

Adding Music to PowerPoint

Hints and Tips

Adding music to a PowerPoint Presentation

To add sound to a slide:

1. Click the Insert Tab
2. Select Sound
3. Select where the sound is coming from



4. Find the sound file or music track from within your computer
5. Click OK



6. You will now be asked how the sound should play



Automatically will make the sound play as soon as the slide comes on to the screen

When clicked means exactly that – when you click the sound icon

I have selected When Clicked

7. A sound icon appears on your slide



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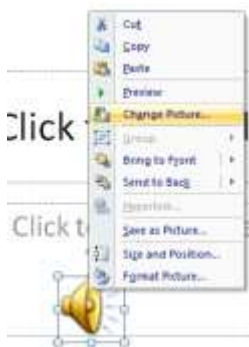
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The icon is not particularly beautiful and it can detract from your presentation so it would be very useful to change the sound into a picture so that you cannot see it.

8. Right Click the icon
9. Select Change Picture



10. Select the picture you want to use from your picture folder



11. Click Insert

Your picture now appears instead of the icon and you can resize it to whatever size you want it to be.



12. Your sounds will play when you click on the picture

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