# Introduction

PowerPoint allows you to add **audio** to your presentation. For example, you could add **background music** to one slide, a **sound effect** to another, and even record your own **narration** or **commentary**. You can then **edit** the audio to customize it for your presentation.

To insert audio from a file:

1. From the Insert tab, click the Audio drop-down arrow, then select Audio on My PC.
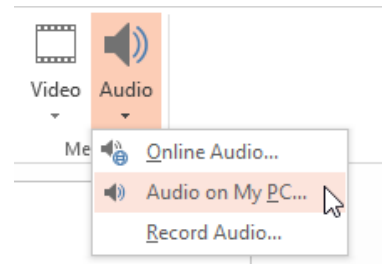
2. Locate and select the desired audio file, then click Insert.
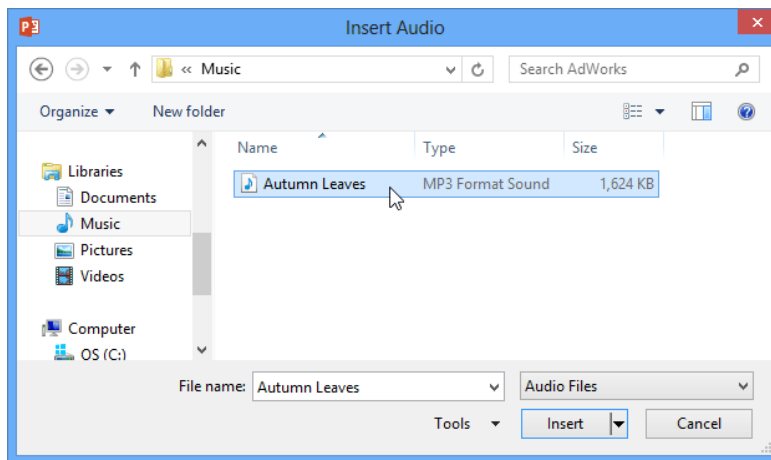
3. The audio file will be added to the slide.

Recording your own audio

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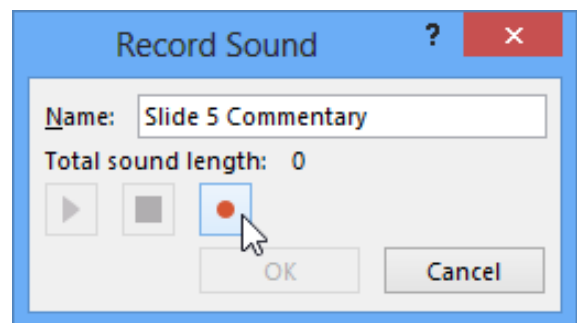
To record audio:

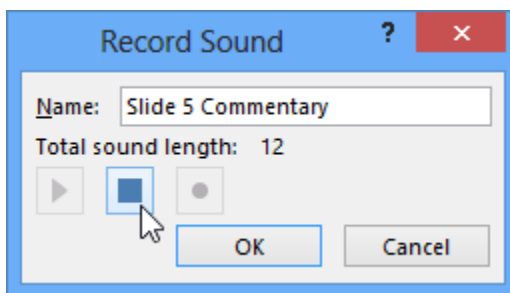1. From the Insert tab, click the Audio drop-down arrow, then select Record Audio.
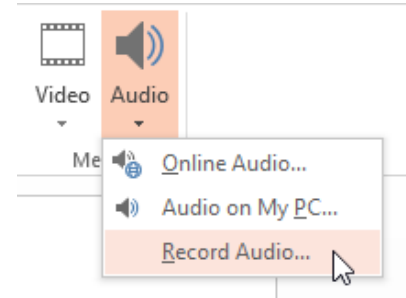
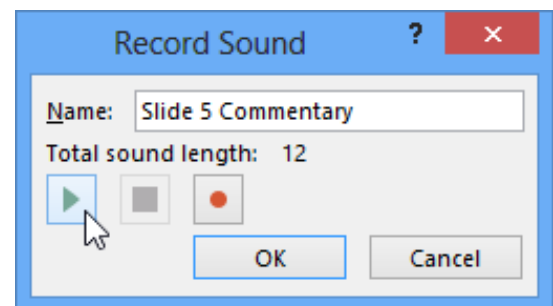2. Type a name for the audio recording, if desired.
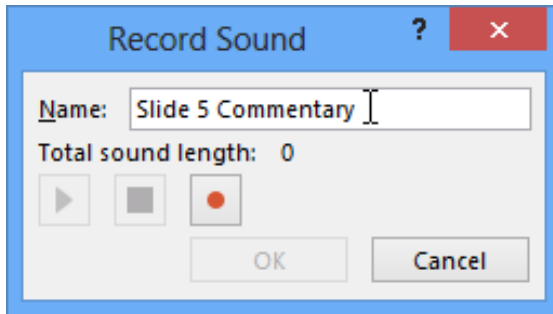
3. Click the Record button to start recording.

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

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

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

Working with audio

To preview an audio file:

1. Click an audio file to select it.

2. Click the **Play/Pause** button below the audio file. The sound will begin playing, and the **timeline** next to the Play/Pause button will advance.

3. To jump to a different part of the file, click anywhere on the **timeline**.

To move an audio file:

*   Click and drag to **move** an audio file to a new location on a slide.


To delete an audio file:

*   Select the audio file you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

Editing audio

You can modify your audio files using the commands on the **Playback** tab. For example, if you add a song to a slide you can **trim** it to play only a brief section. You can also add a **fade in** and **fade out**, and add **bookmarks** that allow you to jump to specific points in the audio file.

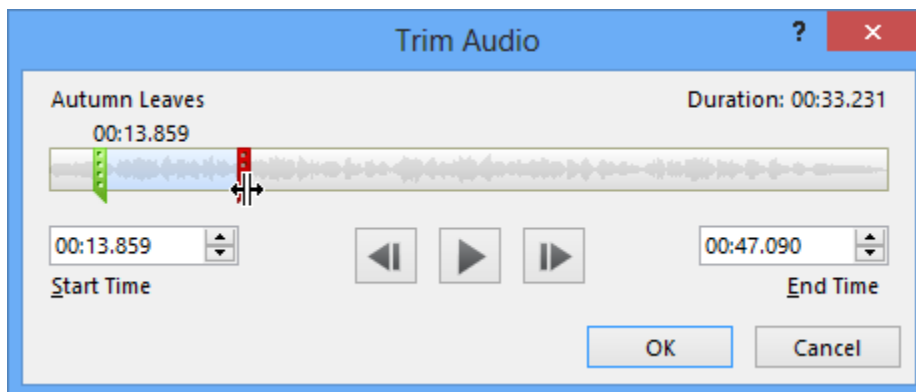## To trim an audio file:

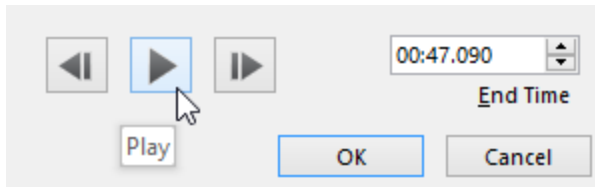1. Select the audio file, then click the **Playback** tab on the Ribbon.
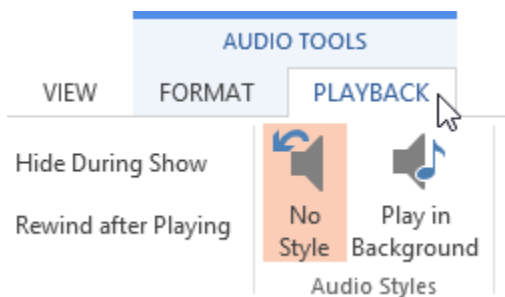
2. Click the **Trim Audio** command.
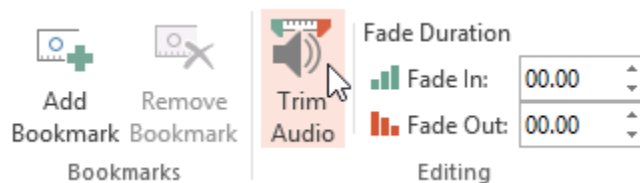
3. A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.
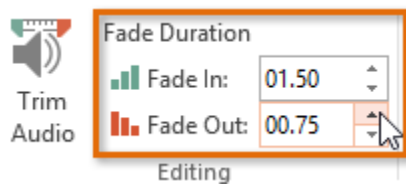

4. To preview the audio file, click the **Play** button.

5. Adjust the handles again if necessary, 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 the desired values, or use the **up** and **down** arrows to adjust the times.
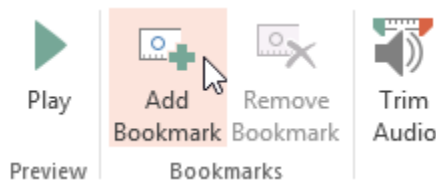

To add a bookmark:

1. Click the **timeline** to locate the desired part of the audio file.

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

3. The bookmark will appear on the timeline. Click the bookmark to jump to that location.

Audio options

There are other options you can set to control how your audio file will play. These are found in the **Audio Options** group on the **Playback** tab.


- **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

- **Play Across Slides**: Continues playing the audio file across multiple slides instead of just the current slide

- **Loop until Stopped:** Replays the audio file until stopped

- **Rewind after Playing:** Returns the audio file to the beginning when it is finished playing

To change the audio icon:

By default, an audio file will appear as a **speaker icon** in the slide. If you want, you can change the icon to a different picture.
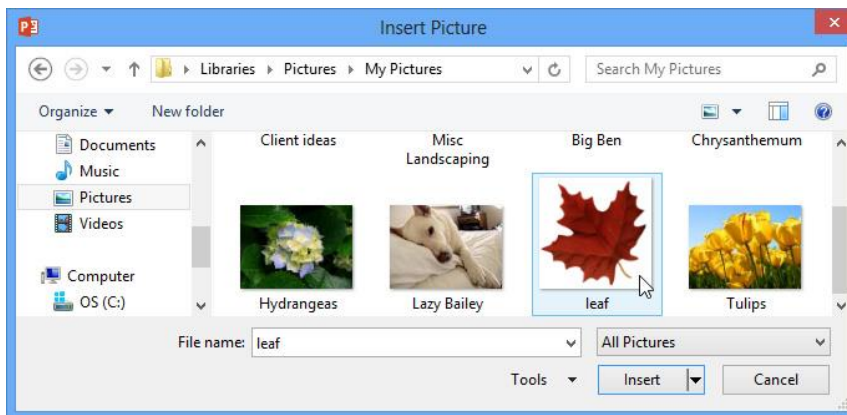
1. Select the audio file, then click the **Format** tab.
2. Click the **Change Picture** command.
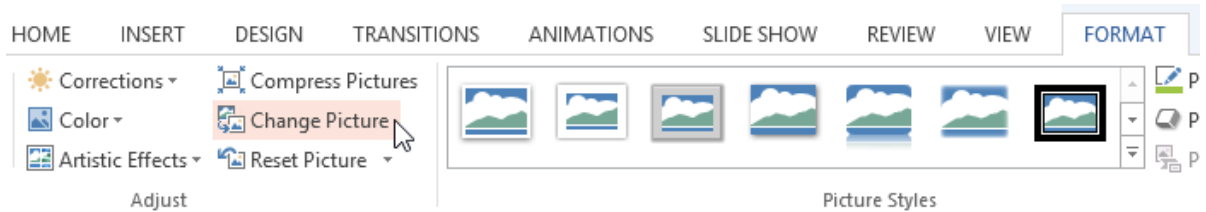
3. The **Insert Pictures** dialog box will appear. Click **Browse** to select a file from your computer. Alternatively, you can use the **online image search tools** to locate an image online. In our example, we'll click **Browse**.
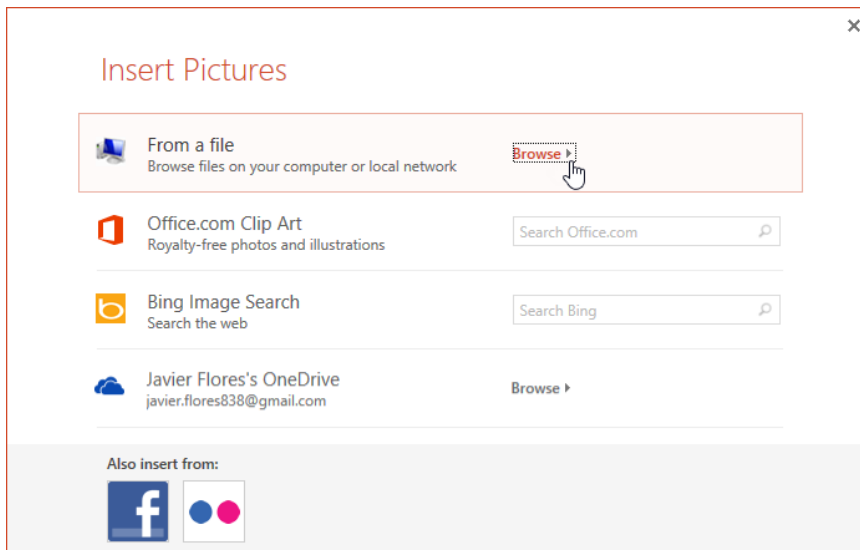
4. Locate and select the **desired picture**, then click **Insert**.

5. The icon will change to the new picture.

For more tutorials go here: https://edu.gcfglobal.org/en/powerpoint2016/