

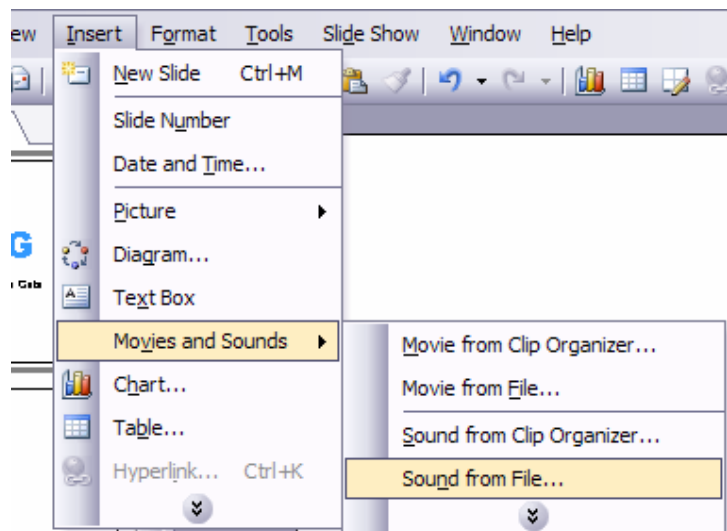
Make IT Happen 2008

How2 insert sounds in MS Powerpoint


This guide shows you how to insert sounds already saved on your computer into your document in MS PowerPoint

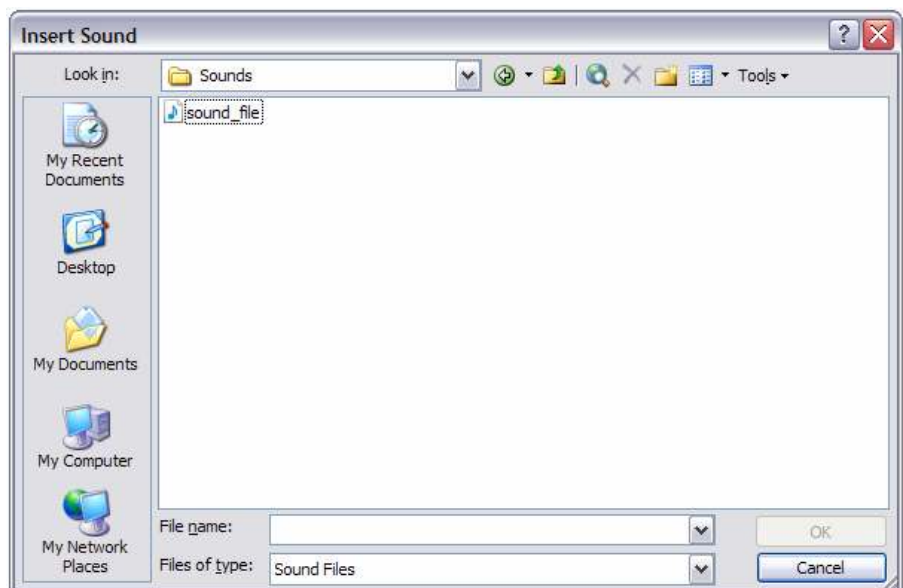
- 1 Open the Powerpoint document you want to use.

- 2 Click on the **Insert** menu.
Move your pointer to **Movies and Sounds** and then **Sound from File...**




- 3 Choose the sound you want to put into your document.


- 3 When you click **OK** your sound will be shown as 



Now move and resize your sound.

To try the sound out click on the **Slide Show** icon  (or use the **View** menu). Now click on your sound to play it.

④

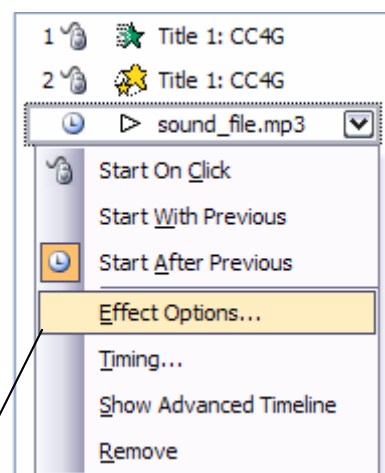
If you can't hear anything the volume on your computer might be too low. Click on the volume icon  at the bottom right of your screen to adjust it (Mute means sounds off).



You may want to alter how your sound plays. You can change the sound effects (for example, by adding a delay or repeating the sound) and the timing of the sound so that it better suits your presentation.

⑤

To do this, click on the down arrow next to your sound file and go to **Effect Options...** in the right-hand toolbar. The **Play Sound** options window opens, where you can make changes to the sound.



When you've made your changes, click **OK**.

