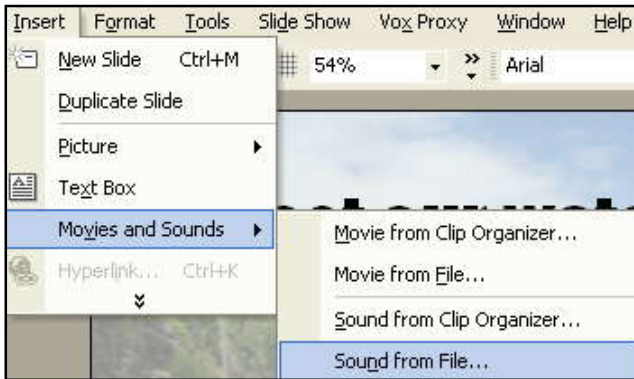


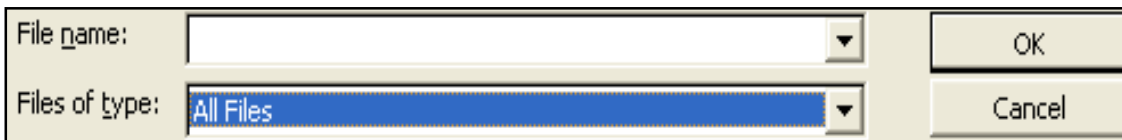


Adding Sound to your PowerPoint Presentation

1. Make sure the sound you want is contained in the same folder as your PowerPoint presentation.
2. Once your slide is complete, click on the slide you want your music to begin playing.
3. Select **Insert | Movies and Sounds | Sound from File**



4. Navigate to your PowerPoint folder with the sound.
5. Make sure **All Files** is selected in the **Files of type** section, since your sound might not be showing when you try to locate it. You may have to convert your sound to a .wav if necessary. Some sound types don't always work.



6. Select your sound and click OK!
7. When the following window pops up, choose **Yes** if you want the music to play automatically when that slide appears, otherwise, click No.



8. For this lesson, **Yes** was selected so the user wouldn't have to click on the sound icon in order to have music.
9. In order to have the sound play for the duration of a given number of slides, you must select the slide you just placed the sound icon in order for music to play.
10. Select **Slide Show | Custom Animation** from the main menu.

