

Inserting Music Into a PowerPoint 2007 Presentation

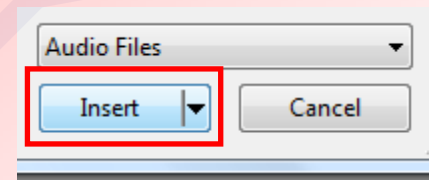
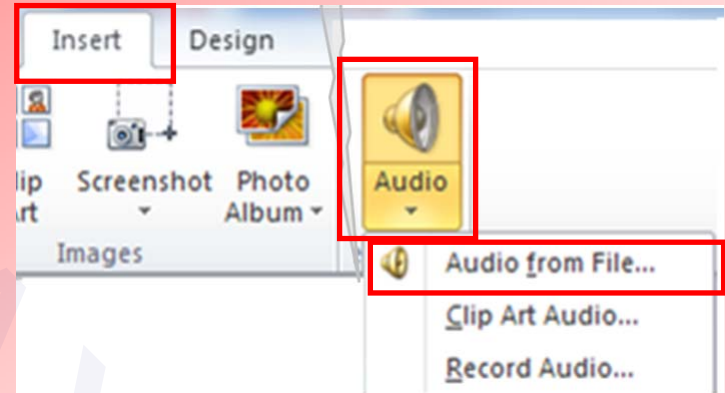
Introduction to Inserting Music into a Presentation

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.

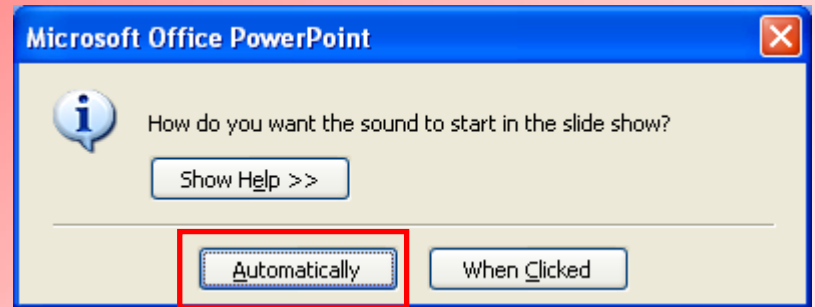
Step 1

1. Select the first slide in the presentation.
2. **Insert** tab > **Audio** > **Audio from File...**
3. Browse to the folder that contains the music track to be played in the presentation > select the music track > **Insert**.



Step 2

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

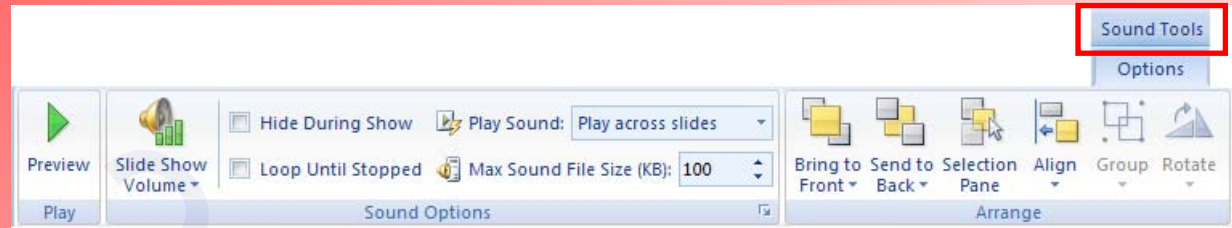


5. The ***Sound*** icon appears on the slide.

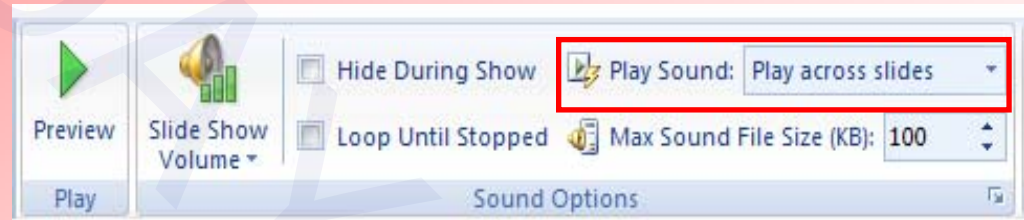


Step 3

6. Select the sound icon > the **Sound Tools** appear on the right of the ribbon.



7. **Sound Tools** > **Play Sound** > **Play across slides**.

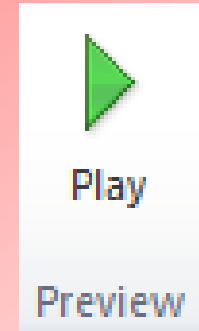


8. **Sound Tools** > tick **Hide During Show** > this hides the sound icon in slideshow view.

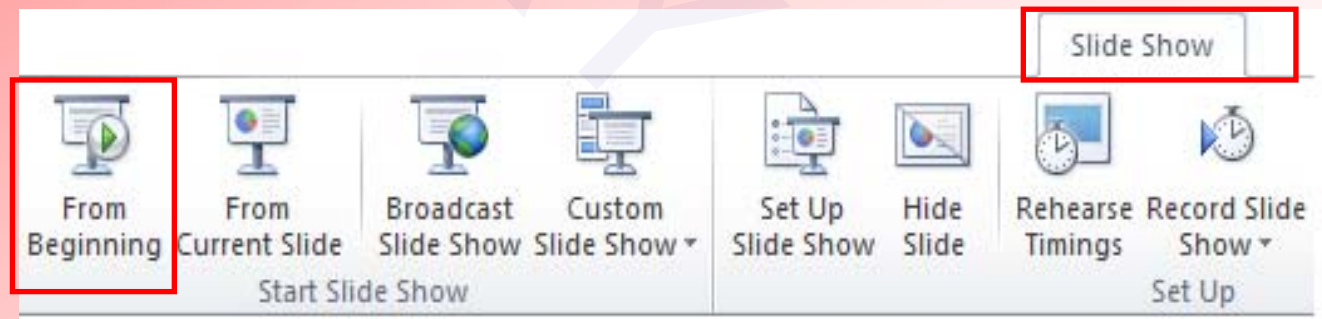


Step 4

9. **Audio Tools > Playback > Play** to play the sound file in the presentation edit mode.



10. **Slide Show tab > From Beginning** to play the presentation in slideshow mode with music.



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