

How to pause audio in a PowerPoint presentation

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During the presentation, the slideshow always comes with speech, so it's not surprising that sometimes you need to pause the audio during a presentation. PowerPoint allows users to do this only by pressing a single PowerPoint shortcut combination.

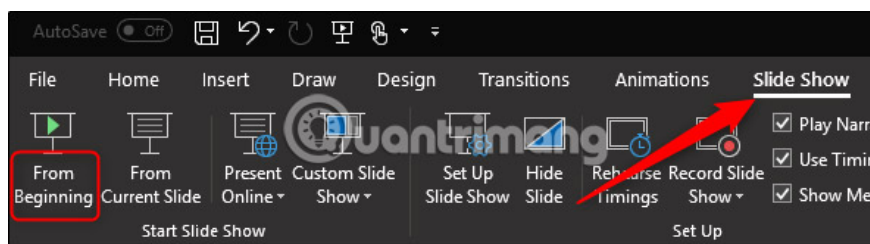
Pause audio during presentations

Unless the presentation is intended to be played without someone speaking (like a slideshow for viewers to see in the wedding, for example), there may be a time when the speaker needs to pause the audio to answer the question, talk more deeply about a topic, etc. Fortunately, the audio pause is extremely simple.



Opening the presentation will work. Go ahead and insert the audio file into the slide if you haven't done so already.

When ready, start the presentation. To do so, select **'From Beginning'** from **'Start Slide Show'** in the **Slide Show** tab or press **F5**.



On the slide containing the audio file, you will find the speaker icon as shown below.



If you hover over the audio icon, a progress bar of the audio file will appear, along with the volume slider and **Play / Pause** button . Click the **Pause** button to pause the audio.



In addition, users can press **Alt + P** to pause and resume sound.

The above is a way to pause the audio during the presentation. The downside is that this option is not available if the audio is played continuously through a slideshow or hide the audio icon. However, it is still possible to use **Alt + P** in these cases.

Good luck!

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