

Tricks for audio and video in Microsoft PowerPoint 2010

In order to have a lively and engaging audience presentation, in addition to the following elements: good content, beautiful effects, you need to add some appropriate audio and video illustrations ...

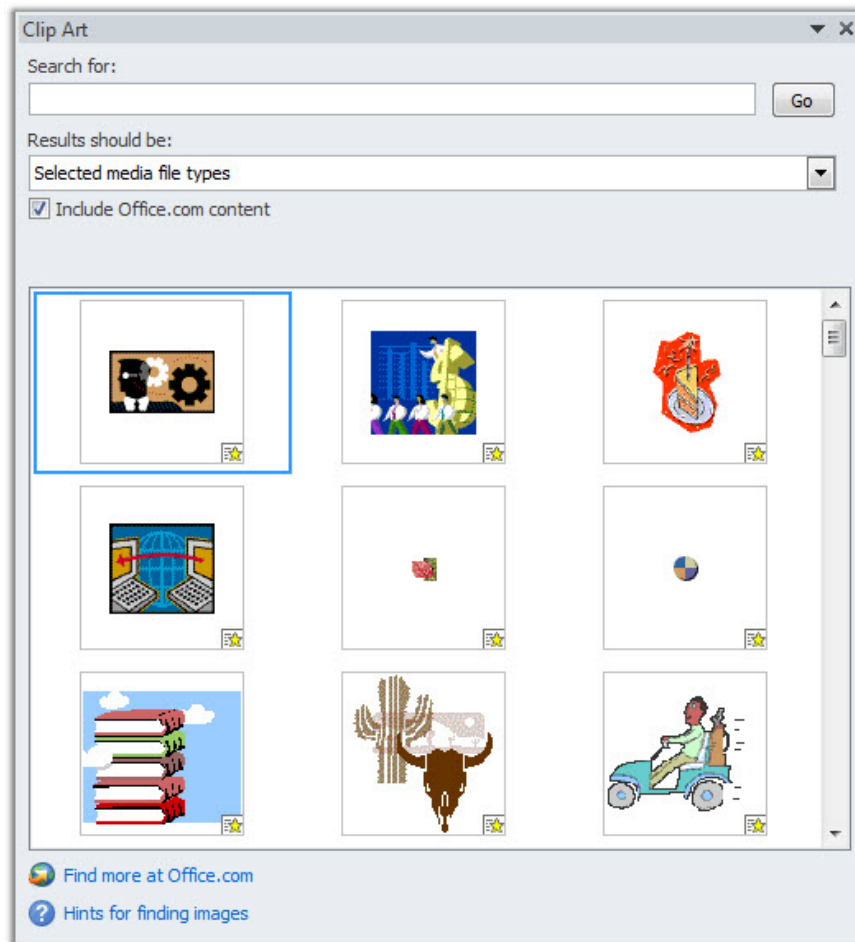
In order to have a lively and engaging audience presentation, in addition to the elements: good content, beautiful effects, you need to add some audio and video illustrations that match your slide show. The following article will introduce some tips for inserting, managing audio and video on slides.

Insert audio and video in many ways

PowerPoint 2010 offers users three simple ways to insert audio (video) into slide show: *insert from a file on the computer, insert from Clip Art library, record audio* . To insert audio (or video) from a file on your computer or from a file in the local network, you do: click the **Insert** menu and then click the **Audio** (or **Video**) button of the **Media** section, select **Audio from File** (or **Video from File**), browse to the file to insert, click **Insert** .

Microsoft PowerPoint 2010 supports audio formats: *ADTS Audio, MP4 Audio, aiff, au, midi, mp3, wav* and *wma* ; Video formats: *asf, avi, QuickTime Movie, MP4 Video, mpeg, wmv* and *Adobe Flash Media* . In addition, you can insert videos from a link address on the Internet by copying the embed code provided by the website containing the video, for example: .

For inserting from the Clip Art library, click **Clip Art Audio** (or **Clip Art Video**), then find an object that matches the presentation, right-click and choose **Insert** or double-click the object.

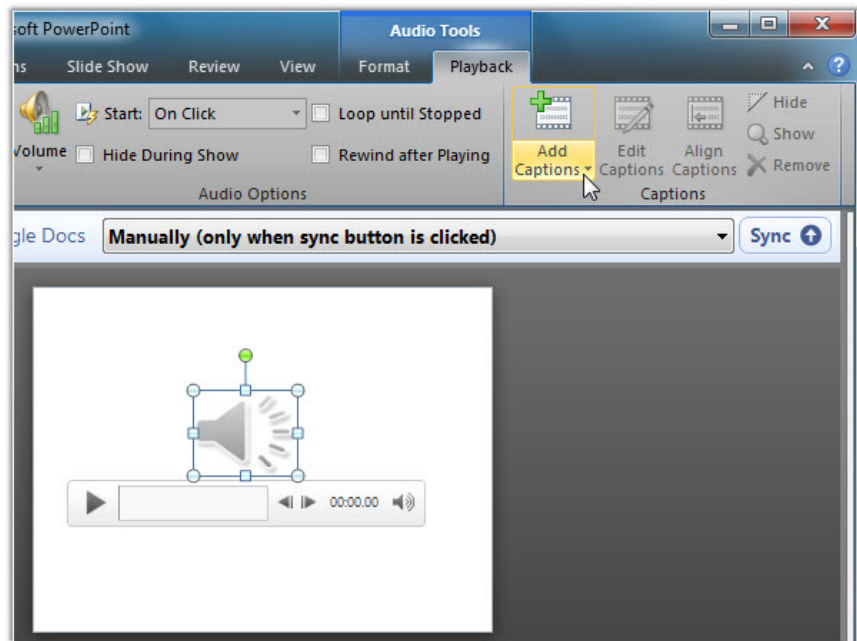


In addition to the above two ways, you can use the **Record Audio** feature to record audio and voice. In the **Media** section of the **Insert** menu, click **Audio** and press **Record Audio** . The **Record Sound** dialog box appears, the button performs the recording, stopping, playing audio, press **OK** will appear a speaker icon in the middle of the slide, drag and drop this icon to the appropriate location.

Create subtitles for audio and video

If adding subtitles to audio or video will help viewers understand more about what the presenter wants to say. With the add-in **Stamp**, you can insert subtitles directly into audio and video in the slide show without having to go through intermediate processing. This free utility is 1.52MB in size and only supports Microsoft PowerPoint 2010, you can download it **here** . After downloading, proceed to unzip and double-click the executable file to install. **Note** , you need to close the open Office application windows.

To do so, click on the selected audio file (video), then go to the **Playback** menu in the **Audio Tools** group (or Video Tools), click **Add Captions and** choose **Create Captions** .



In the Caption Editor dialog box that appears, you can press the **Play** button to preview the audio (video), then click **Add Caption** to add the subtitles. For each subtitle sentence, you need to specify the time to display and disappear subtitles, by clicking on each sentence in the subtitle list and then clicking on the two **Set Start Time** buttons, **Set End Time** to enter the two times that point. When finished, click **Create Captions** and PowerPoint slide show will see the subtitle below the audio frame (video). To edit the subtitles, click the video and click **Edit Captions** in the **Playback** menu, then delete the subtitles, enter new subtitles or edit the subtitle appearance time, click **Update Captions** to complete.

Note, for presentations that include video and audio files, you should create a folder to store these files. When you copy the presentation with the storage folder created via another computer, the inserted links remain the same.

You finished reading the article "**Tricks for audio and video in Microsoft PowerPoint 2010**" 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.