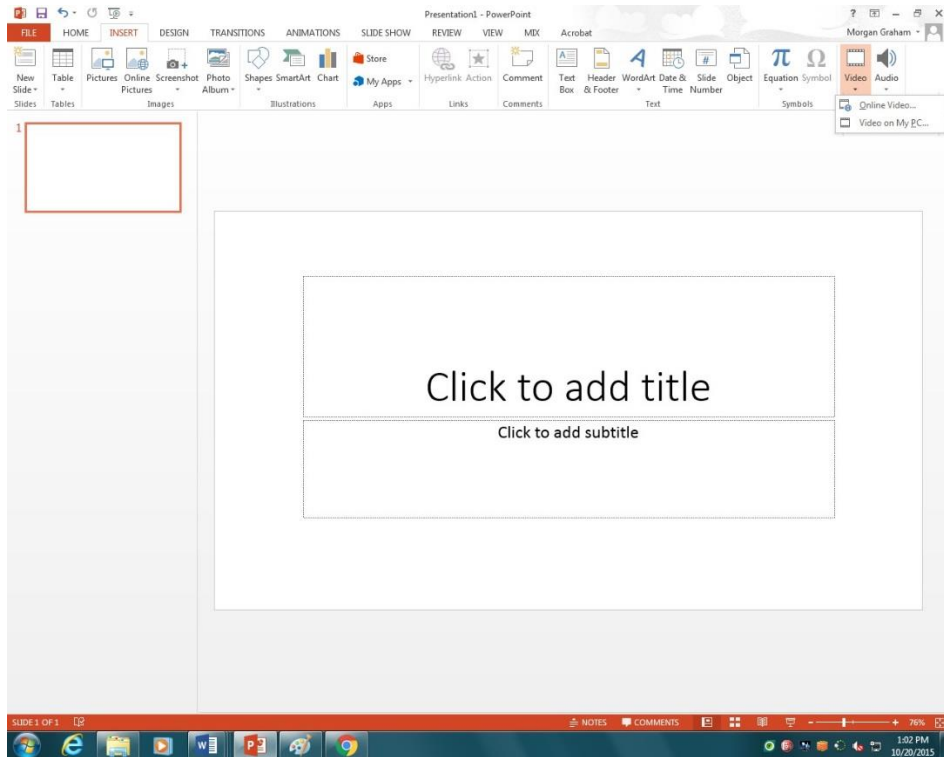


Inserting a Video into PowerPoint

The purpose of this tutorial is to teach you how to insert videos and manipulate them to make them personal and unique. Pictures can make your presentations more interesting and engaging.

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



2. **Choosing a video from the internet:**

You will be presented with two options if you chose to insert a video from the internet. Here you can paste a copied link from YouTube and paste it in the URL bar. You can also copy and paste an embedded link from a website in the “Video Embedded Code” section.

Choosing a video from your own computer:

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

3. Once your video is inserted, you can change the size of it by dragging the corners of the video. To play your video, double click the center of the video and click play.
While in presentation mode, your video will NOT play automatically, you must click on it.