

# How to insert videos into PowerPoint 2016

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You can even edit videos in PowerPoint 2016 and customize the look for it. For example, you can trim the length of a video, add a Fade-in effect and more.

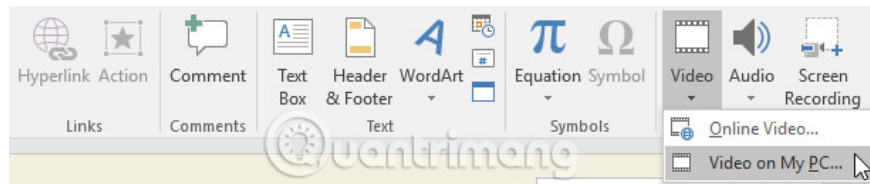
## How to insert videos into PowerPoint 2016

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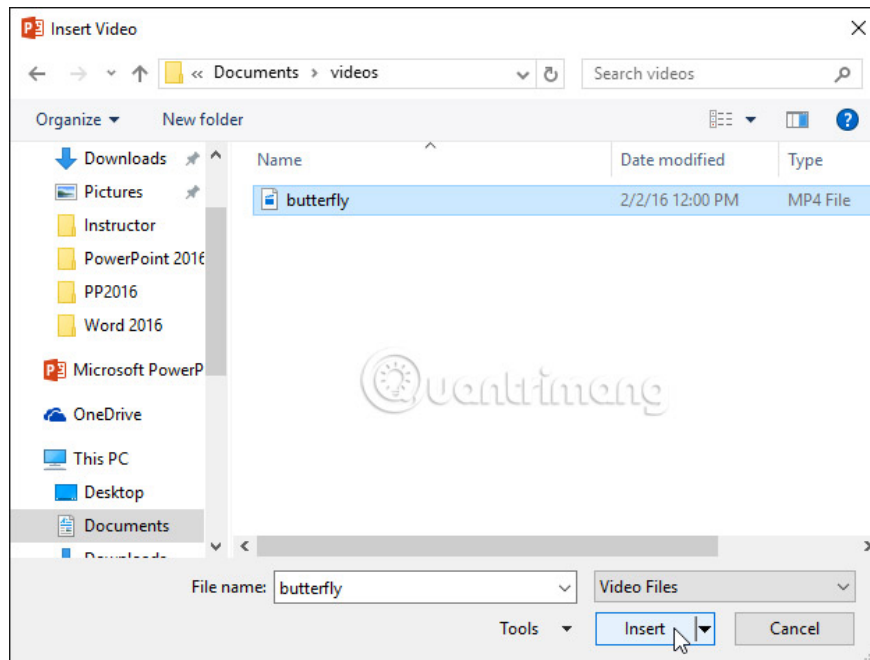
## How to insert videos from a file

In this section, **Quantum** will guide how to insert videos from a file saved locally on the computer.

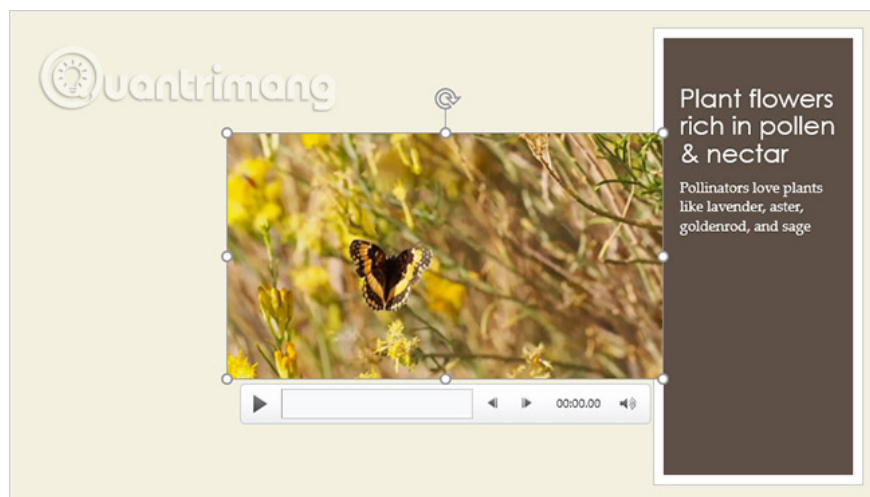
1. From the **Insert** tab , click the drop-down arrow in the **Video** section , then select **Video on My PC** .



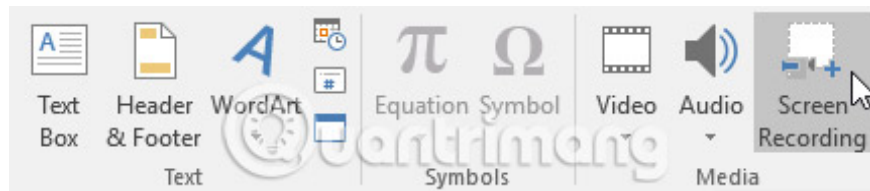
2. Locate and select the desired video file, then click **Insert**.



3. The video will be added to the slide.

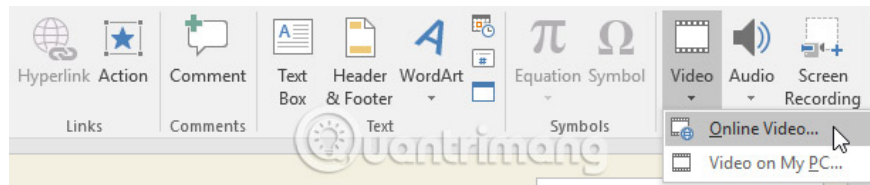


With the **Screen Recording** feature on the **Insert** tab , you can create video about whatever you are doing on your computer and insert it into a slide.



## How to insert videos online

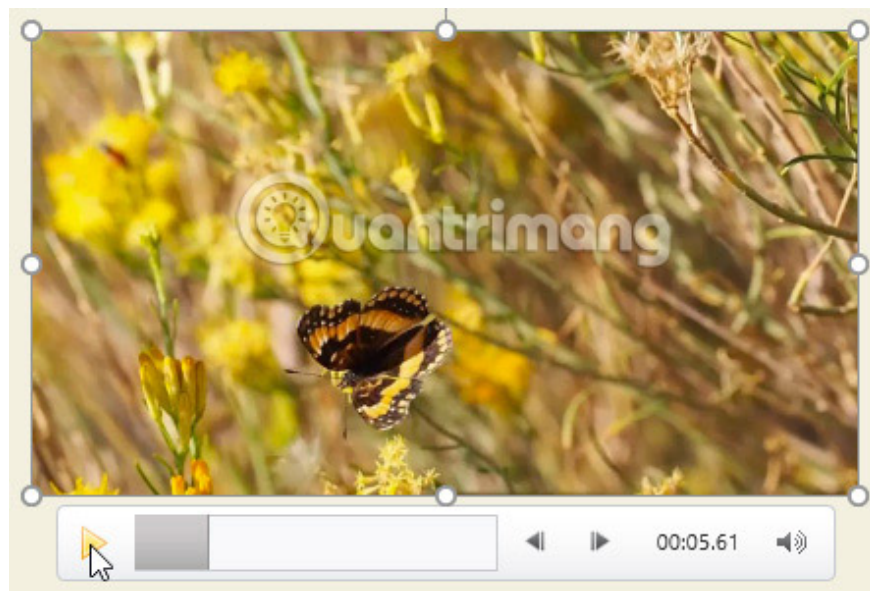
Some websites are like YouTube, allowing you to embed videos on your slides. The embedded video will still be stored on its original website, meaning that the video itself will not be added to your file. Embedded can be a convenient way to reduce the size of presentation files, but need to connect to the Internet to play embedded videos.



## Work with videos

### How to preview the video

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



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



## How to change the video size

Click and drag the handle to adjust the size at the corners until the video has the desired size.



The resizing handles at the corners will resize the video while keeping the original frame rate. If you use handle on the sides, the video will be deformed.

## How to move videos

Click and drag to move the video to the new position on the slide.



## How to delete videos

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

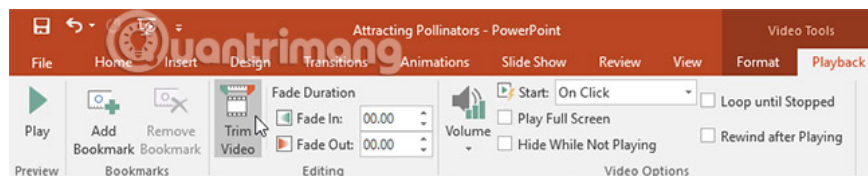
## Edit and format videos

The **Playback** tab has a number of options you can use to edit your videos. For example, you can cut your video to play an excerpt from the original, add Fade-in, Fade-out and add bookmarks (bookmarks) to allow you to move to specific points in the video.

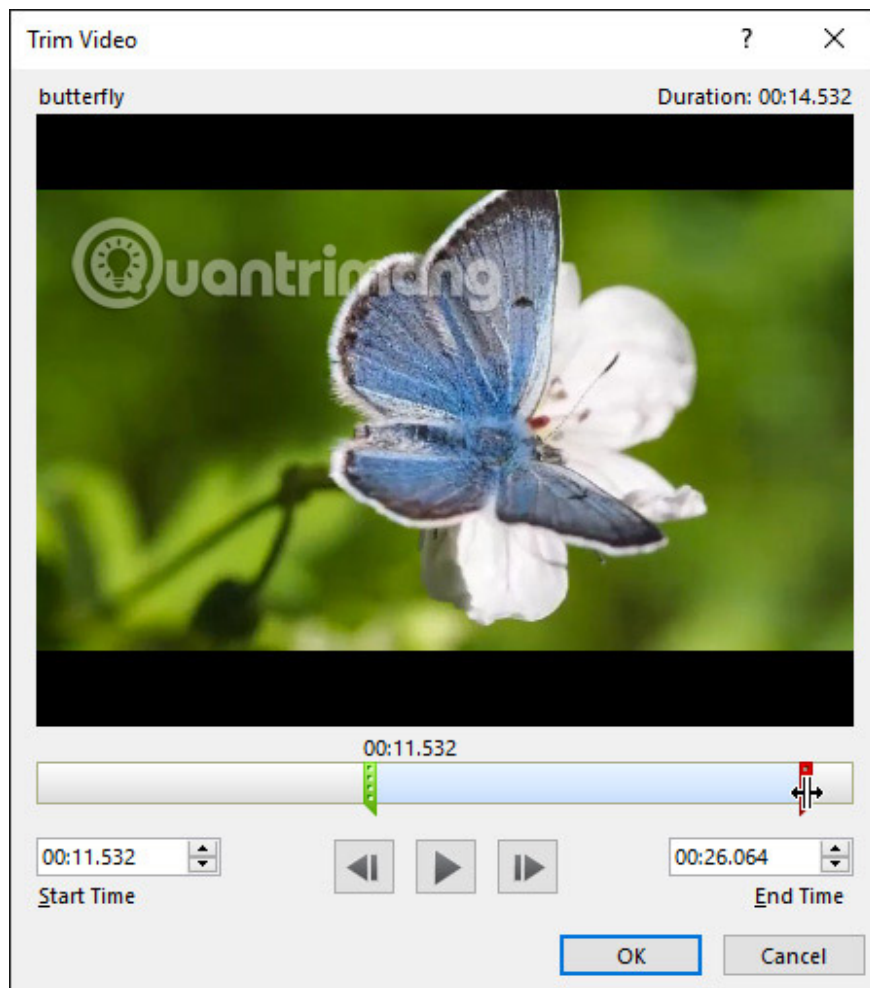
Most features on the **Playback** tab can only be used with videos inserted from a file and will not work with embedded videos.

## How to cut video

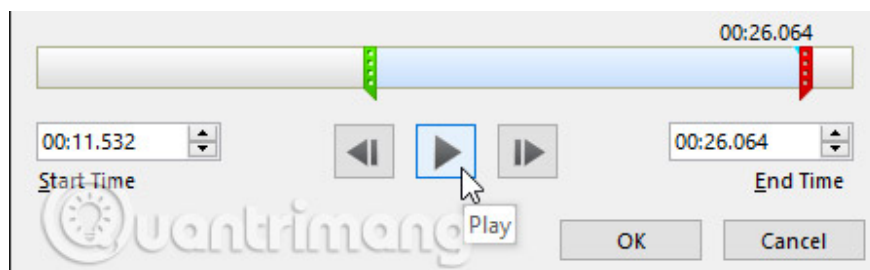
1. Select the video, then click the **Playback** tab on the Ribbon.
2. Click the **Trim Video** command .



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



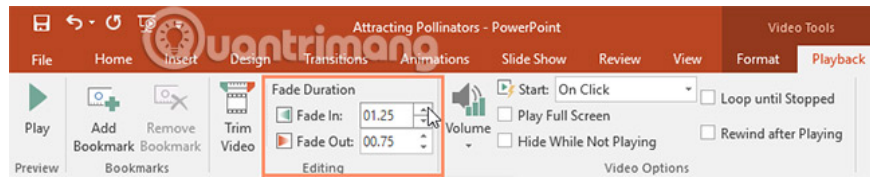
4. To preview the video, click the **Play** button .



5. When you have finished cutting the video, press **OK**.

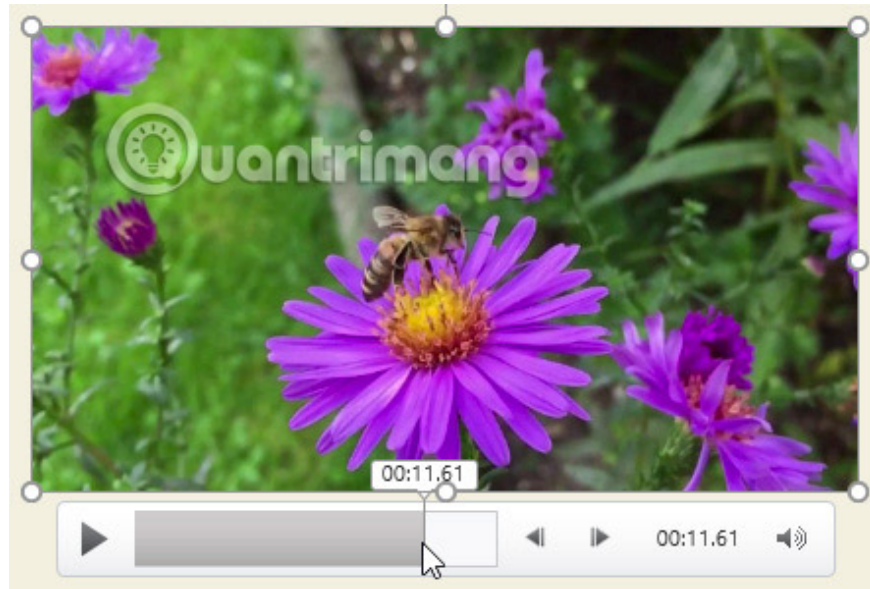
## How to add Fade In and Fade Out effects

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 for the fade effect.

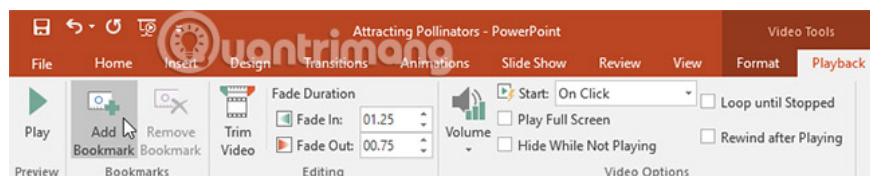


## How to add bookmarks

1. Click on the timeline to determine the desired part from the video.



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

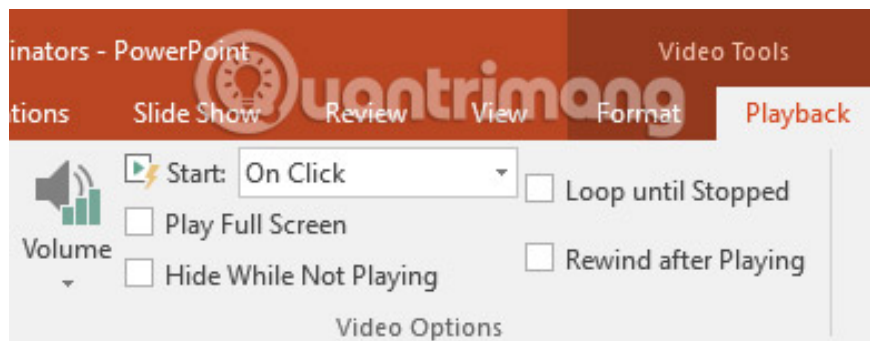


3. Bookmark will appear on the timeline. Click the bookmark to jump to that location.



## Video options

There are other options you can set up to control how your video plays. They are found in the **Video Video Options** group on the **Playback** tab .



1. **Volume:** Change the volume for the video
2. **Start:** Control whether the video starts automatically or when clicking.
3. **Play Full Screen:** Allows the video to switch to the entire screen during playback
4. **Hide While Not Playing :** Hide videos when not playing.
5. **Loop until Stopped :** Play back the video until it stops.
6. **Rewind after Playing :** Return the video to the original position when it finishes playing.

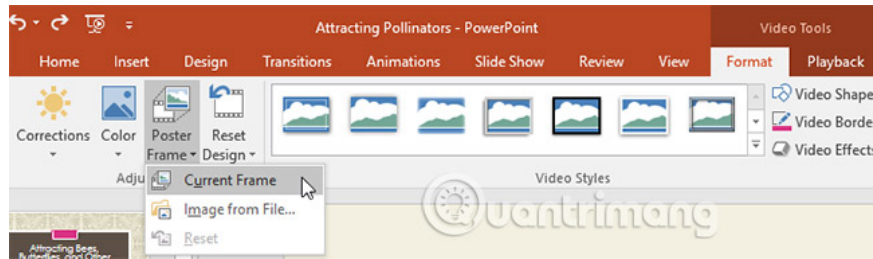
## Format the appearance of the video

Like images, PowerPoint allows you to format its appearance by applying video styles, adding borders, changing shapes and applying different effects.

## How to create poster frames for videos

You can add poster frames to the video, which is the placeholder for the image that the audience will see before the video starts playing. Poster frames are usually just a frame taken from the video itself.

1. Click on the timeline to determine the desired part of the video.
2. From the **Format** tab , click the **Poster Frame** command . Select **Current Frame** from the menu that appears.



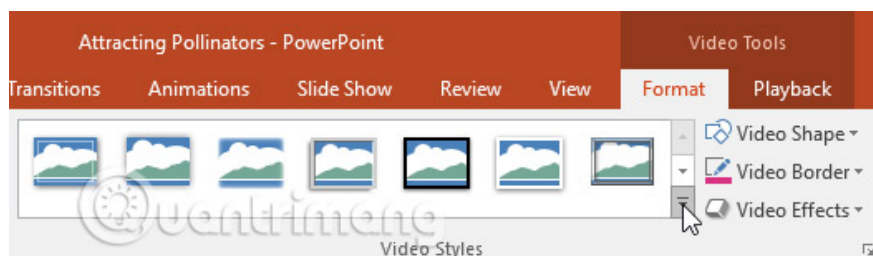
3. The current frame will become a poster frame.



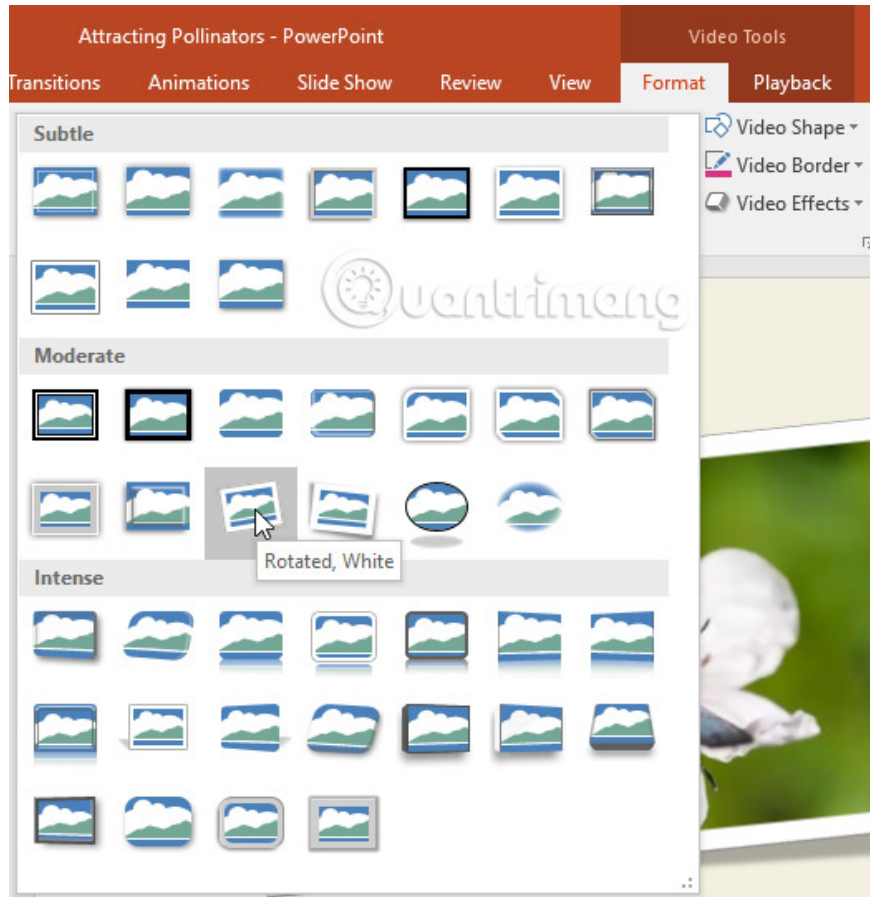
If you want to use photos from your computer, select **Image from file** .

## How to apply video style

1. Select the video, then click the **Format** tab on the Ribbon.
2. In the **Video Styles** group , click the **More** drop-down arrow to display the available video types.



3. Select the desired style.



4. New styles will be applied to videos.



To learn more about editing, adjusting colors, borders, shapes and effects, see the article: [Image formats in Powerpoint 2016](#).

Hope you are succesful.

See more:

1. [Presenting slide shows in PowerPoint 2016](#)
2. [Use digital video in Power Point](#)
3. [Convert Powerpoint to video](#)

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