



Working With Microsoft PowerPoint

Lecture-06 Inserting a Sound

Dr. Dhafer Manea Hachim AL-HASNAWI

Assist Proof

Al-Furat Al-Awsat Technical University

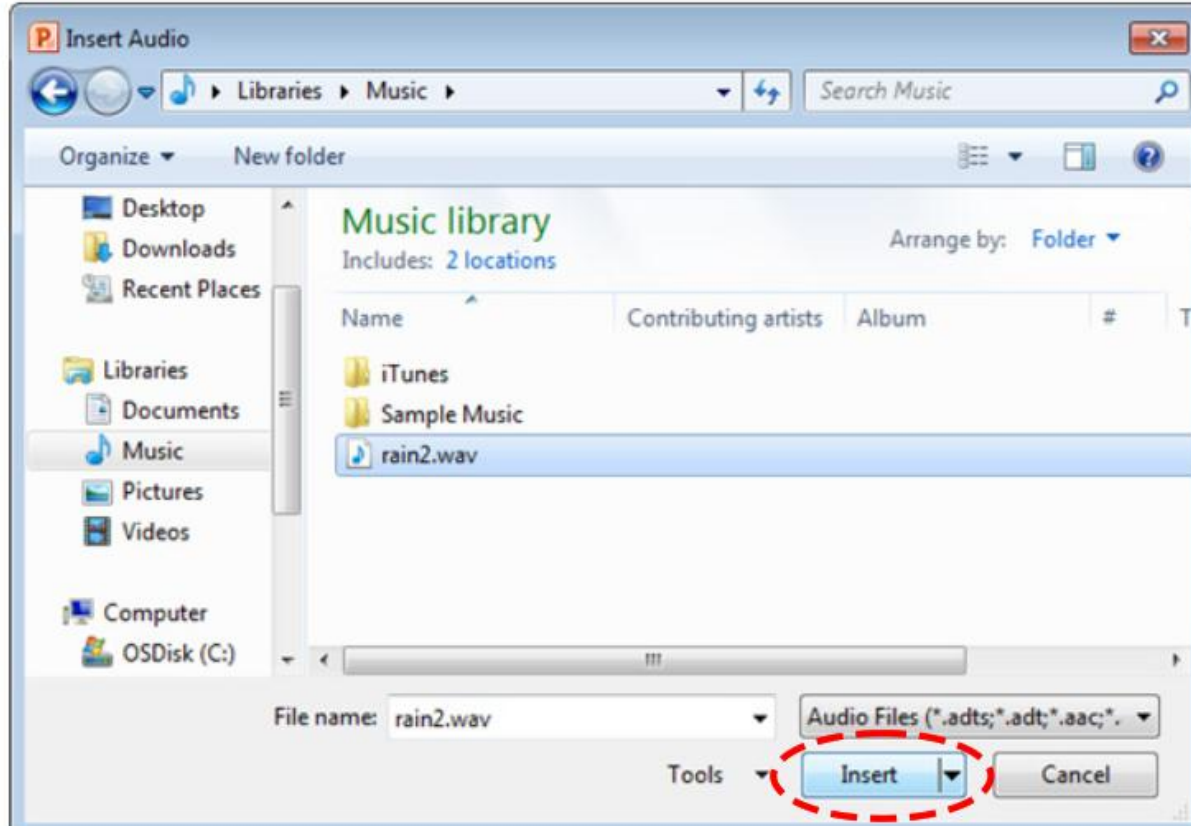
Engineering Technical College / Najaf

email:coj.dfr@atu.edu.iq

Select the slide you are going to put the sound on
Insert << Audio >> Audio from File



Browse for your sound file >> **Insert**



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

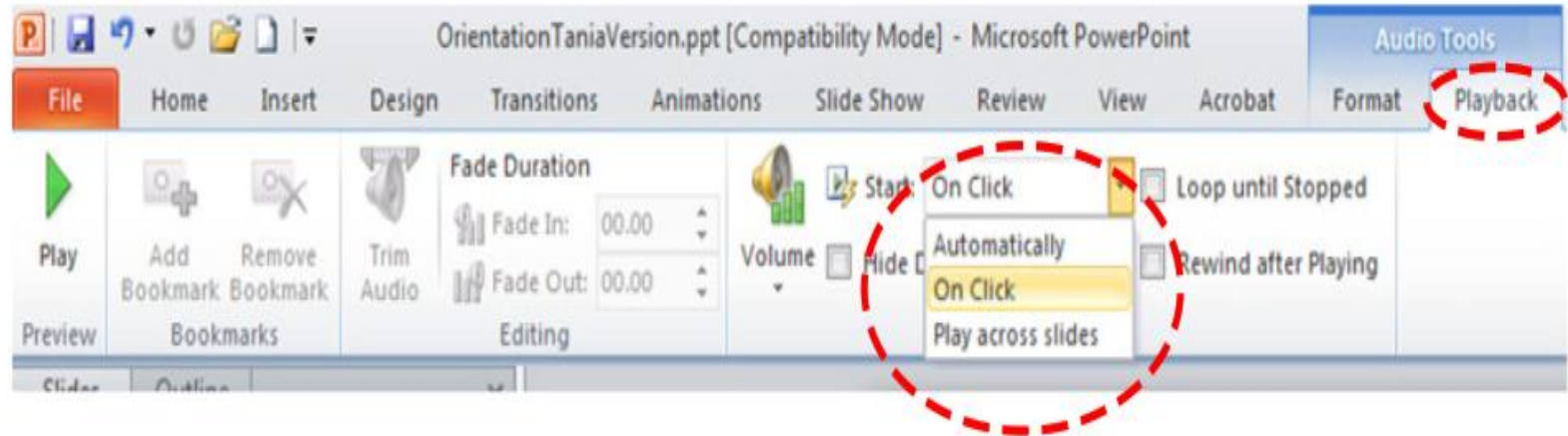


To move your sound icon out of the middle of your powerpoint>> Click on the icon >> move it to where you want it placed.



To change the playback of your sound:

Click on the **Playback** tab << **Start** dropdown box << select **Automatically, On Click or 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.