

# Insert Audio audio file into Slide in PowerPoint

Introduce how to insert an audio audio file into a Slide in PowerPoint. 1. Insert audio into Slide. Step 1: Go to the Insert - Audio tab - include the following options: - Online Audio: Select the audio files to search online. - Audio of My PC: Select files

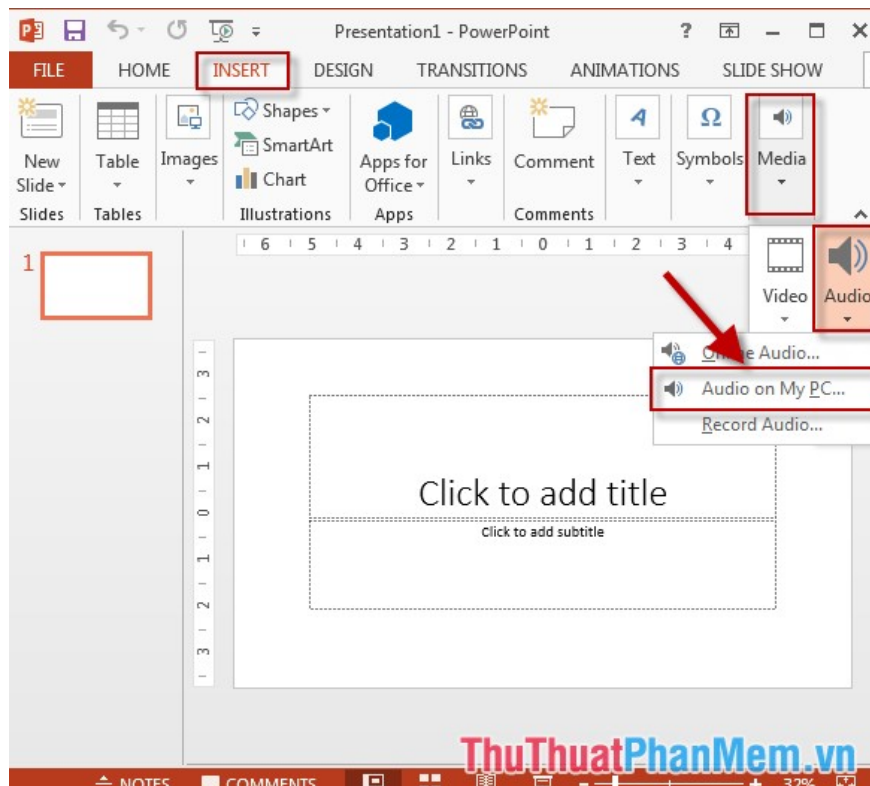
The following article introduces you in detail how to insert Audio audio file into Slide in PowerPoint.

## 1. Insert audio into Slide.

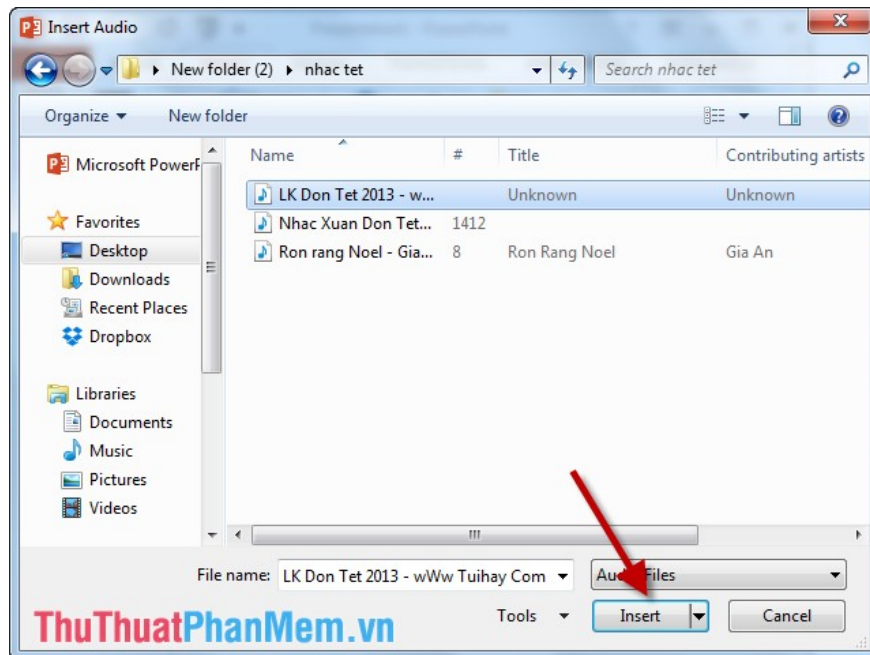
**Step 1: Go to the Insert tab -> Audio ->** including the following options:

- **Online Audio:** Selecting audio files to search online.
- **Audio of My PC:** Select the available audio files in your computer.
- **Record Audio:** Select the audio file to be recorded.

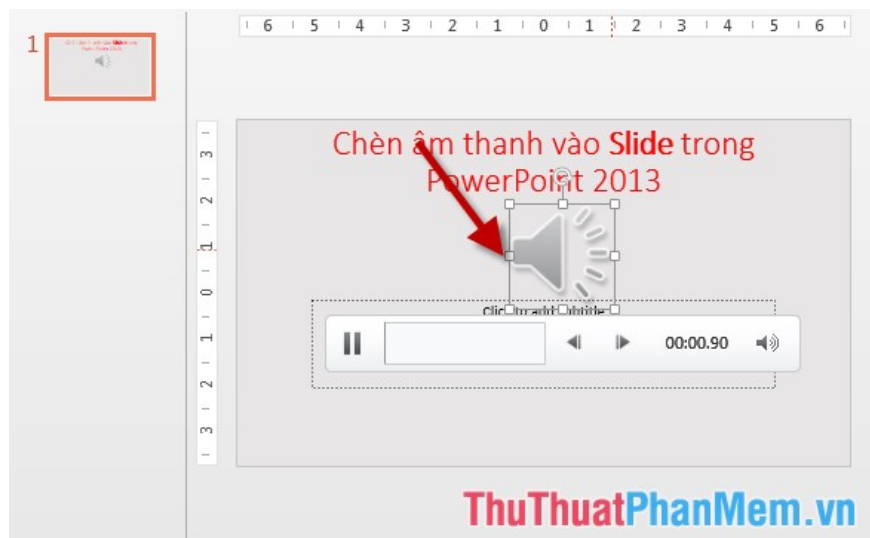
For example, here select the audio file available in the computer -> click **Audio of My PC**.



**Step 2:** A dialog box appears that selects an audio file to insert -> click **Insert:**



**Step 3:** After inserting the sound into the **Slide** with the symbol as shown in the picture -> click the **Play** button to run the test:

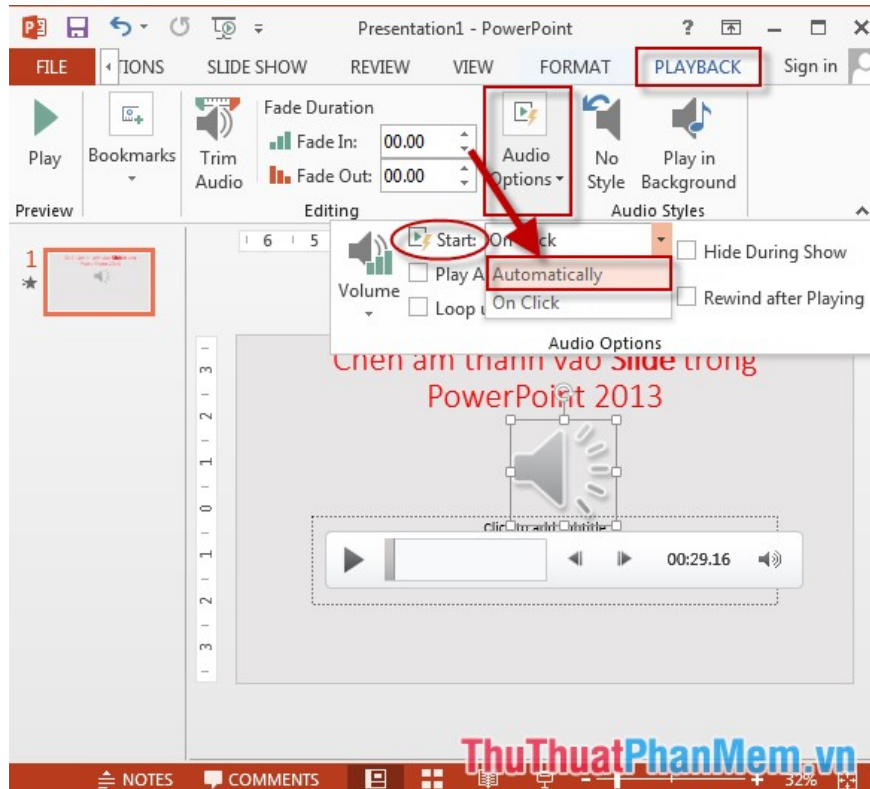


- So when **Slide** shows, click the **Play** button to play the sound.

## 2. Edit inserted sounds.

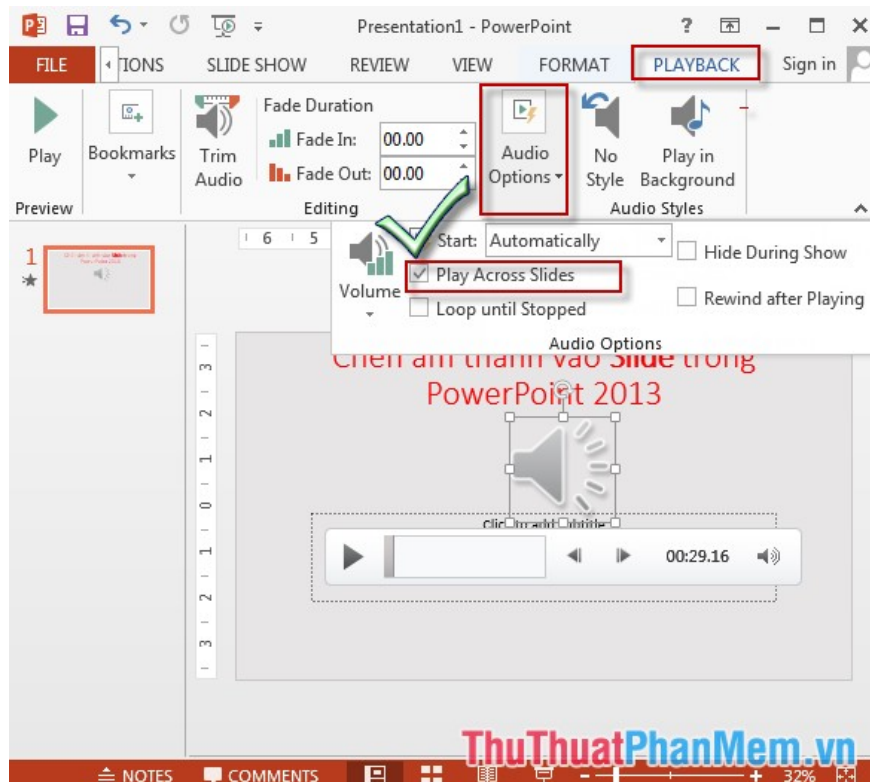
### 2.1 Set the automatic mode to play sound when presenting Slide.

- Click the inserted audio file -> **Playback** -> **Audio Options** -> in **Start** -> click **Automatically** to set the mode to automatically play the sound.

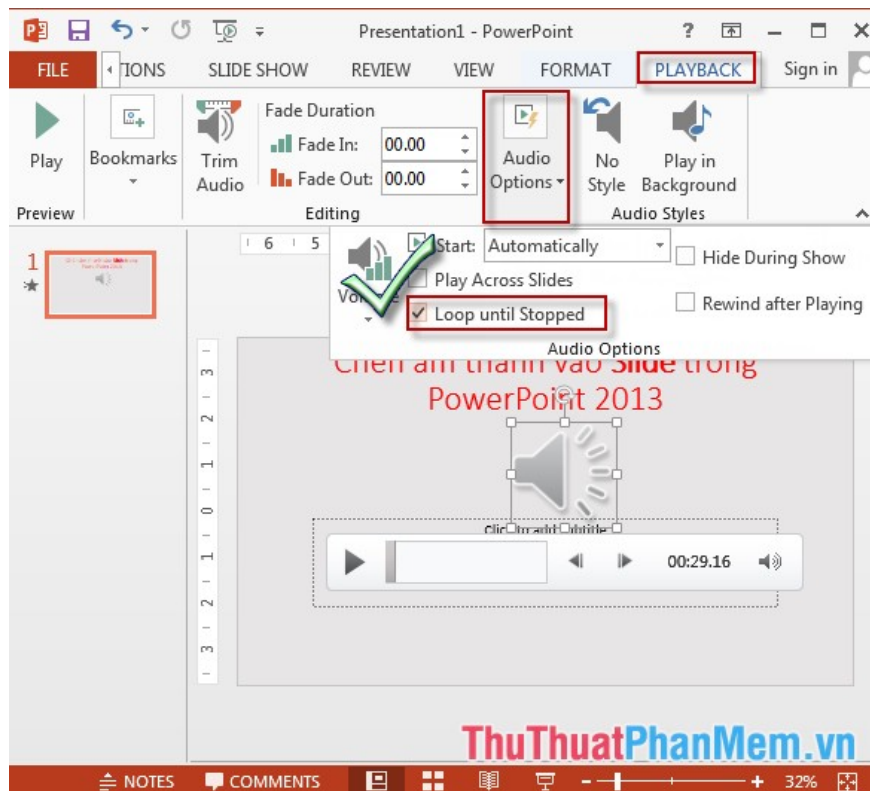


## 2.2 Set audio files for all slides.

- If you want an audio file to run throughout all **slides**, go to the **PlayBack** tab -> **Audio Options** -> select **Play Across Slides**:



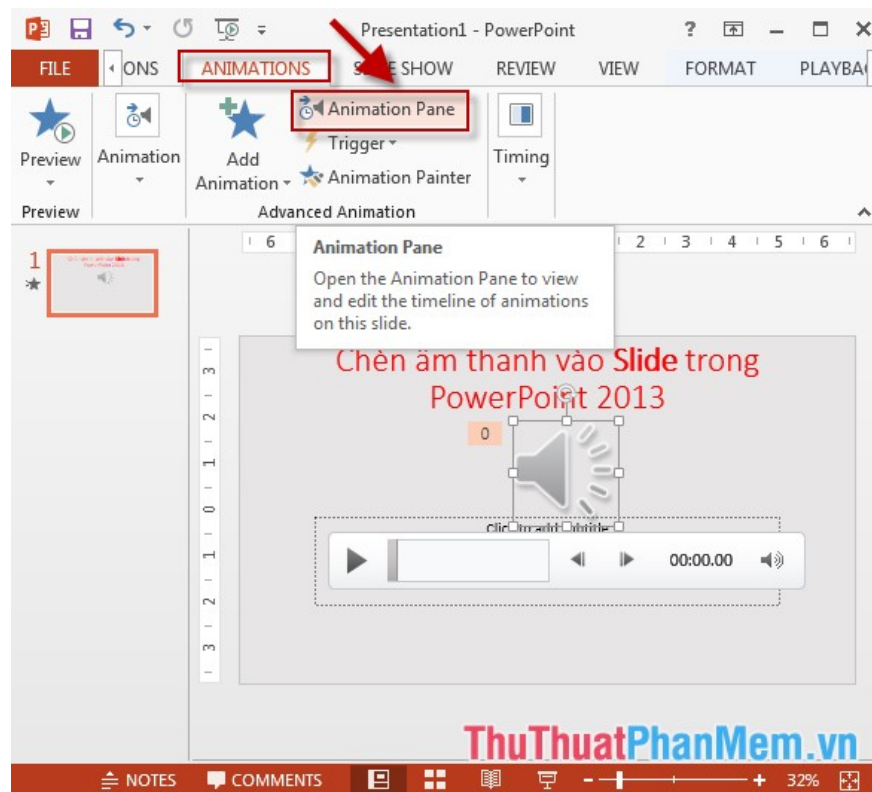
- Also if you want the audio file to play repeatedly, select the **Loop Until Stopped** section:



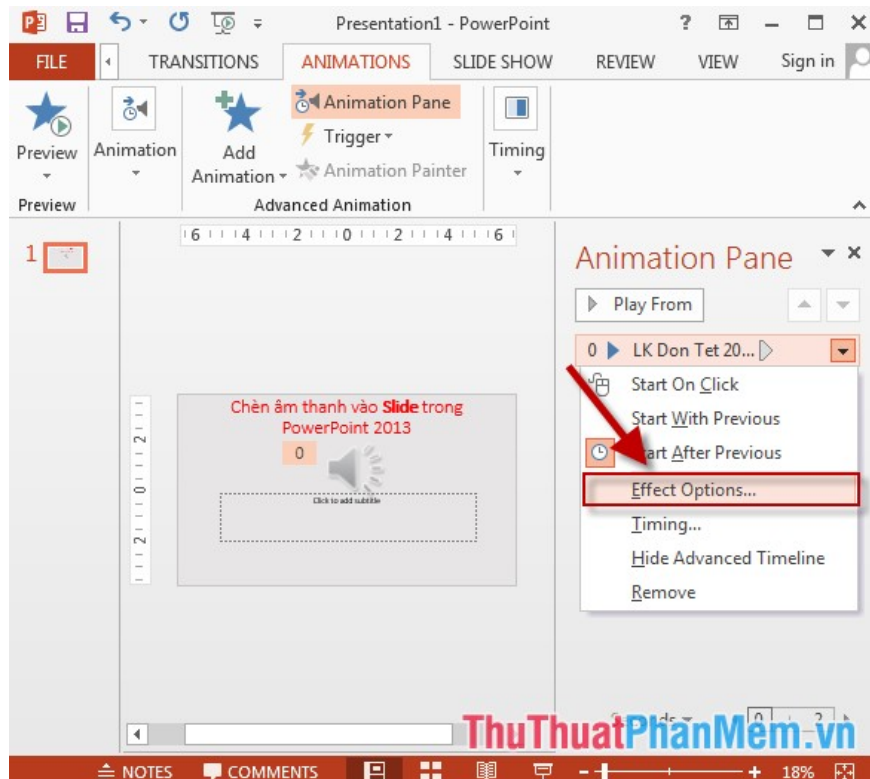
### 2.3 Set audio file to play limit in Slide:

For example, if you want to set audio files to run only in the first 3 **slides** , to the 4th **slide** automatically turn off  
-> do the following:

**Step 1:** Click the audio file -> **Animations** -> **Animation Pane**:



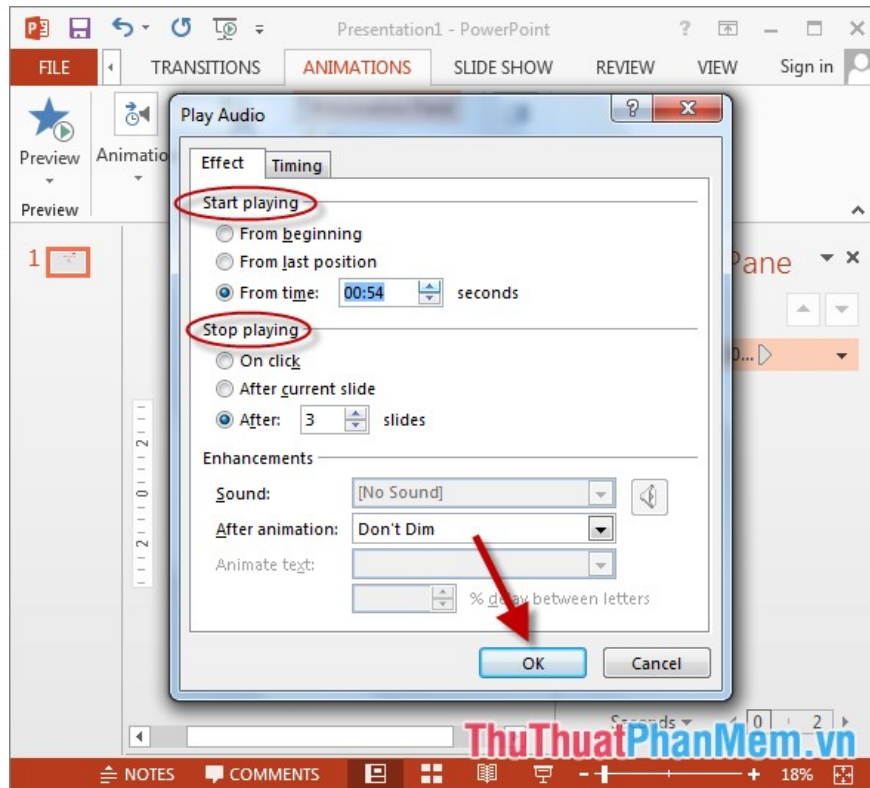
**Step 2:** The **Animation Pane** window appears -> right click on the sound file name -> **Effect Options**:



**Step 3:** The dialog box appears:

- Section **Start playing** can select the time to start playing sound in the **From time section**.
- **Stop Playing** section selects the number of **Slide** played audio in **After** section , for example here choose after **3 slides** -> choose 3 in **After** section .

Finally, click **OK** to complete:



Now you can retest the settings by pressing **F5** key and run the **Slide**.

**Above is a detailed guide on how to insert Audio audio into Slide in PowerPoint.**

Good luck!

You finished reading the article "**Insert Audio audio file into Slide in PowerPoint**" 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.