

Inserting Audio

Adding audio to a presentation is a great way to liven it up. There are two ways to insert audio: inserting an audio file or searching the Clip Organizer for a sound.

Insert audio you have on file

To use your own audio files that you have saved on your computer, follow these instructions.

Click the **Insert** tab on the Ribbon and click the **Audio** button list arrow in the Media group.

A list of options appears.

Select **Audio from File**.

The Insert Audio dialog box appears.

Navigate to the file you want to insert.

Select the file you want to insert and click **Insert**.

An audio icon appears in the middle of the slide. You can move the icon to a less noticeable location.

If desired, click and drag the **audio** icon to a different location on the slide.

Insert audio from the Clip Organizer

The Clip Organizer lets you search your computer, Microsoft Office Online, and PowerPoint for audio files.

Click the **Insert** tab on the Ribbon and click the **Audio** button list arrow in the Media group.

A list of options appears.

Select **Clip Art Audio**.

The Clip Art task pane appears, displaying a few sounds. You can search for a specific type of sound using the “Search for” field.

In the **Search for** field, type a keyword for the sound you want to find (for example, **applause**) and click **Go**.

PowerPoint searches for sounds and displays them in the task pane.

Select the sound you want to insert.

An audio icon appears in the middle of the slide. You can move the icon to a less noticeable location.

Exercise

Exercise File: Employee Orientation11-1.pptx, Rainforest Music.wav

Exercise: Navigate to Slide 3 and insert the Rainforest Music.wav file.

Move the audio icon to a less noticeable location on the slide, and then preview the sound.

Change the audio options so that the audio starts automatically.

Open the Clip Organizer and browse for a “Telephone” sound.

Close the Clip Art task pane when you’re finished.

Select the sound you want to insert.

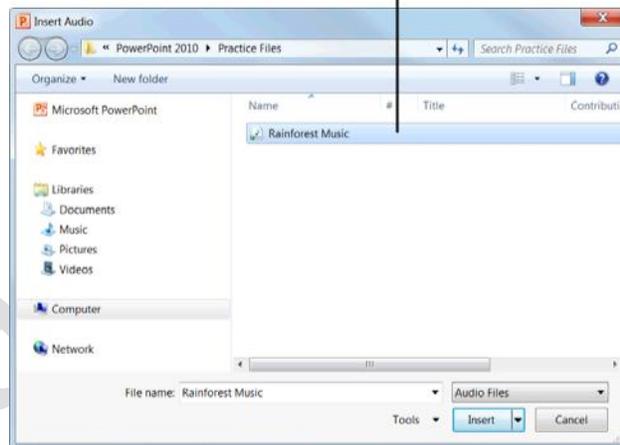


Figure 11-1: The Insert Audio dialog box.

Table 11-1: Compatible Audio Files

| | |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| AIFF | Similar to the WAV file format, this file type is common with Mac users. The file is often very large because it is not compressed. |
| AU | This file type is older and rarely used. |
| MIDI | MIDI files are like sheet music for your computer’s sound card. The file is very small and the quality of sound can vary quite a bit between computers. |
| MP3 | This is probably the most popular audio file. This file is compressed, so it is much smaller than a WAV file. |
| WAV | This raw audio file is popular but is not compressed. |
| WMA | WMA is similar to MP3 in that it is compressed, but it is still a bit larger and is not as compatible with different players. |

If desired, click and drag the **audio** icon to a new location on the slide.

Change audio options

After inserting an audio file, you can adjust various settings. Table 11-2: Audio Options describes each option you can adjust.

Select the **audio** icon whose settings you want to change.

Under Audio Tools on the Ribbon, click the **Playback** tab.

Here, you can change the various audio options.

Select the options you want to use from the Audio Options group.

Preview audio

It's always a good idea to preview an audio file once it has been inserted.

Select the sound you want to preview.

The playback bar appears.

Click the **Play/Pause** button on the playback bar.

 **Other Ways to Preview a Sound:** Right-click the sound you want to preview and select **Preview** from the contextual menu.

Remove audio

It's easy to remove audio from a slide.

Select the audio you want to remove and press the **<Delete>** key.

The audio is removed from the slide.

Tips

If you need to adjust audio options, click the **Playback** tab on the Ribbon under Audio Tools and use the commands in the Audio Options group.

Table 11-2: Audio Options

| | |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Volume | Adjusts the sound volume for the audio clip. |
| Start | Determines when the audio clip will play. Default setting is "on click." Can be adjusted to start automatically or across all slides. |
| Hide During Show | Hides the audio icon when the presentation is in Slide Show view. |
| Loop until Stopped | Repeats the audio clip until it is manually paused or the presentation moves on to the next slide. |
| Rewind after Playing | Returns the audio clip to the starting position after playback ends. |



Figure 11- 2: To preview a sound, right-click the audio icon and select Preview from the contextual menu.

Recording Audio Comments on a Slide

Recording comments in your presentation can make your slide show more accessible to individuals with disabilities, or they can add a personal element to your presentation.

Trap: A microphone is required to record audio comments.

Click the **Insert** tab on the Ribbon and click the **Audio** button list arrow in the Media group.

A list of options appears.

Select **Record Audio**.

The Record Sound dialog box appears.

Enter the name of the recorded sound in the **Name** field.

Now you are ready to begin recording audio.

Click the **Record** button. PowerPoint

begins recording audio.

When finished, click the **Stop** button and click **OK**.

An audio icon appears on the slide. This icon appears in the middle of the slide by default, but you can change this to meet your needs.

If desired, click and drag the **audio** icon to a different location on the slide.

Exercise

Exercise File: None required.

Exercise: Understand how to record audio commentary in a slide show.

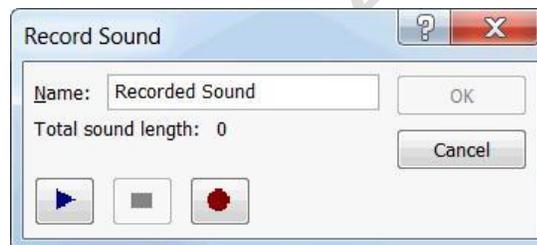


Figure 11-3: The Record Sound dialog box.

Inserting Video from a File

Options for inserting video into your slides have greatly improved in PowerPoint 2010.

Insert a video file

Videos that are inserted from a file are embedded directly into the PowerPoint presentation so you no longer have to make sure your video files are in the correct location on your hard drive.

Click the **Insert** tab on the Ribbon and click the **Video** button list arrow in the Media group.

A list of options appears.

Select one of the following options:

Video from File: The Insert Video dialog box appears. Navigate to the video file that you want to insert and click **Insert**.

Clip Art Video: The Clip Art task pane appears. Type the keyword for the video you want to insert, scroll through the Clip Art task pane, and click the video you want to insert.

The video appears in the slide.

Add a poster frame

By default, videos appear as an empty black space on the slide. You can add a poster frame, or preview image, to improve the default appearance of the video.

Double-click the video clip.

The Format tab under Video Tools appears on the Ribbon. There are two options for adding a poster frame to a video:

To use a frame from the video: Click **Play** in the Preview group, allow the video to progress until you reach the frame you want to use as the poster frame, click **Pause**, click the **Poster Frame** button in the Adjust group, and select **Current Frame**.

To use an image file: Click the **Poster Frame** button in the Adjust group, click **Image from File**, locate and select the image you want to use, and click **Insert**.

Select how you want the video to appear.

The words “Poster Frame Set” appear in the video’s playback bar.

Exercise

Exercise File: EmployeeOrientation11-2.pptx, Wildlife.wmv

Exercise: Navigate to Slide 4 and insert the Wildlife.wmv video file.

Add a poster frame from any scene in the video.

Change the video options so that the video plays in full screen mode.

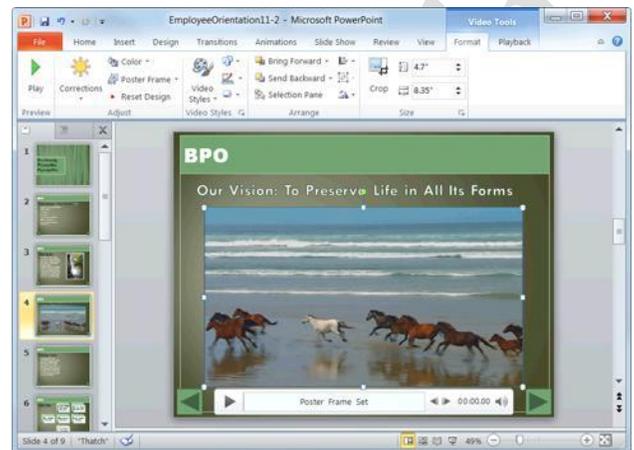


Figure 11-4: Video inserted into a slide show with a poster frame set.

Table 11-3: Compatible Video Files

| | |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GIF | GIF files are short animations, although they are categorized as movies in the Clip Organizer. Since they’re not actually digital video, not all movie options will apply. |
| ASF | These files can be used to stream audio and video content, images, and script commands over a network. |
| AVI | AVI is an extremely common file format. Many of the movie clips found in the Clip Organizer use this format. |
| MPG | These files are compressed so they are much smaller than AVI. However, you may need special decompression software or hardware to play these files. |
| SWF | Small Web Format, or Flash, files are commonly used on the Web to show short animations or movies. |
| WMV | Compresses audio and video using the Windows Media Video codec, a tightly compressed format that requires minimal storage space. |

Change video options

After inserting a video file, you can adjust various settings.

Select the video you want to change.

Under Video Tools on the Ribbon, click the **Playback** tab.

Here you can change the various video options. Table 11-4: Video Options describes each option.

Select the options you want to use from the Video Options group.

Tips

To resize a video clip, click and drag one of the video's **sizing handles**.

To move a video clip, click and drag the video to a different location on the slide.

To delete a video clip, select the video on the slide and press **<Delete>**.

Table 11-4: Video Options

| | |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Volume | Adjusts the sound volume for the video clip. |
| Start | Determines when the video clip will play. The default setting is "on click", but you can adjust the setting so the video starts automatically. |
| Play Full Screen | Expands the video to play in full screen. |
| Hide While Not Playing | Hides the video frame when it is not playing. |
| Loop until Stopped | Repeats the video until it is manually paused or the presentation moves on to the next slide. |
| Rewind after Playing | Returns the video clip to the starting position after playback ends. |

Inserting Video from the Web

New to PowerPoint 2010 is the ability to insert, or embed, videos from the Web. No longer will you have to leave your presentation to play Web-hosted video. Now you can play the video directly from your presentation.

Click the **Insert** tab on the Ribbon and click the **Video** button list arrow in the Media group.

A list of options appears.

Select **Video from Web Site**.

The Insert Video from Web Site dialog box appears.

Open your Web browser, navigate to the Web site with the video that you would like to insert, and find the embed code for the video.

See Table 11-5: Popular Video Web Sites for a list of Web sites from which you can insert video.

Tip: The steps for finding the embed code for a video vary depending on the Web site you are using.

Copy the entire embed code for the video from the Web site and return to PowerPoint.

The embed code directs PowerPoint to where the video is on the Web and includes other pieces of information about the video.

Paste the embed code into the Insert Video from Web Site dialog box and click **Insert**.

The video is inserted into the presentation, and the Format and Playback contextual tabs appear on the Ribbon under Video Tools.

Tips

Not all of the features of an embedded video player from the Web, such as full screen mode, may work in PowerPoint.

If the video you embedded from the Web is removed from the Web site to which you linked, the video will no longer work and you will receive an error message. Be sure to test the video before presenting.

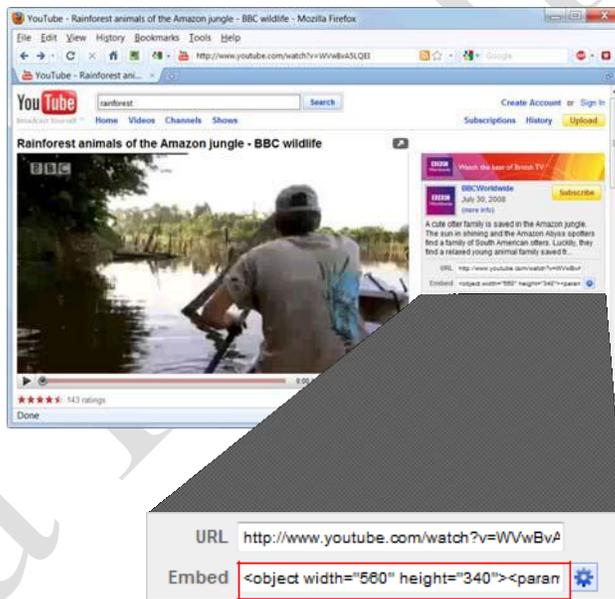
If you do not have an Internet connection, the videos embedded from the Web will not play.

Exercise

Exercise File: EmployeeOrientation11-3.pptx

Exercise: Navigate to Slide 5 and insert any video from the Web.

Preview the video, then delete it.



Copy the embed code and paste it in the Insert Video from Web Site dialog box.

Figure 11-5: The embed code on a popular video Web site.

Table 11-5: Popular Video Web Sites

| | |
|---------------------|---------------------|
| YouTube | www.youtube.com |
| Google Video | video.google.com |
| Vimeo | www.vimeo.com |
| Metacafe | www.metacafe.com |
| Dailymotion | www.dailymotion.com |
| Hulu | www.hulu.com |

Editing Media Playback

PowerPoint 2010 lets you edit your audio and video files. These powerful new features allow you to trim the length of audio and video clips and to fade in and out during playback.

Trim the length of a clip

Shorten an audio or video clip by trimming it.

Click the audio or video clip you wish to trim.

The Format and Playback contextual tabs appear on the Ribbon under Audio Tools or Video Tools.

Under Audio Tools or Video Tools on the Ribbon, click the **Playback** tab and click the **Trim Audio** or **Trim Video** button in the Editing group.

The Trim Audio or Trim Video dialog box appears. You can adjust the start or end time here.

Adjust the start time: Drag the green **beginning** marker to the desired start time.

Adjust the end time: Drag the red **ending** marker to the desired end time.

Adjust the start or end time for the video as necessary.

Tip: To fine tune the start and end times, click the **beginning** or **end** marker and then click the **Previous Frame** or **Next Frame** buttons.

After you're done trimming, preview your edits.

Click the green **beginning** marker and click **Play** to preview the trimmed clip.

The clip plays.

Click **OK**.

The changes are saved.

Adjust the fade duration

Create smooth transitions for your playback by fading in and out of your video or audio.

Click the **clip**.

The Format and Playback contextual tabs appear on the Ribbon under Audio Tools or Video Tools.

Exercise

Exercise File: EmployeeOrientation11-4.pptx

Exercise: Navigate to Slide 4.

Trim the first four seconds from the beginning of the video and trim the final 5 seconds from the end the video.

Add 2 seconds of fade in and fade out time to the beginning and end of the video, respectively.

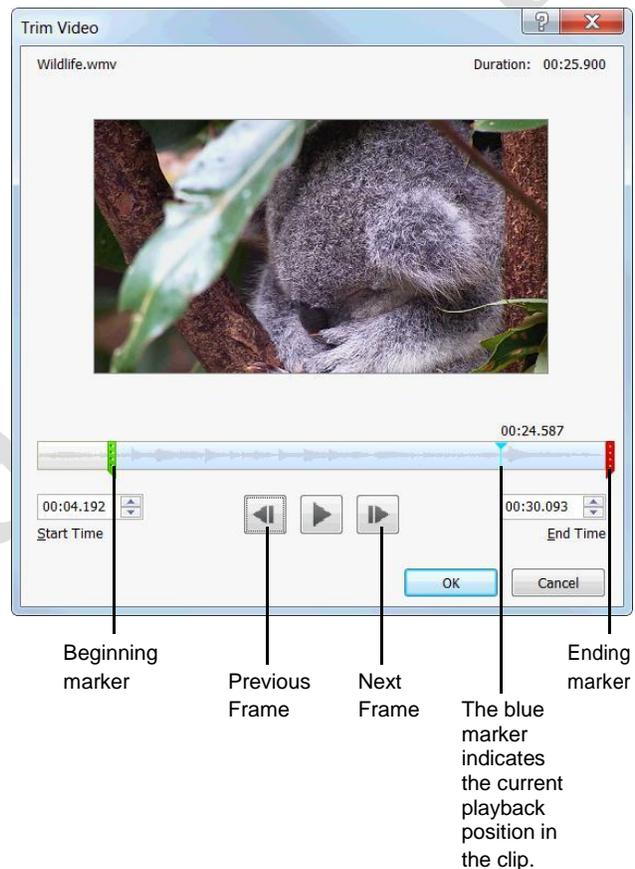


Figure 11-6: Trimming the length of a video in the Trim Video dialog box.

Under Audio Tools or Video Tools on the Ribbon, click the **Playback** tab.

You can change the clip's fade in and out timing using the controls in the Editing group:

Click the **Fade In** up and down arrows to adjust the fade in duration.

Click the **Fade Out** up and down arrows to adjust the fade out duration.

The Fade Out time changes.

- ✔ **Tip:** When adjusting the fade duration, make the Fade In and Fade Out times the same to create symmetry at the beginning and end of the clip.

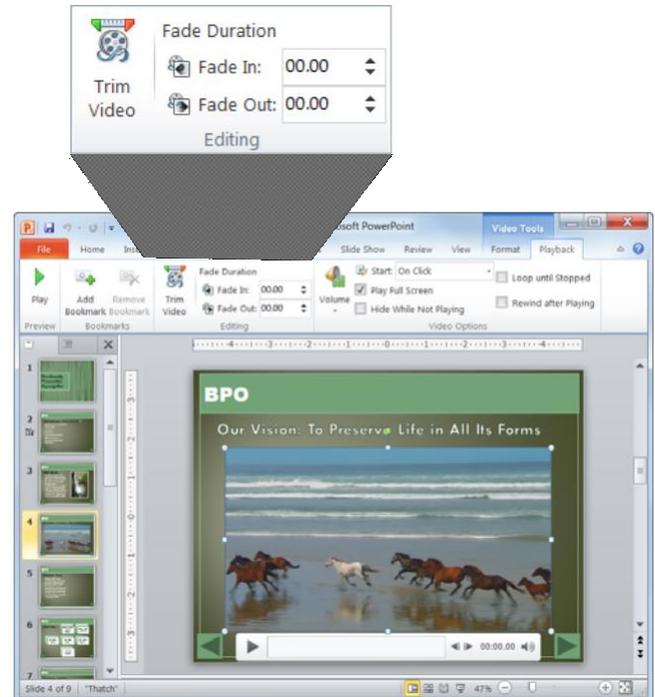


Figure 11-7: Edit your video using the Fade In and Fade Out controls in the Editing group of the Playback tab on the Ribbon.

Inserting and Using Bookmarks

Bookmarks are visual markers of specific locations, or times, in an audio or video clip. You can use them to mark important points, to navigate the clip while it is playing, or to trigger events such as animations.

Trap: Bookmarks cannot be added to videos embedded from the Web.

Add bookmarks

Click the clip to which you want to insert a bookmark.

The Format and Playback contextual tabs appear on the Ribbon under Audio Tools or Video Tools.

Under Audio Tools or Video Tools on the Ribbon, click the **Playback** tab and click the **Play** button in the Preview group.

The clip begins to play.

When you reach a point in the clip that you would like to bookmark, click the **Add Bookmark** button in the Bookmarks group.

The clip pauses, and a small yellow dot appears on the clip's progress bar to indicate where the bookmark has been added.

Click the **Play** button on the clip's progress bar. The clip resumes.

Continue through the video, adding bookmarks as necessary.

Tip: To place your bookmarks more accurately, click the **Pause** button. Click on the progress bar to find the exact frame to which you want to add the bookmark. Click **Add Bookmark** and press **Play** to resume.

Go to a bookmark

While you are playing your video during a presentation, you can skip ahead or back using the bookmarks.

Before playing the video, click the **bookmark** from which you want to start the video.

The video skips ahead to the bookmark.

Tip: You can also skip through the video while the video is playing.

Exercise

Exercise File: EmployeeOrientation11-5.pptx

Exercise: Navigate to Slide 4 and add several bookmarks to the video.

Preview the video and skip ahead to each of the bookmarks.

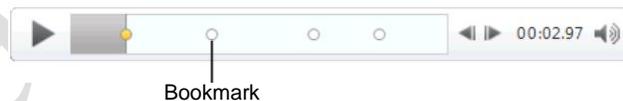
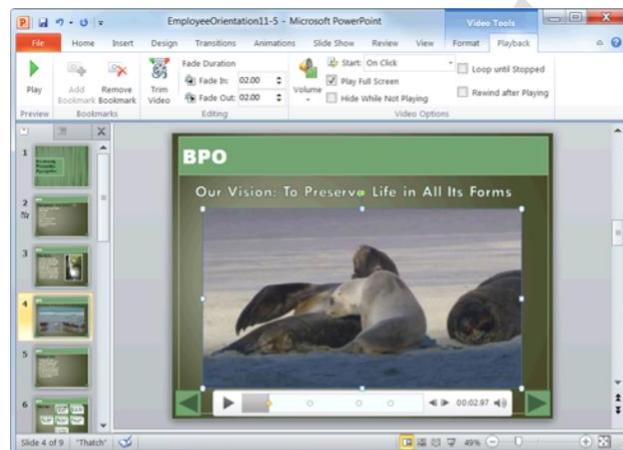


Figure 11-8: Video clip with bookmarks added.

Click the **Play** button on the video's progress bar. The video starts playing from the bookmark.

 **Other Ways to Use Bookmarks:**

Before playing the clip (or while the clip is playing), press <Alt> + <Home> to skip to the next bookmark. Press <Alt> + <End> to skip to the previous bookmark.

 **Tip:** Bookmarks can also be used to trigger animation effects. For example, you could cause text to appear at certain points in the video or even create your own captions.

Remove bookmarks

Don't like where you placed your bookmarks? You can remove them.

Click the **bookmark** on the clip's progress bar. The bookmark is selected.

Under Audio Tools or Video Tools on the Ribbon, click the **Playback** tab and click the **Remove Bookmark** button in the Bookmarks group.

The bookmark is removed.

Using Action Buttons

An action button is an object on a slide that performs an action when clicked or pointed to, such as jumping to another slide or playing a sound.

Action buttons are most commonly used for self-running presentations—for example, presentations that are presented at a booth or kiosk.

Click the **Insert** tab on the Ribbon and click the **Shapes** button in the Illustrations group.

The Shapes gallery appears. Notice the Action Buttons section at the bottom of the gallery.

Select the action button you want to use.

The mouse pointer changes to a crosshair, indicating that you can insert the action button.

Click where you want to insert the action button on the slide.

The action button is inserted, and the Action Settings dialog box appears. Here you can specify what type of action should occur. You can also specify whether or not you want the action to begin when the button is clicked or simply when the cursor points to it.

Specify your options in the Action Settings dialog box and click **OK** when you're finished.

Tip: The **Run macro** and **Object action** settings are only available if your presentation contains a macro or OLE object, respectively.

Table 11-6: Common Action Buttons

| | |
|------------------------------------------------------------------------------------|-------------------------|
|  | Back or Previous |
|  | Forward or Next |
|  | Home |
|  | Custom |

Exercise

Exercise File: Employee Orientation11-6.pptx

Exercise: Navigate to Slide 9 and insert the Home action button onto the slide.

Move it to the bottom-right corner of the slide.

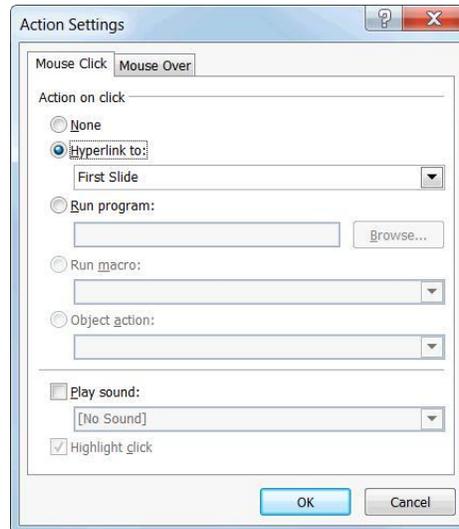


Figure 11-9: The Action Settings dialog box.

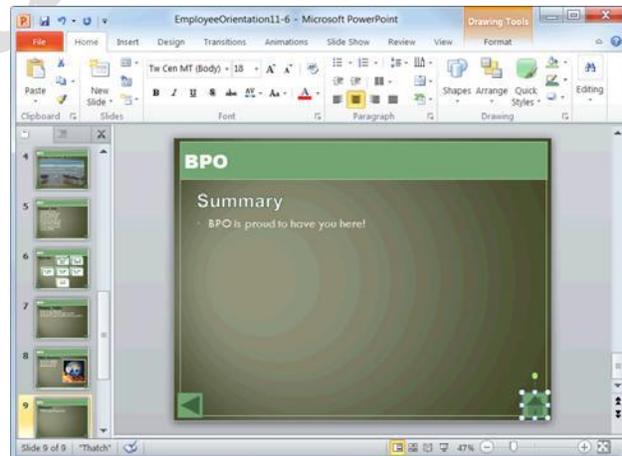


Figure 11-10: Action buttons can come in extremely handy, especially if the presentation is going to be browsed independently at a kiosk.

Compressing Media

Inserting a lot of photos, images, and videos into your slide shows can make the size of the presentation file unwieldy. Large files not only take up precious disk space, but they are also difficult to e-mail to with others. If you have a slide show full of multimedia files, you can make them smaller by compressing them in PowerPoint.

Click the **File** tab on the Ribbon and select **Info**.

Information about the file appears in Backstage View.

Click the **Compress Media** button.

A list of compression quality options appears.

See Table 11-7: Compression Qualities for a description of each option.

Select an option from the list.

PowerPoint compresses all of the multimedia files in the slide and shows you the results.

Tip: To undo the compression, click the **Compress Media** button and select **Undo** from the list.

Table 11-7: Compression Qualities

| | |
|-----------------------------|-------------------------------------------------------------------------------------|
| Presentation Quality | Maintains a high level of quality while still saving space. |
| Internet Quality | Produces media with a quality level comparable to what you would find online. |
| Low Quality | Greatly reduces file size and quality. Select this option use when e-mailing files. |

Exercise

Exercise File: EmployeeOrientation11-7.pptx

Exercise: Compress the media in the presentation to Internet Quality.

Close the slide show without saving.

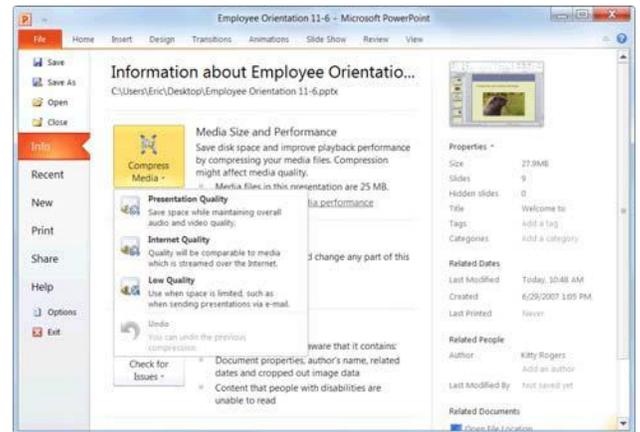


Figure 11-11: The Compress Media button in Backstage View.

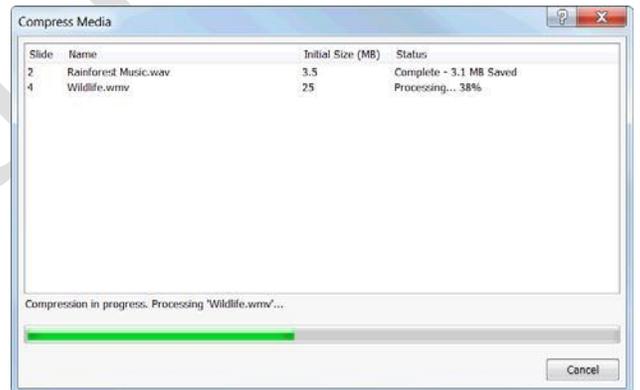


Figure 11- 12: Media compression in progress in the Compress Media window.