



POWERPOINT 2007

Adding Sounds, Music & Narration

Today's Destination

- **Places to Collect Sounds/Music**
 - **From PowerPoint sound collection**
 - **From Internet**
 - **From CD**
- **Where to Start?**
 - **Folder Organization** →Collect sounds first in ONE folder→Cite your source on Word document
- **Ways to Insert Sound**→Embedded or Linked
 - **Through Animations**→Custom Animation – this **embeds** into PowerPoint (.wav sounds only)
 - **Must give text/image an animation (triggers sound) before inserting sound**
 - **Through Insert Sound** – this **links** sound from a source
 - **From File**
 - **From Clip Organizer**
 - **Play CD Audio Track**
 - **Record Sound**

Inserting Sound in PowerPoint Presentations

1. Open a PowerPoint Presentation.
2. Navigate to the desired slide or create a new one.
3. From the **Insert** menu, select one of the following:
 - ✓ **Movies and Sound > Sound Clip Organizer**
The Microsoft Clip Organizer appears. Navigate to the desired sound file. Click **Insert**. If you want to test the sound file, click **Play**. Note that you can also select **Preview/Properties** to check out file name, type, size, and path.
 - ✓ **Movies and Sound > From File**
Use this option to insert a sound file that is not located in desktop folder. Click **Insert**.
4. The PowerPoint speaker icon appears on the slide. Move it to the desired location.

Adding Narration to PowerPoint Presentations

You can add narration to PowerPoint presentations provided you have a sound card and a microphone. You can record narration for the presentation, or you can record narration during a presentation, thereby including audience comments.

Note

Narration takes precedence over all sounds within a presentation. So, you should not include sound files in a presentation that includes narration, as those sound files would not be played.

To record narration

1. Open a PowerPoint presentation.
2. On the **Slide Show** menu, click **Record Narration**. A dialog box appears showing the amount of free disk space and the number of minutes you can record.
3. Do one of the following:
 - To insert the narration as an embedded object, click **OK**.

- To insert the narration as a linked object, select the **Link narrations in** checkbox. Browse to the desired folder if necessary. Then, click **OK** to begin recording.

Note

It is usually best to link long narration. Brief narration can be embedded.

4. PowerPoint switches to Slide Show. Record narration as desired.
5. When the Slide Show is finished, a message appears:
 - To save the timings along with the narration, click **Yes**.
 - To save only the narration, click **No**.

You know which slides contain narration because those slides contain a sound icon in the lower right corner.

Note

Narration cannot be edited. If you need to make changes to the narration, you must re-record it.

Inserting YouTube→Embed into PowerPoint→Must have internet connection

Link for How to Embed YouTube in PowerPoint Presentations:

<http://www.wikihow.com/Embed-YouTube-Flash-Videos-in-Your-PowerPoint-Presentations>

Steps to Embed YouTube:

1. In PowerPoint 2003 and earlier versions, go to View -> Toolbars -> select "Control Toolbox".
In PowerPoint 2007, go to Office button -> PowerPoint Options -> Popular -> tick "Show Developer tab in the Ribbon".
2. In the Control Toolbox (Click the Developer tab if in 2007 to see this area), click the last icon "More Controls" which is displayed as hammer plus wrench. **In the set of controls available on your computer, select "Shockwave Flash Object". Then use your mouse to draw and resize an area in the slide as you like to place your YouTube video.**
3. Go to the YouTube video page you'd like to add, and check the URL in the address bar of your Web browser. **You'll get an address like**

<http://www.youtube.com/watch?v=hChq5drjQI4>

Change the phrase **watch?v=** to **v/** and now the address becomes

<http://www.youtube.com/v/hChq5drjQI4>

4. Right click the area you drew which is displayed as a big cross, select Properties and go to Properties tab. **Copy and paste the YouTube video address in the field as value of attribute Movie; set the value of attribute Playing and Loop to False. Close the Properties tab when everything is done.**
 - **Linking to YouTube**→Insert text/image→Highlight text/image→RIGHT CLICK→Hyperlink→Go to link and back to powerpoint→Click OK→View in Slide Show view
 - **How to Hide the Sound icon**→Sound Tools→Sound Options→Hide sound icon during slide show
 - **How to Save your PowerPoint presentation**
 - PPT Show, PDF, Web Page, PowerPoint 07 or earlier version
 - Publish→Package for CD
 - **Where to get help (upper right hand corner)**

TECH TIP OF THE DAY: "The Power of Right Click"