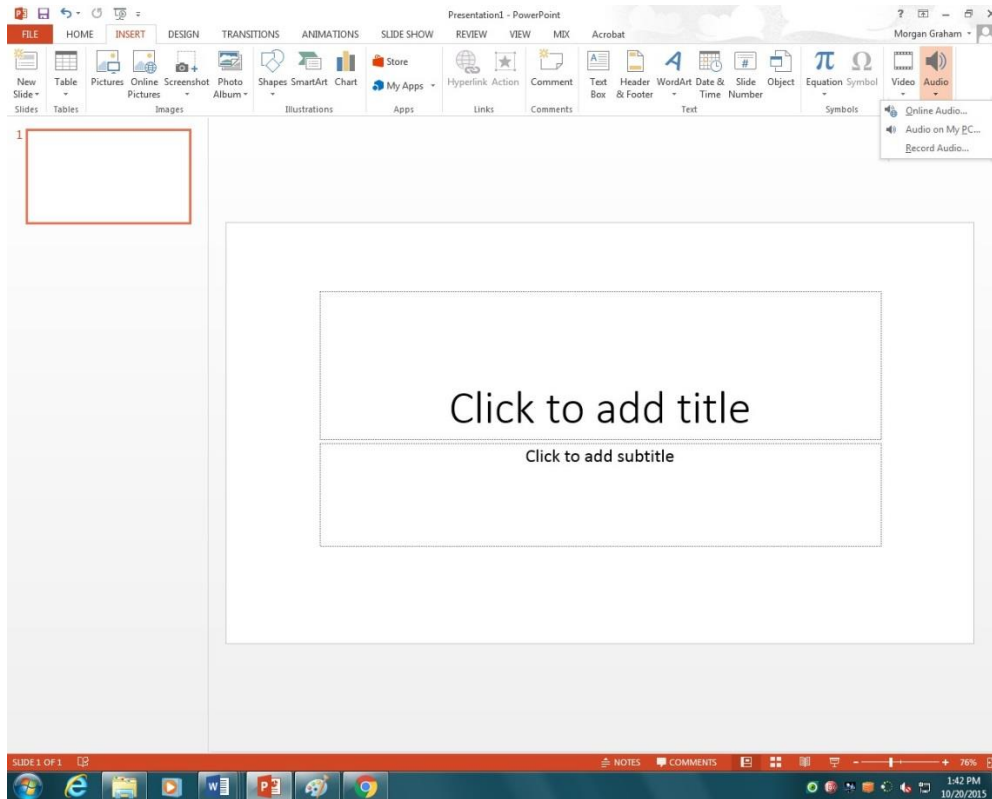


Inserting Sound into PowerPoint

The purpose of this tutorial is to teach you how to insert sounds into your PowerPoint Presentation. Sounds can make your presentations more interesting and engaging.

1. Open your PowerPoint presentation. In the top tool bar, select the “Insert” tab. Then select “Audio”. (It is located at the far right-end of the insert tab). Here you will be presented with an option to choose audio from the internet, off your computer, or recording it.



2. **Choosing Audio from the Internet:**

A window will pop up that will allow you to insert a file from the internet into your presentation.

Choosing Audio from your Computer:

A pop-up window will appear displaying your own computer’s documents. Here you can look for the audio file to insert from your computer’s saved files.

Recording your own Audio:

For this you will need your own microphone and audio recording equipment. This option will only work if your device is plugged in and turned on.