

Inserting Music Into a PowerPoint 2003 Presentation

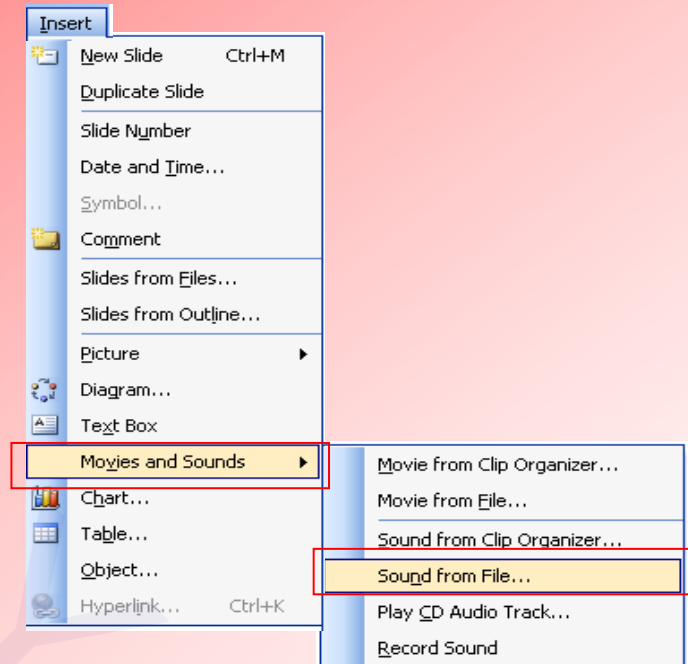
Introduction to Inserting Music into a Presentation

PowerPoint enables you to create presentations that can include animation and sound. You can add simple sounds or music to a individual slide. Beyond that, you can include music with a complete presentation either from a music source or by embedding a music file.

Tip – To help make your presentation run more smoothly keep both the presentation files and sound/music files in the same folder.

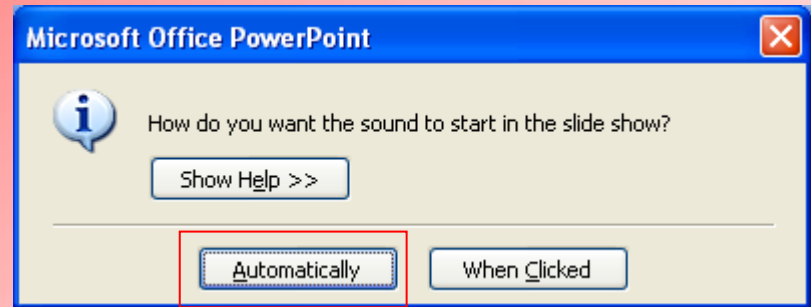
Step 1

1. Select the first slide in the presentation.
2. From the menu bar **Insert > Movies and Sounds > Sound from File...**
3. Browse to the folder that contains the music track to be played with the presentation > Select the music track > **OK**.



Step 2

4. Click ***Automatically*** so the music starts at the same time as the presentation.

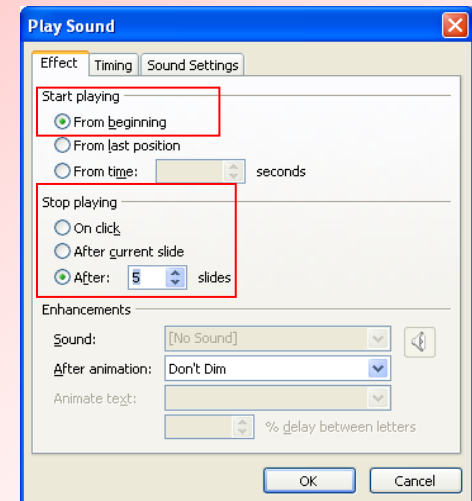
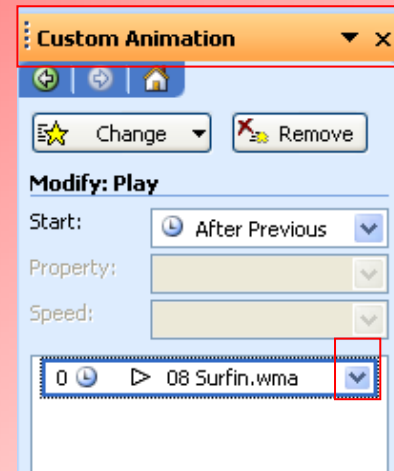


5. The sound icon appears on the slide.



Step 3

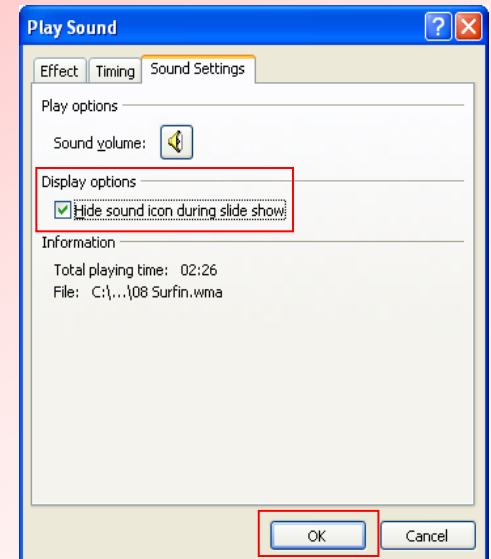
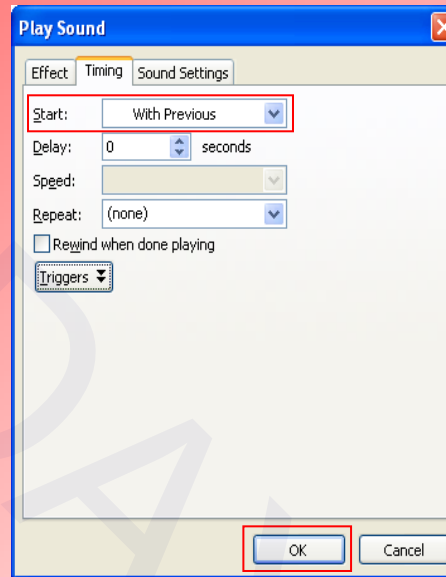
6. Select the **Sound** icon > from the menu bar **Slide Show > Custom Animation**.
7. On the right **Task** pane click the dropdown arrow of the **Sound object > Effect Options > Effect**.
8. **Start playing > From beginning > Stop playing > After >** choose the number of the last slide.



Step 4

9. *Timing tab > Start > with previous > OK*

10. *Sound Settings tab > tick Hide sound icon during slide show > OK > click to run the presentation*



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