Microsoft PowerPoint 2016 Inserting a Sound

Select the slide you are going to insert your sound into.

Insert << Media << Audio << Audio on My PC

日 ち・ ⁽⁾ 項 ÷ Presentation2 - PowerPoint																		
File	Hom	e Insert Design	Transition	s Animations	Slide Sho	v Review	View	Develop	er Endl	Note X7	ACRO	BAT	♀ Tell m	e what you wa	nt to do			
*				🖓 🛅 I		Store	(*	ţ	A		4		#	π	Ω		
New Slide ≠	Table *	Pictures Online Screensh Pictures +	ot Photo Album≁	Shapes SmartArt C	Chart 🎝	My Add-ins 🔹	Hyperlink	c Action	Comment	Text Box	Header & Footer	WordArt *	Date & Time N	Slide Object umber	Equation	Symbol	Video *	Audio Screen • Recording
Slides	Tables	Images		Illustrations		Add-ins	Lin	ks	Comments			Tex	t		Symi	bols		Audio on My PC
1																		Record Audio

Browse for your sound file << Insert

P3 Insert Audio														
Good and the second														
Organize 🔻 New folde	Organize ▼ New folder III ▼ □													
P Microsoft Powe	Music library Sample Music				Arrange by: Folder 🔻									
🔶 Favorites 💡	Name	Contributing	Album	#	Title									
Desktop Downloads Recent Place	 Kalimba.mp3 Maid with the Sleep Away.mp3 	Mr. Scruff Richard Stolt Bob Acri	Ninja Tuna Fine Music, Vol Bob Acri	1 2 3	Kalimba Maid with the Fla Sleep Away									
Cibraries Documents Music My Music Public Music Sample Mu E Pictures Videos														
File na	me:		Το	∙	Audio Files (*.adts;*.adt;*.aac;*. Insert Cancel									





When you click on the sound icon your sound will start playing automatically



To move your sound icon out of the middle of your powerpoint>> Click on the **icon** >> move it to where you want it placed.



To change the playback of your sound:

Click on the **Playback** tab << **Start** dropdown box << select **Automatically** or **On Click**, you can also tick the box **Play Across Slides**

	চি ত ফু 🕫 🕫			Presentation2 - Power	Audio Tools				
File	Home Insert	Design Transitions	Animations	Slide Show Review	View Developer	EndNote X7	ACROBAT	Format	Playback
P lay	Add Remove Bookmark Bookmark	Fade Duration Trim Audio Fade In: 00.00 In Fade Out: 00.00	Volume	Start: On Click I Play A Automatically C Loop On Click	Hide During Show Rewind after Playi	ng No Style	Play in Background		
Preview	Bookmarks	Editing		Audie O	ptions	Aud	dio Styles		

If you chose **Automatically**, your sound will play straight away. If you chose **On Click**, you will need to click on the sound icon. If you chose **Play across slides**, when you click on your sound icon your sound will continue to play across all slides.



