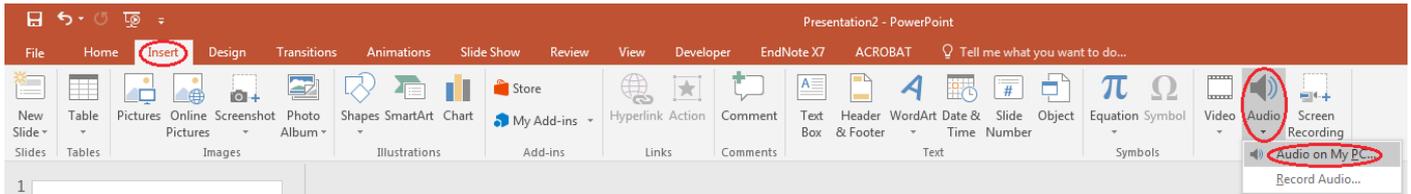


Microsoft PowerPoint 2016

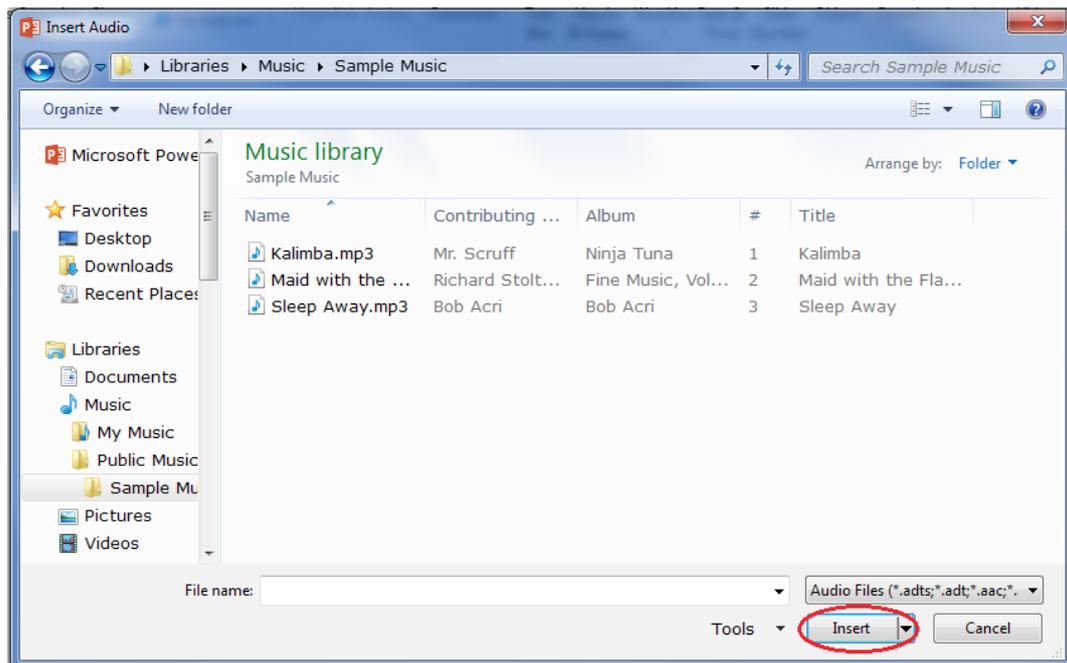
Inserting a Sound

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

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

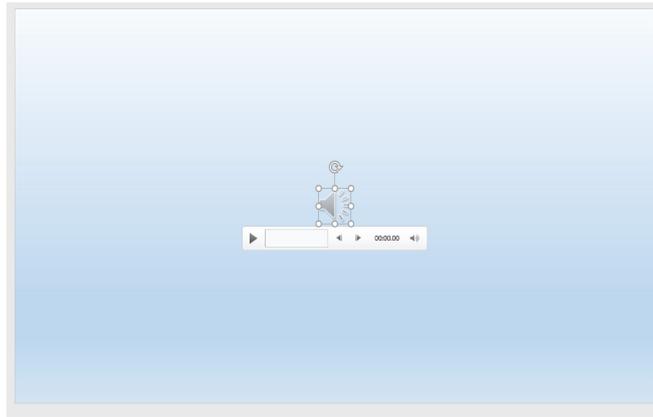


Browse for your sound file << **Insert**

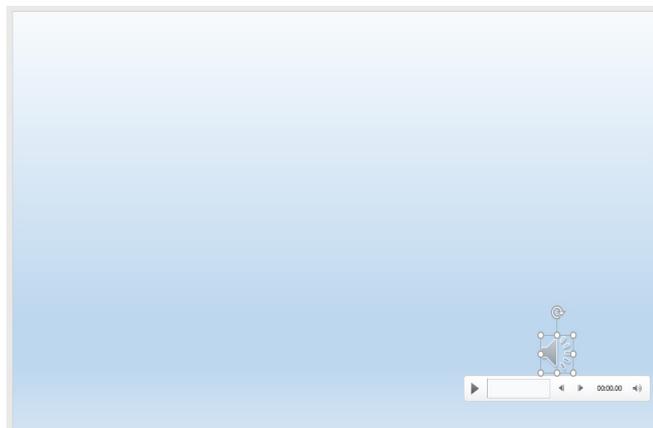


Want more information?
974 8000 ext 6045
twist@eit.ac.nz

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

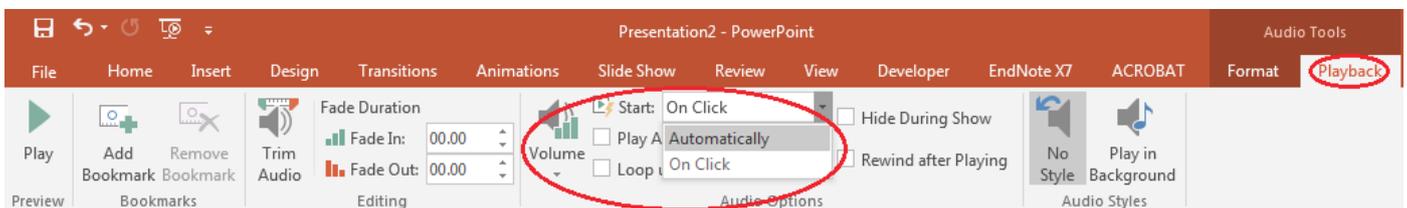


To move your sound icon out of the middle of your powerpoint >> Click on the **icon** >> move it to where you want it placed.



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**



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.



Want more information?
974 8000 ext 6045
twist@eit.ac.nz