inserted into the slide.



Work with audio files

Listen before an audio file

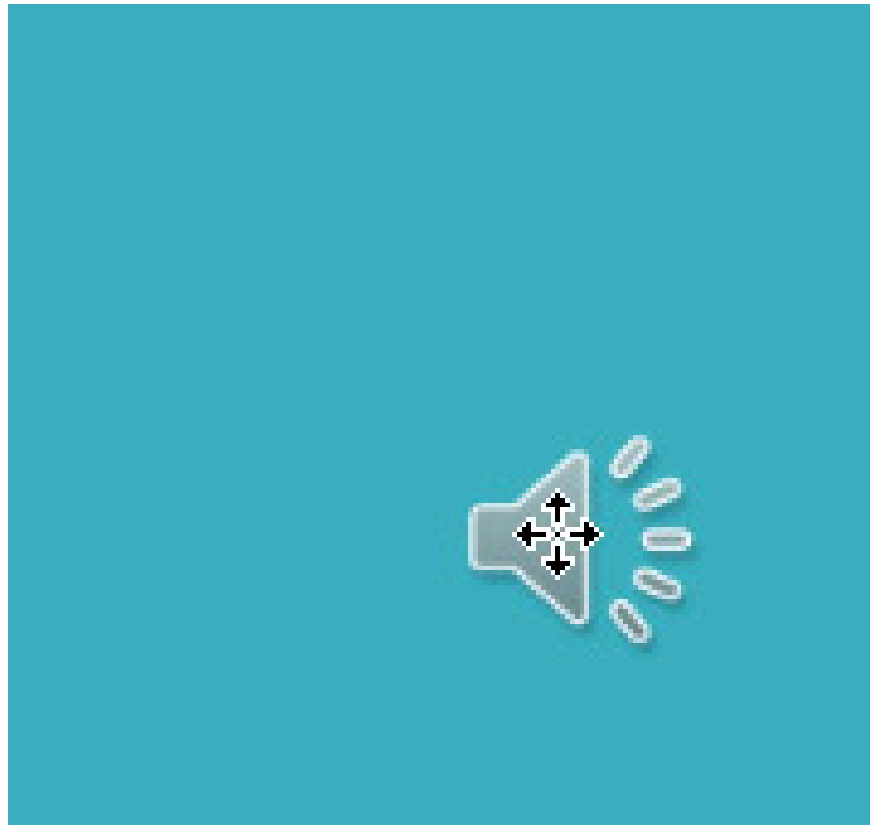
1. Click an audio file to select it.
2. Click the **Play / Pause** button below the audio file. The audio file will start playing and the timeline next to the **Play / Pause** button will move forward.



3. To move to another part of the file, click anywhere on the timeline.

How to move audio files

1. Click and drag to move the sound file to the new position on the slide.



How to delete an audio file

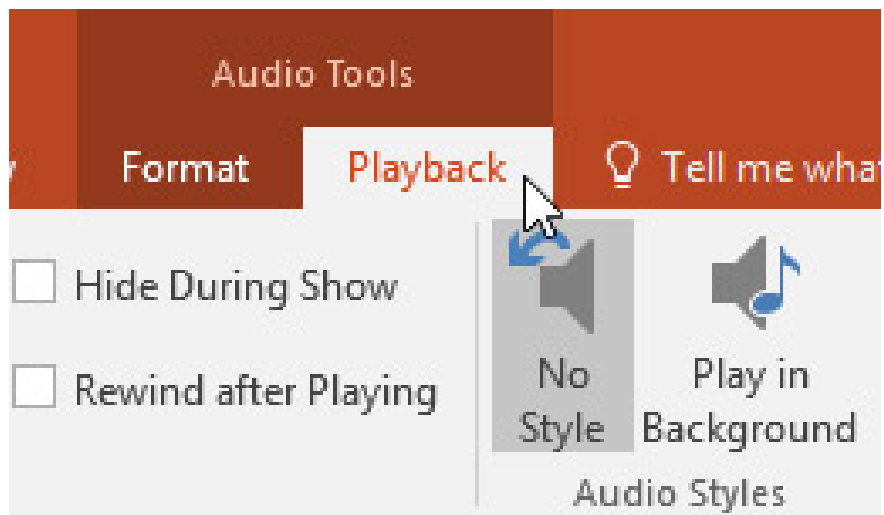
1. Select the sound file you want to delete, then press the **Backspace** or **Delete** key on the keyboard.

Audio editing

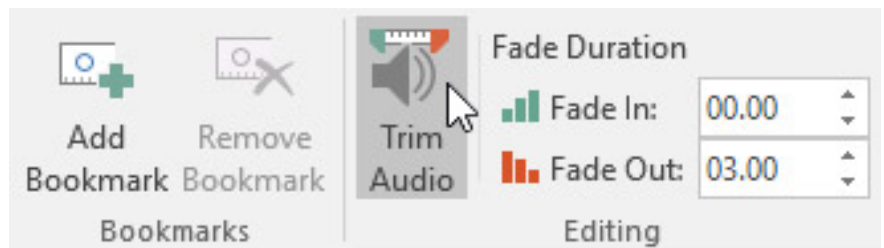
Users can modify their audio files with commands on the **Playback** tab . For example, if you want to add a song to the slide, users can cut that file so it only plays a short part. You can also add fade effects in (fade in) and fade out, as well as bookmarks to jump to specific points in the audio file.

How to cut an audio file

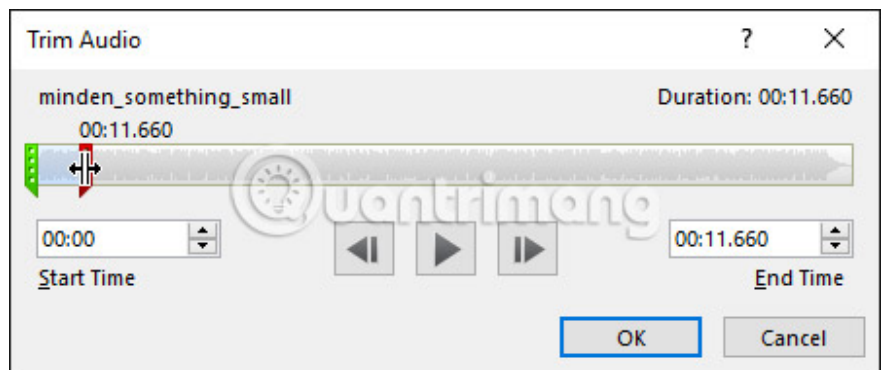
1. Select the audio file, then click the **Playback** tab on the **Ribbon**.



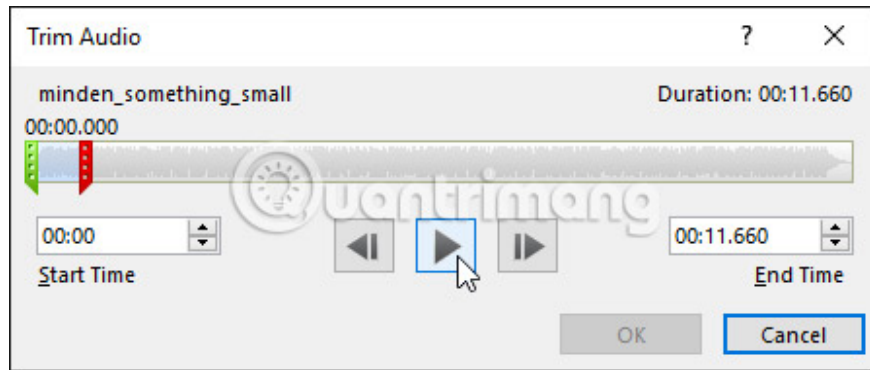
2. Click the **Trim Audio** command .



3. A dialog box will appear. Use the green handle to set the start time and the red handle to set the end time.



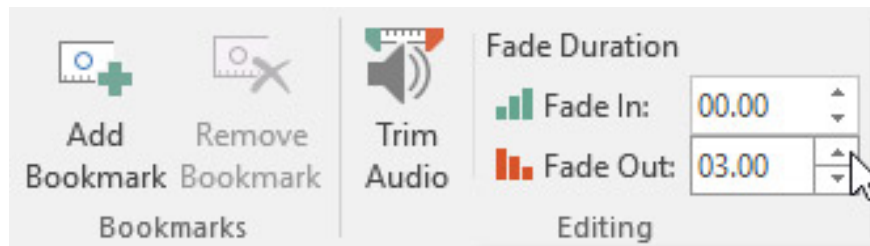
4. To listen to the audio file, click the **Play** button .



5. Adjust the handles if necessary, then click **OK**.

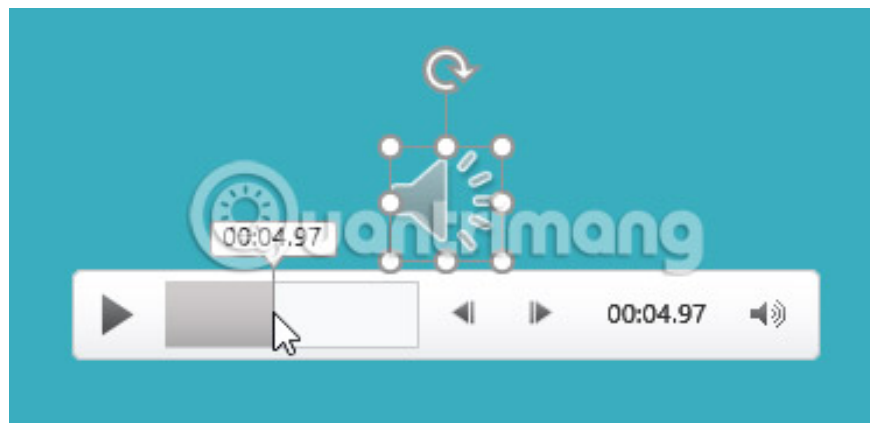
How to add fade effects and fade out

1. On the **Playback** tab , locate the schools **Fade In:** and **Fade Out:**.
2. Enter the desired values ??or use the up and down arrows to adjust the time.

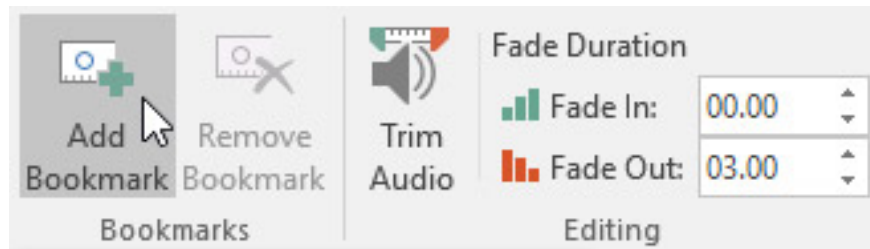


How to add bookmarks

1. Click the timeline to determine the desired part of the audio file.



2. From the **Playback** tab , click the **Add Bookmark** command .

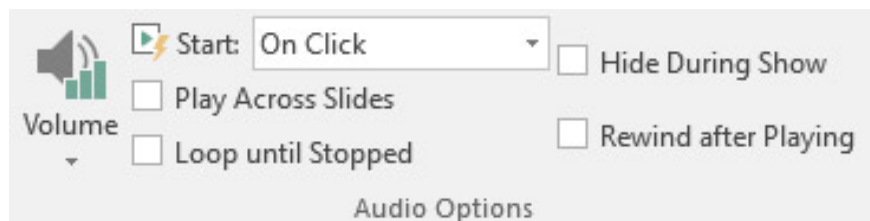


3. Bookmark will appear on the timeline. Click the bookmark to move to that location.



Audio options

There are other options to control how your audio files are played. They are found in the **Audio Options** group on the **Playback** tab .



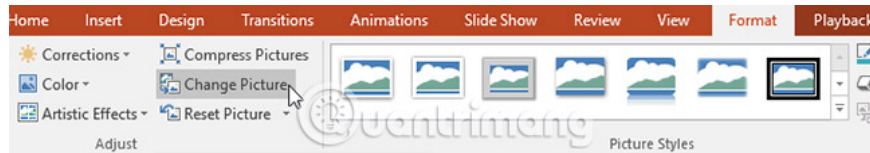
1. **Volume:** Change the volume
2. **Start:** Control whether audio files start automatically or right click
3. **Hide During Show:** Hide the audio icon while the slide show is playing
4. **Play Across Slides:** Continue playing audio files on multiple slides instead of current slides
5. **Loop until Stopped :** Play back the audio file until it stops
6. **Rewind after Playing :** Go back to the beginning after the broadcast

How to change the sound icon

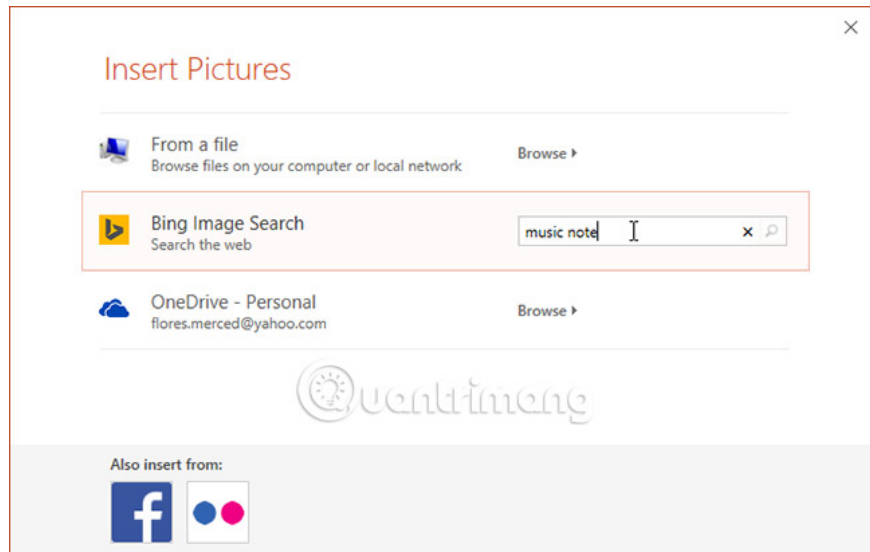
By default, an audio file will appear as a speaker icon in the slide. If you want, you can change the icon to another image.

1. Select the audio file, then click the **Format** tab .

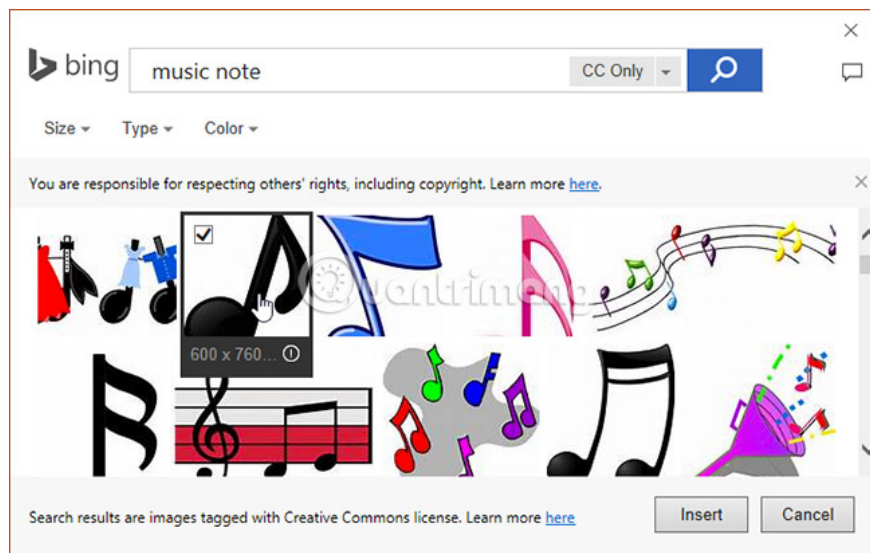
2. Click the **Change Picture** command .



3. The **Insert Pictures** dialog box will appear. Click **Browse** to select the file from the computer. In addition, online image search tools can be used for more options. In today's example, we will search by using the phrase 'music note'.



4. Locate and select the desired image, then click **Insert**.



5. The icon will change to a new image.



For more information on how to edit, adjust colors, borders, shapes and effects, see the article [PowerPoint 2016 image format](#).

Good luck!

See more:

1. [How to attach files in PowerPoint](#)
2. [Instructions for creating charts on PowerPoint](#)
3. [Summary of useful shortcuts in PowerPoint](#)

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