

## Using Sounds and Video

After you have learned the basics of PowerPoint 2007, you can add a little zip to your presentation. To increase its attractiveness, try adding sounds, music, videos, and narration. Having some of these effects in your presentation can capture and focus the audience's attention and enhance the overall effectiveness.

### About Inserting Sounds and Video

PowerPoint 2007 includes a variety of sounds and videos in the *Clip Gallery* that are free to use. However, you can also use sound files from other sources, (e.g., the Web, CD-ROMs of sound clips, and sound clips that you create). For information on capturing media from the Internet, refer to Capturing Images, Sounds, and Movies.


When you insert sounds or videos, you will be inserting them one slide at a time. In order to insert the sound or video, make sure you are viewing the appropriate slide in the *Normal* view.


NOTE: After inserting the selected sound or video, an icon appears on the slide. If you do not choose to let PowerPoint automatically start the sound or video, clicking on the icon will play the clip.

### Inserting Sounds



Sounds can make your presentation more interesting and surprising. If you decide to insert sounds, make sure they are appropriate and do not distract from your presentation content. For sound clip resources or for instructions on saving sound clips from the Web, refer to Capturing Images, Sounds, and Movies: Capturing Sound Clips from the Web.

#### Inserting Sounds: From the Clip Organizer

1. View the appropriate slide
2. From the *Insert* tab, in the *Media Clips* group, click the ▾ below SOUND  Sound ▾ » select **Sound from Clip Organizer...**  
The *Clip Art* task pane appears with all choices displayed.
3. To search for clips by keyword,
  - a. In the *Search for* text box, type the desired search criteria
  - b. Under *Results should be*, ensure that only **Sounds** is selected





- c. Click **GO**  
Matching results appear.
4. Hold your mouse over the appropriate sound  
the menu arrow appears.
5. Click the ▾ for the sound » select **Insert**  
an alert box appears asking how you want your sound to start.
6. To play this sound automatically, click **AUTOMATICALLY**  
**OR**  
To start your sound by clicking the mouse, click **WHEN CLICKED**  
a sound icon appears on your slide  .

### Inserting Sounds: From a File


1. View the appropriate slide in *Normal* view
2. From the *Insert* tab, in the *Media Clips* group, click the ▾ below **SOUND**  **Sound** ▾ » select **Sound from File...**  
The *Insert Sound* dialog box appears.
3. From the *Look in* pull-down list, navigate to and select the desired sound
4. Click **OK**  
an alert box appears asking how you want your sound to start.
5. To play the sound automatically, click **AUTOMATICALLY**  
**OR**  
To start your sound by clicking the mouse, click **WHEN CLICKED**  
a sound icon appears on your slide  .

### Inserting Sounds: Recording Sounds

NOTE: This option will work only if you have a microphone on your computer.

1. View the appropriate slide in *Normal* view
2. From the *Insert* tab, in the *Media Clips* group, click the ▾ below **SOUND**  **Sound** ▾ » select **Record Sound...**  
The *Record Sound* dialog box appears.
3. In the *Name* text box, type an appropriate name
4. Click **RECORD**  and record the sound
5. When finished recording, click **STOP** 
6. To hear your recording, click **PLAY** 

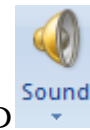
7. Click **OK**

a sound icon appears on the slide .

## Inserting Music

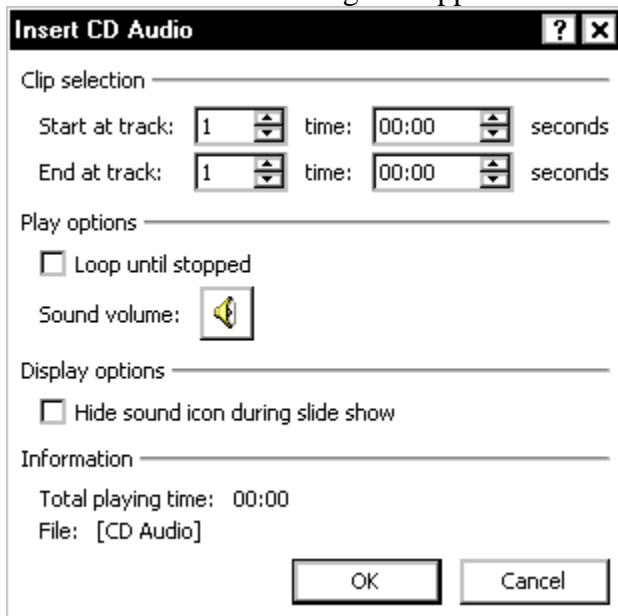
While presenting, PowerPoint allows you to play music from a CD. After choosing which slide(s) you want to add music to, you can choose to have the music play automatically or by clicking the mouse. You can also set the track number and specify the length you want the track to play.

1. View the appropriate slide in *Normal* view




2. From the *Insert* tab, in the *Media Clips* group, click the ▾ below **SOUND** » select **Play CD Audio Track...**

The *Insert CD Audio* dialog box appears.





The dialog box titled "Insert CD Audio" has a title bar with a question mark and a close button. It is divided into several sections:

- Clip selection**:
  - Start at track: 1 (with up/down arrows) time: 00:00 (with up/down arrows) seconds
  - End at track: 1 (with up/down arrows) time: 00:00 (with up/down arrows) seconds
- Play options**:
  - Loop until stopped
  - Sound volume: 
- Display options**:
  - Hide sound icon during slide show
- Information**:
  - Total playing time: 00:00
  - File: [CD Audio]

At the bottom are "OK" and "Cancel" buttons.

3. To start music at a specific track, in the *Clip selection* section, in the *Start at track* text box, type the appropriate track number  
**OR**  
Use the nudge buttons to select the appropriate track number
4. To start at a specific time within the starting track, in the *time...seconds* text box, type the time you want the track to start  
**OR**  
Use the nudge buttons to select the appropriate time
5. To stop music at a specific track, in the *Clip selection* section, in the *End at track* text box, type the appropriate track number  
**OR**  
Use the nudge buttons to select the appropriate track number

6. To end at a specific time within the ending track, in the *time...seconds* text box, type the appropriate time you want the track to end  
**OR**  
Use the nudge buttons to select the appropriate time
7. To have your clip selection play repeatedly from beginning to end, in the *Play Options* section, select **Loop until stopped**
8. To adjust the volume at which the music will play, click **SOUND VOLUME**  » use the slider bar to select the appropriate volume
9. When you are done setting the sound options, click **OK**  
an alert box appears asking how you want your sound to start.
10. If you want your sound to play automatically, click **AUTOMATICALLY**  
**OR**  
if you want to start your sound by clicking the mouse, click **WHEN CLICKED**

A CD audio icon appears in your presentation .


NOTE: For the CD to play during your presentation, it must be in the CD-ROM drive of the computer you are presenting.

## Inserting Videos


When inserting movies into your presentation, you have two choices. You can choose a movie from your own file, or you can insert a movie or motion clip from the *Clip Gallery*. PowerPoint automatically has motion clips in the *Clip Gallery*. Motion clips are like clip art except the images include animation. This animation can be seen when you run the slide show.

NOTE: For resources on finding movies or to learn how to save movies from the Internet, refer to Capturing Video Clips from the Web.

### Inserting Movies: From the Clip Organizer

1. View the appropriate slide in *Normal* view
2. From the *Insert* tab, in the *Media Clips* group, click the ▾ below **MOVIE**  » select **Movie from Clip Organizer...**  
The *Clip Art* task pane appears with all choices displayed.
3. To search for clips by keyword,
  - a. In the *Search for* text box, type the desired search criteria
  - b. Under *Results should be*, ensure that only **Movies** is selected
  - c. Click **GO**  
Matching results appear.
4. Select the appropriate movie  
the movie appears on your slide.

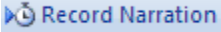
## Inserting Movies: From File

1. View the appropriate slide in *Normal* view
2. From the *Insert* tab, in the *Media Clips* group, click the ▾ below **MOVIE**  » select **Movie from File...**  
The *Insert Movie* dialog box appears.
3. From *Look in* pull-down list, navigate to and select the desired movie
4. Click **OK**  
the movie appears on your slide.

## Inserting Narration

You can record your own narration and select the slide to which you want the narration applied.

NOTE: In order to record narration, you must have a microphone.

1. View the appropriate slide in *Normal* view
2. From the *Slide Show* tab, in the *Set Up* group, click **RECORD NARRATION**   
the *Record Narration* dialog box appears.
3. If this is the first time you are recording narration, click **SET MICROPHONE LEVEL...**  
The *Microphone Check* dialog box appears.
4. Follow the directions on the *Microphone Check* dialog box and click **OK**
5. To begin recording, from the *Record Narration* dialog box, click **OK**  
a slide selection dialog box appears.
6. To have the recording start on the current slide, click **CURRENT SLIDE**  
**OR**  
To have the recording start at the first slide, click **FIRST SLIDE**  
The slide show automatically starts at the selected slide.
7. Add appropriate narration
8. To advance to the next slide, click the mouse
9. Repeat steps 7-8 until all narration is complete  
at the end of the show an alert box appears asking if you want to save slide timings.
10. To save the slide timings, click **SAVE**  
**OR**  
To save only the narration, click **DON'T SAVE**