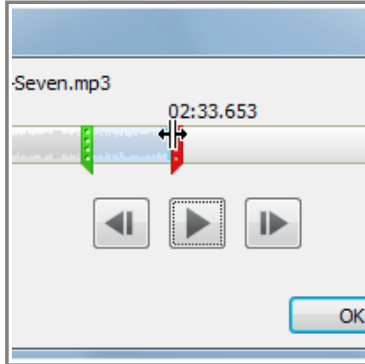**PowerPoint 2010**
Inserting Audio

Introduction

PowerPoint allows you to **add sound** to your presentation, which opens up a lot of possibilities. Perhaps you want to add **background music** to one slide, a **sound effect** to another, and maybe even add some **narration** or **commentary** to a few slides. You can either add an **audio file from your computer**, or you can browse PowerPoint's collection of **Clip Art Audio**. You can then edit the sounds within PowerPoint so that they are tailored to your presentation.

In this lesson, you will learn how to **insert** sounds into a presentation and **edit** them.
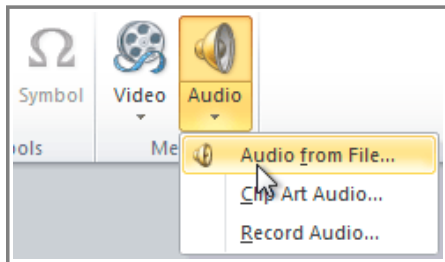
Inserting Audio

>>> Watch the video to learn how to insert audio into a slide.
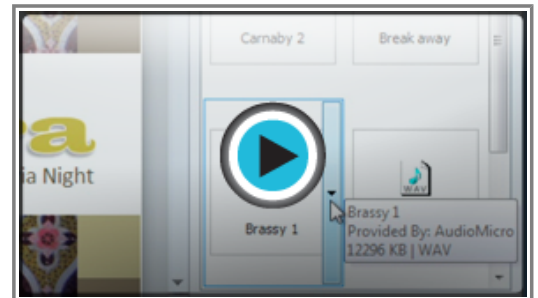
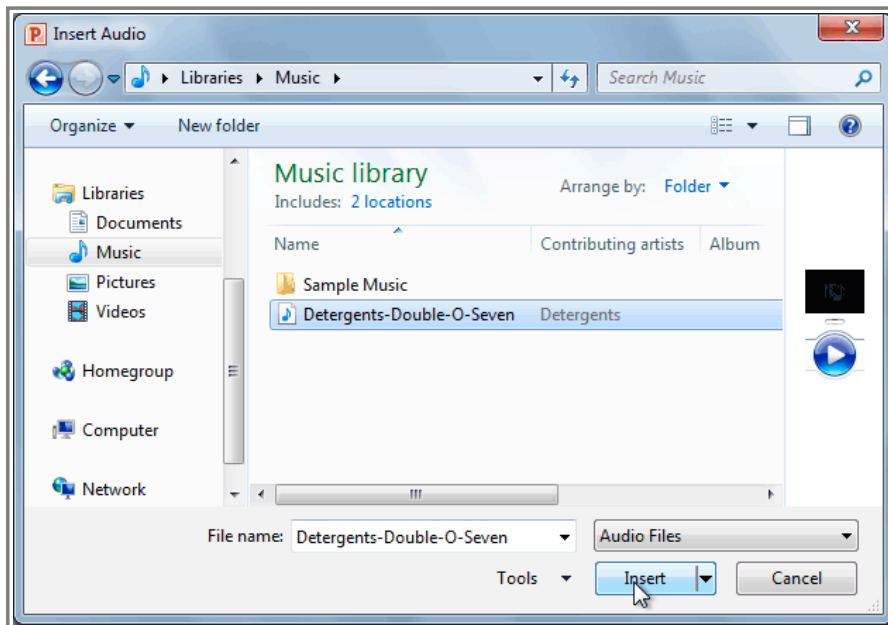*Watch the video (3:17).* *Need help?*

To Insert Audio from a File on Your Computer:

1. From the **Insert** tab, click the **Audio** drop-down arrow and select **Audio from File**.

Inserting an audio file

2. Locate and select the desired audio file and then click **Insert**.
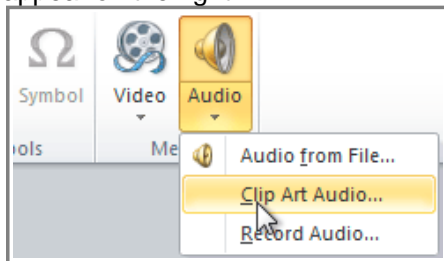

The Insert Audio dialog box

3. The audio file will be added to the slide.
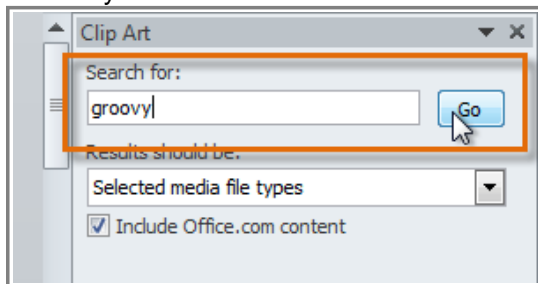

The inserted audio

To Insert Clip Art Audio:

1. From the **Insert** tab, click the **Audio** drop-down arrow and select **Clip Art Audio**. The Clip Art pane will appear on the right.
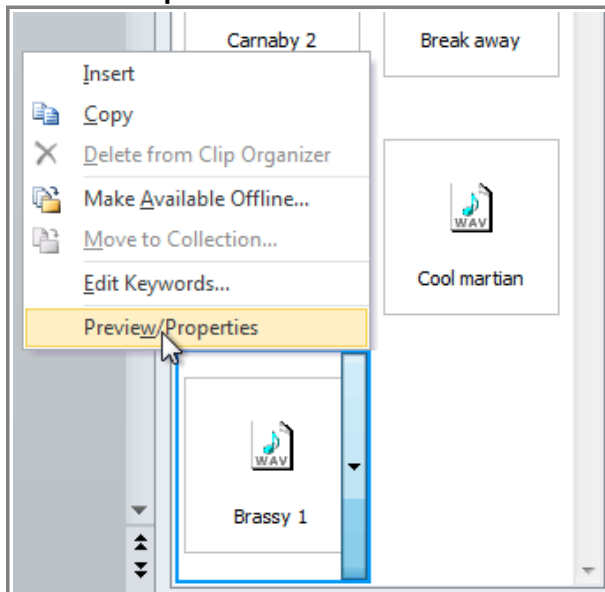

   Inserting Clip Art Audio

2. Enter keywords in the **Search for:** field and click **Go**.

   Searching for Clip Art Audio

3. The results will appear in the Clip Art pane. To preview an audio file, right-click the file and select **Preview/Properties**.
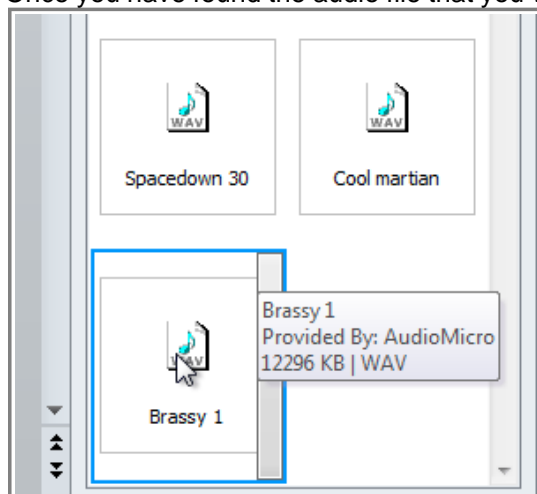

   Selecting Preview/Properties

4. A dialog box will appear, and the audio file will start playing automatically (it may take a few seconds to load). To play it again, press the **Play** button.
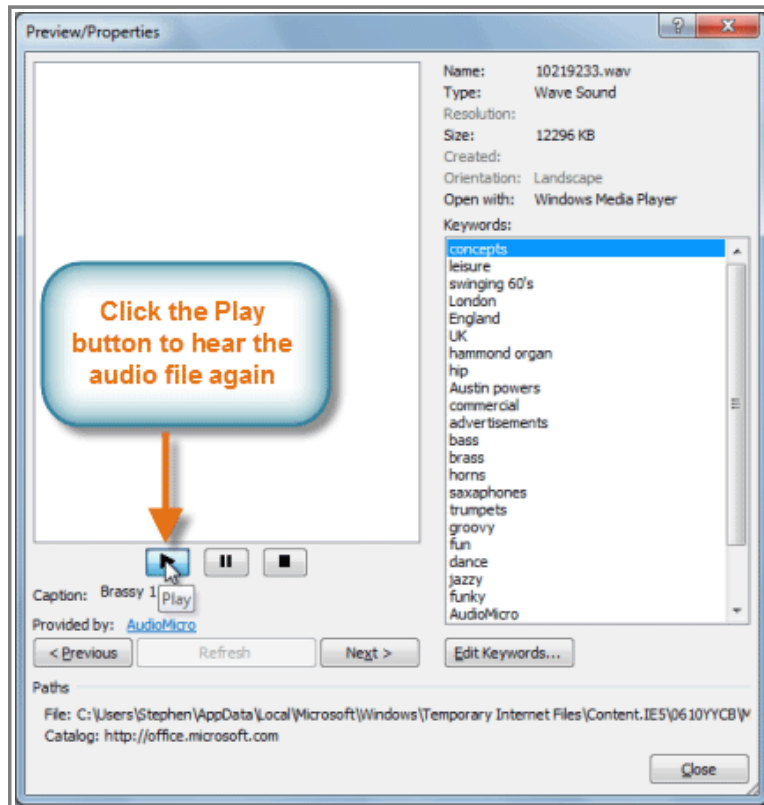
Previewing a Clip Art Audio file

5. When you're finished previewing the file, click **Close**.
6. Once you have found the audio file that you want to use, click it to insert it into the slide.

Clicking on Clip Art Audio to insert it

Recording Your Own Audio

Sometimes, you may want to **record** audio directly into a presentation, for example if you want the presentation to include **narration**. Before you begin, make sure that you have a **microphone** that is compatible with your computer; many computers have **built-in microphones** or ones that can be **plugged into the computer**.
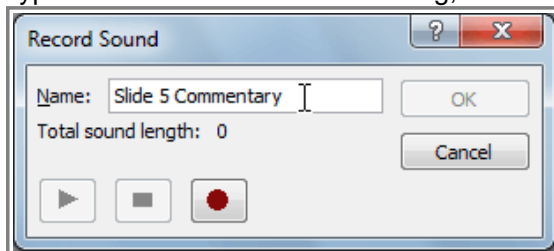
To Record Audio:

1. From the **Insert** tab, click the **Audio** drop-down arrow and select **Record Audio**.
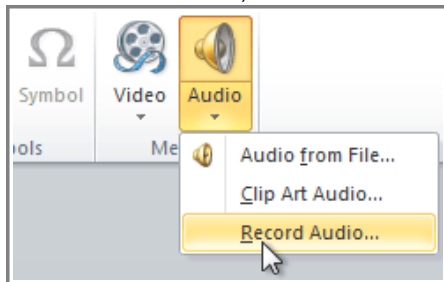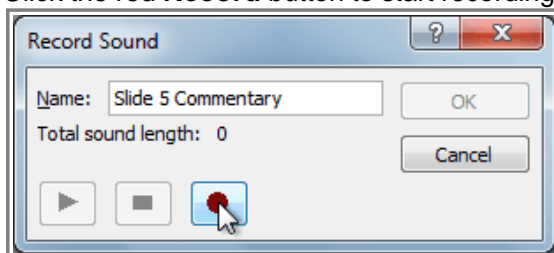

Recording Audio
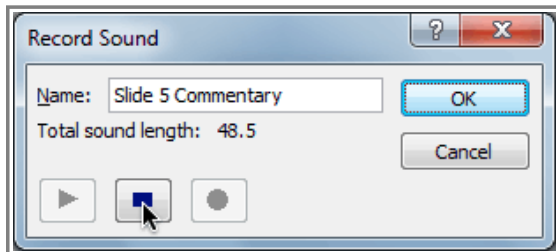
2. Type a **name** for the audio recording, if desired.

Typing a name for the recording

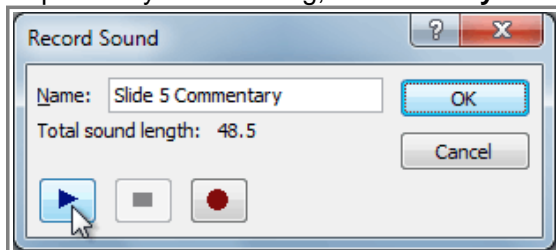3. Click the red **Record** button to start recording.

Clicking the Record button

4. When you're finished recording, click the **Stop** button.

Stopping the recording

5. To preview your recording, click the **Play** button.

Previewing the recording

6. When you're done, click **OK**. The audio file will be inserted into the slide.

The recording is added to the slide

Working with Audio

Just like with videos, you can modify your audio files using the various features of the **Playback** tab. For example, if you add a song to a slide, you can **trim** it so that it will only play one section of the song, and you can add a **fade in** and **fade out** to smooth out the beginning and end. You can also add **bookmarks** that allow you to jump to specific points in the audio file.
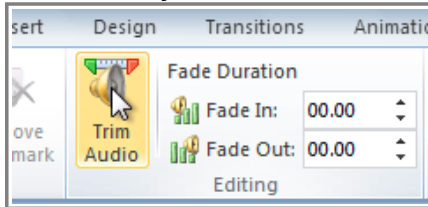
>>> Watch the video to learn how to manage, edit and format audio files
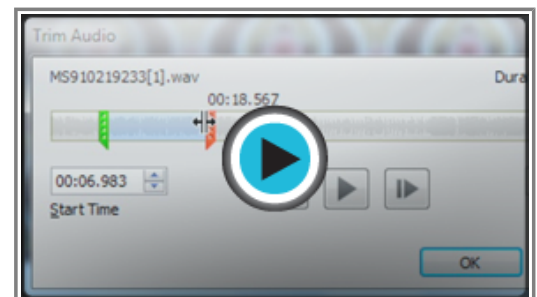
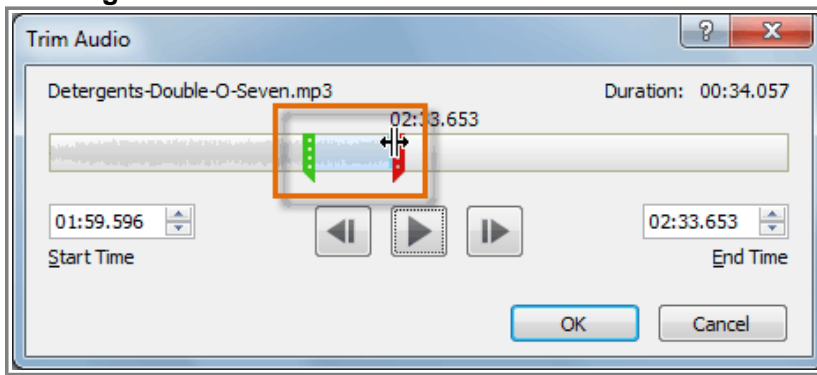*Watch the video (3:17). [Need help?](#)*

To Trim the Audio:

1. From the **Playback** tab, click the **Trim Audio** command. The Trim Audio dialog box will appear.
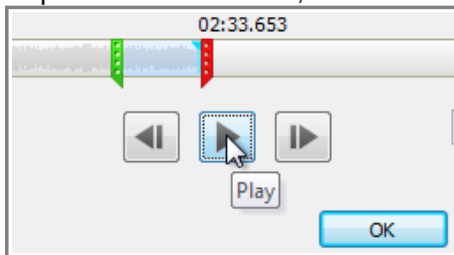

The Trim Audio command

2. Use the **green** and **red** handles to set the start time and end time.

Moving the green and red handles

3. To preview the audio file, click the **Play** button.
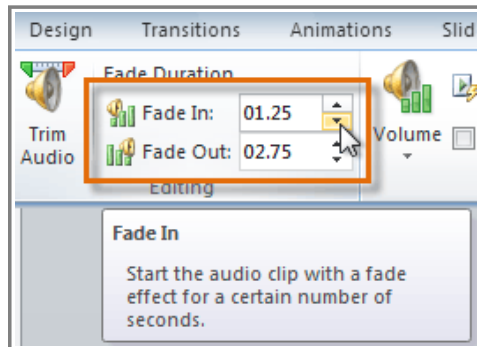

Previewing the audio file

4. Adjust the green and red handles again if necessary, and then click **OK**.

To Add a Fade In and Fade Out:

1. On the **Playback** tab, locate the **Fade In** and **Fade Out** fields.
2. Type in the desired values, or use the **up** and **down** arrows to adjust the times.

Adjusting the Fade In

To Add a Bookmark:

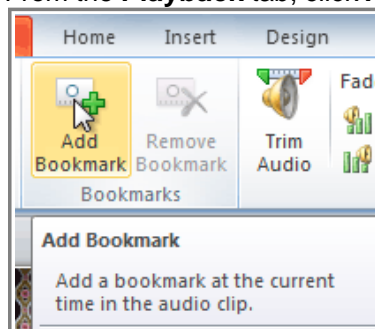1. Click the **Play/Pause** button to play the audio file, and when you have located the part that you want to bookmark, **pause** it. You can also click the **timeline** to locate the desired part of the audio file.

Locating the desired part of the audio file

2. From the **Playback** tab, click **Add Bookmark**.

Adding a bookmark

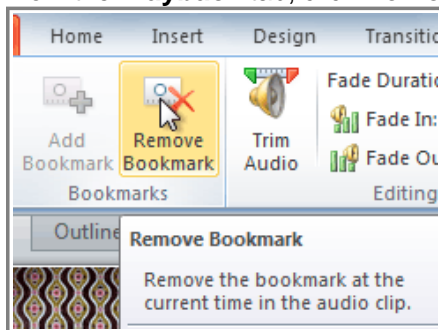3. A small circle will appear on the timeline to indicate the bookmark.

The new bookmark

4. You can now click the bookmark to jump to that location.
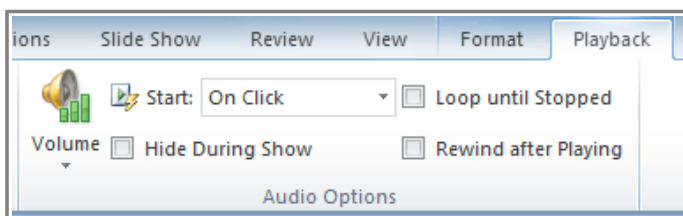
To Remove a Bookmark:

1. Select the bookmark.
2. From the **Playback** tab, click **Remove Bookmark**. The bookmark will disappear.

Removing a bookmark

Audio Options

There are other options that you can set to control how your audio file plays, and these are found in the **Audio Options** group on the **Playback** tab.

The Audio Options group

- **Volume:** Changes the audio volume.
- **Start:** Controls whether the audio file starts **automatically** or when the mouse is **clicked**.
- **Hide During Show:** Hides the audio icon while the slide show is playing.
- **Loop until Stopped:** Causes the audio file to repeat until it is stopped.
- **Rewind after Playing:** Causes the audio file to return to the beginning when it is finished playing.

Formatting the Audio Icon

By default, an audio file will show up as a speaker icon in the slide. If you want, you can change the icon to a different picture, and you can apply all of the different types of image formatting that you would apply to a picture such as **Artistic Effects** and **Picture Styles** which are access in the **Format** tab.
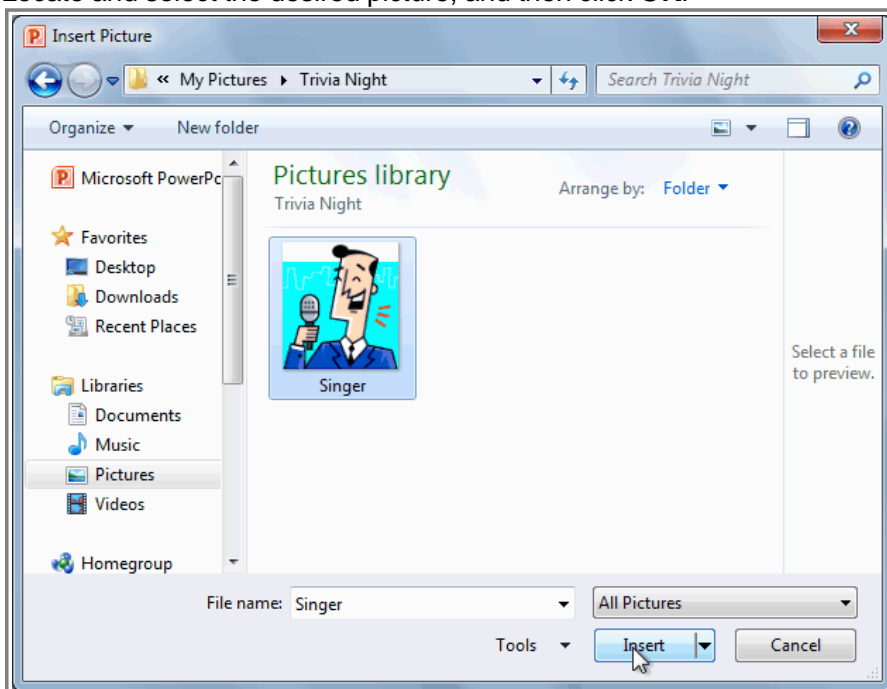
To Change the Icon to a Different Picture:

1. Select the audio icon in the slide.
2. From the **Format** tab, select the **Change Picture** command. The Insert Picture dialog box will appear.
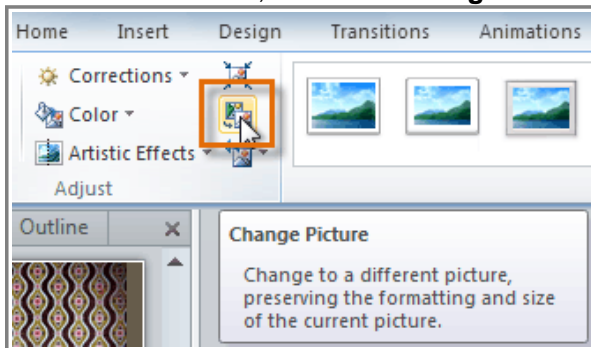
   The Change Picture command

3. Locate and select the desired picture, and then click **OK**.

   Selecting a new picture

4. The icon will change to the new picture.

The updated audio icon

For information on **corrections**, **color adjustments**, **borders**, **shapes** and **effects**, check out our lesson on [Formatting Pictures](#).

Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this [example](#).
2. Insert an **audio file from your computer**, if you have one. If you are using the example, add an audio file to Slide 4.
3. **Preview** the audio file.
4. **Trim** the audio file.
5. Add a **Fade In** and **Fade Out**.
6. Add a **Clip Art Audio** file.
7. Change the **picture** for one of the audio files.
8. If your computer has a **microphone**, record some audio into a slide.
9. Experiment with the different **Audio Options** on the **Playback** tab.