



Add Audio & Video Elements



Add Audio Elements > Import Audio Files in Presentations

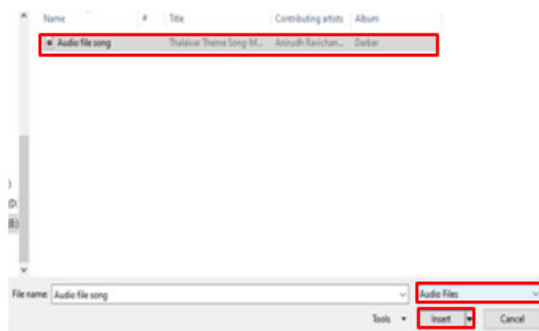
To add audio file:

- Select the Slide
- Click **Insert**> Under the **Media** ribbon, Click **Audio** > Select **Audio on My PC / Record Audio**
- Select **Audio on My PC**
- Browse to the audio file location



Add Audio Elements > Import Audio Files in Presentations

- In **Insert Audio** dialogue box, if you want to filter to specific audio file type,
- Click **Audio File**
- There are wide range of audio file options available. Select the file type as per the input available
- Click **Insert**



Add Audio Elements > Import Audio Files in Presentations

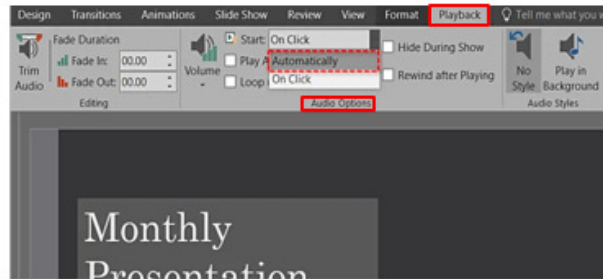
- Notice the audio file placed and Sound icon appears.
- In the audio toolbar, you can click preview to listen the audio clip.



Add Audio Elements >Configure Audio Playback Options

To play audio automatically during the presentation:

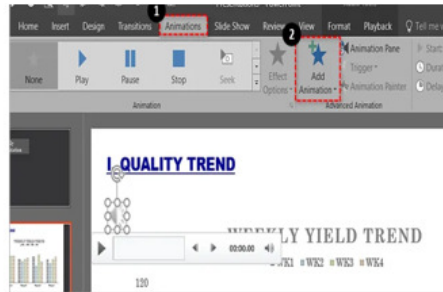
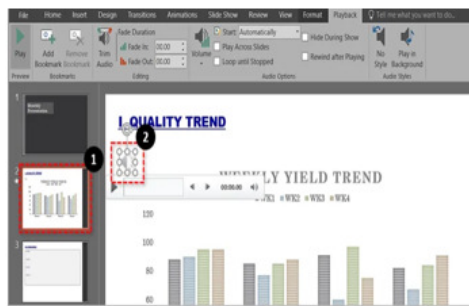
- Click **Audio speaker icon**
- Select **Playback** tab > Under **Audio Options**, Select **Start** box > Click **Automatically** to play audio automatically



Add Audio Elements > Configure Audio Playback Options

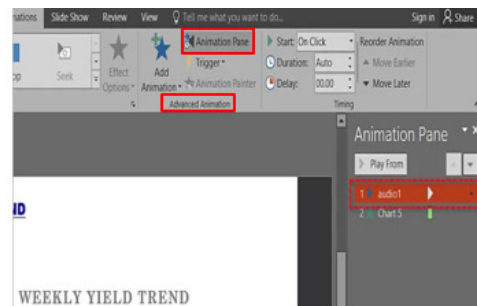
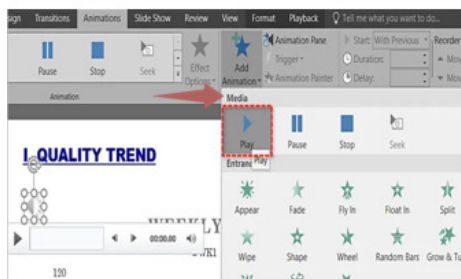
To play audio from specific slide:

- Select the slide from where the audio should start playing > Click **Sound** icon
- Click **Animations**> under Advanced Animation ribbon, click **Add Animation**



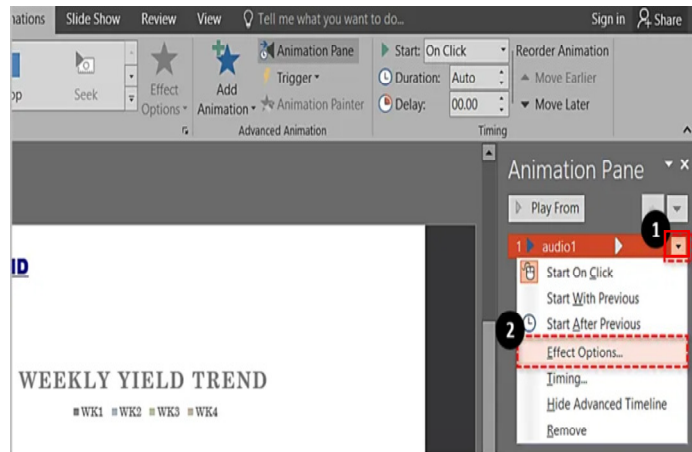
Add Audio Elements > Configure Audio Playback Options

- Under **Media**, select **Play**
- Under **Advanced Animation** tab, Click **Animation Pane**
- In Animation Pane window, reorganize the items, so that the audio file get listed first



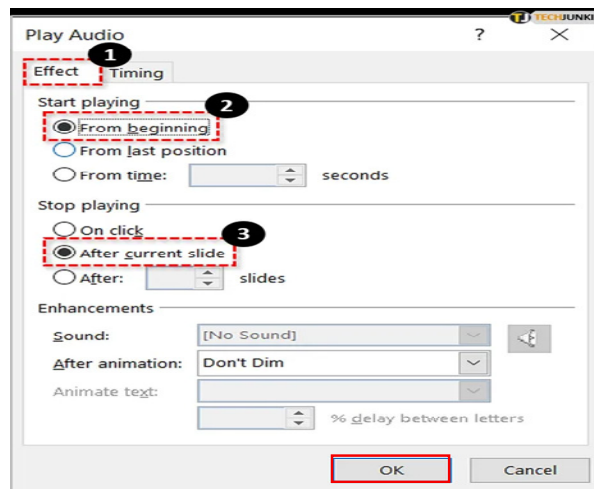
Add Audio Elements > Configure Audio Playback Options

- Click on the down arrow next to the audio. From the dropdown list, select **Effect Options**



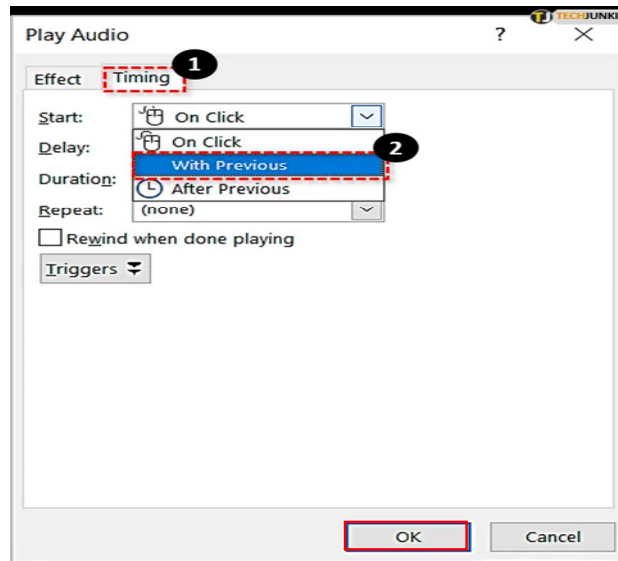
Add Audio Elements > Configure Audio Playback Options

- Click **Effect** tab > Under **Start playing**, Select **From beginning**
- Under **Stop playing**, Select **After current slide** >Click **OK**



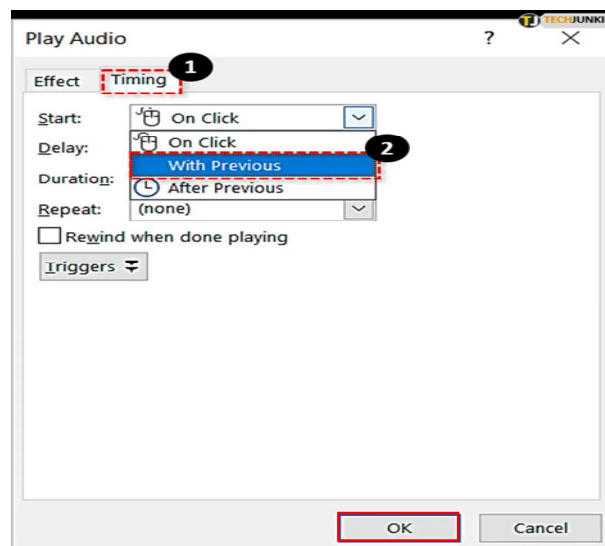
Add Audio Elements > Configure Audio Playback Options

- In **Play Audio** dialogue box, click **Timing** tab > Under **Start**, Select **With Previous** > Click **OK**



Add Audio Elements > Configure Audio Playback Options

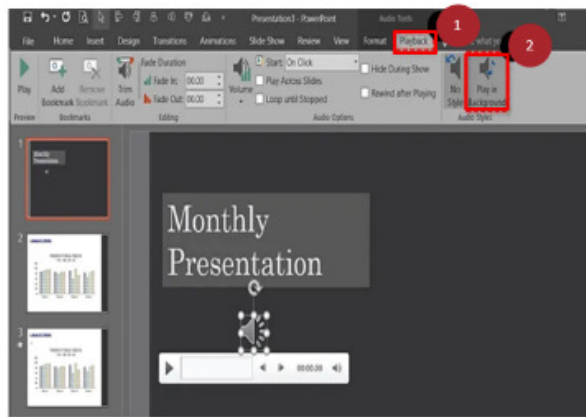
- In **Play Audio** dialogue box, click **Timing** tab > Under **Start**, Select **On Click** > Click **OK**



Add Audio Elements > Configure Audio Playback Options

Toplay audio in background:

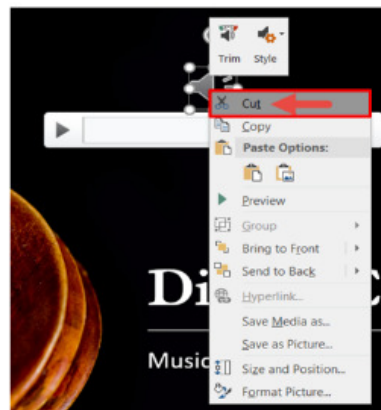
- Click **Sound icon**
- Under **Audio Styles**, Click **Play in Background**, the audio will play when the slide starts



Add Audio Elements > Import Audio Files in Presentations

To delete the audio file:

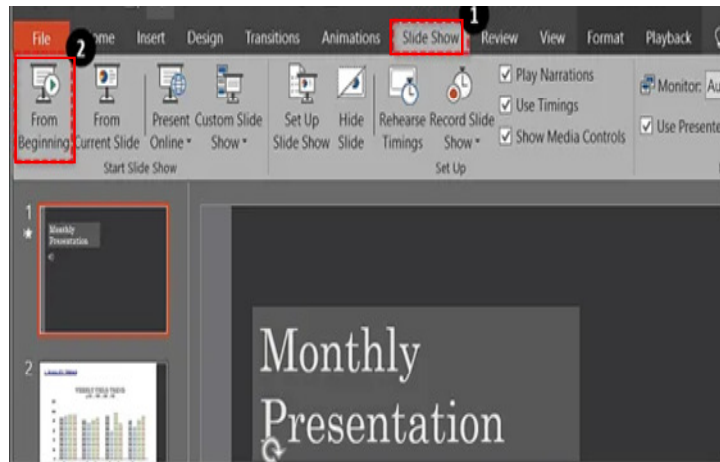
- Select the Speaker icon on the slide > Right click on the mouse
- Click **Cut** or press **Delete** button in the keyboard



Add Audio Elements > Import Audio Files in Presentations

To Start Slide Show:

- Click **Slide Show >From Beginning**



Add Video Elements > Import Video Files in Presentations

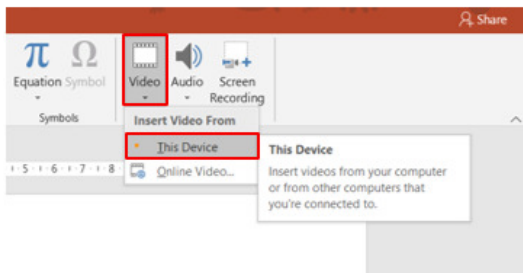
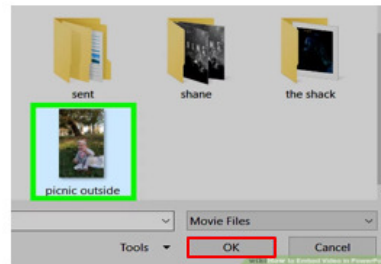
Suresh and Seema created a presentation with all the pictures and text.



Add Video Elements > Import Video Files in Presentations

To insert video in the slide :

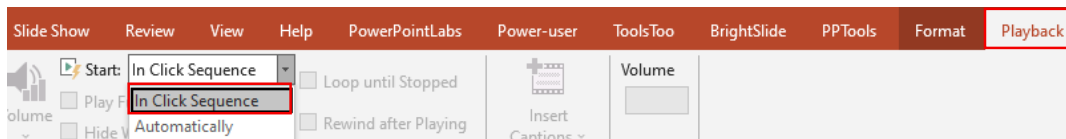
1. Select the Slide
2. Click **Insert** tab > Under the **Media** ribbon, Click **Video >This Device**
3. Browse to the file location > Select the file > Click **OK**



Add Video Elements > Import Video Files in Presentations

To play the video in the slide :

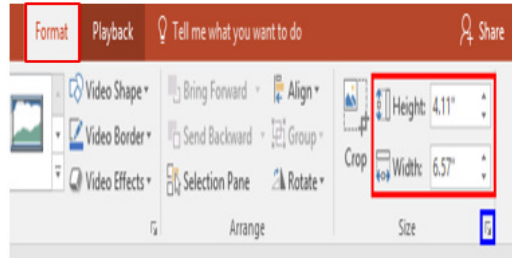
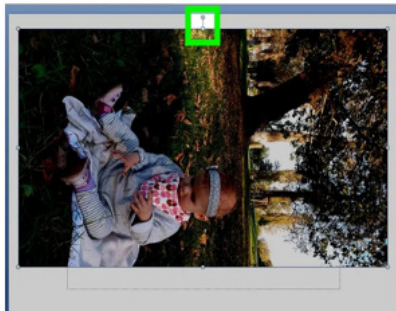
1. Select the Video
2. Click **Playback** tab > Under the **Video Options** ribbon, Click **Start** box> Click **Automatically**



Add Video Elements > Import Video Files in Presentations

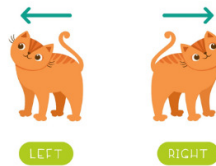
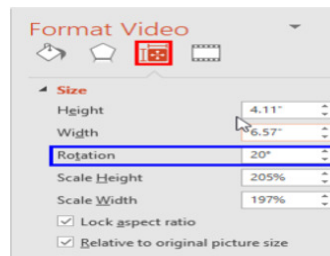
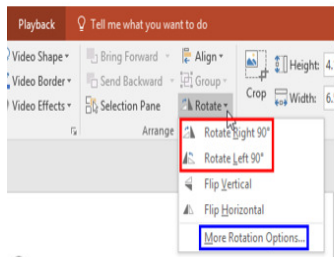
To resize the video:

1. Click video > Click **Format** tab > Under **Size** tab, type your desired **Height** and **Width** Values.
2. You can even resize the video by dragging the corners of the video.



Add Video Elements > Resize Video to Fit Slide

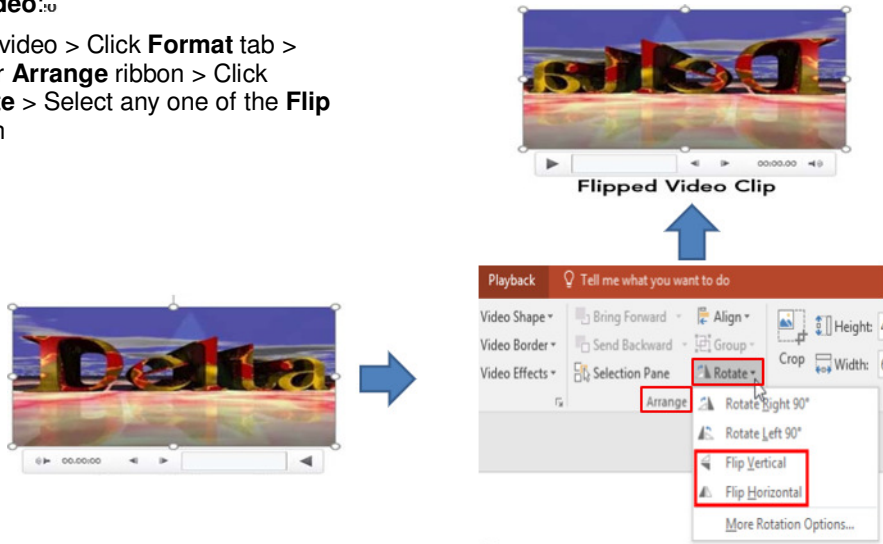
3. Under **Arrange** ribbon > Click **Rotate** > Select any one of the rotate option
4. Click **More Rotation Options** > **Size and Position**



Add Video Elements > Resize Video to Fit Slide

To flip the video:

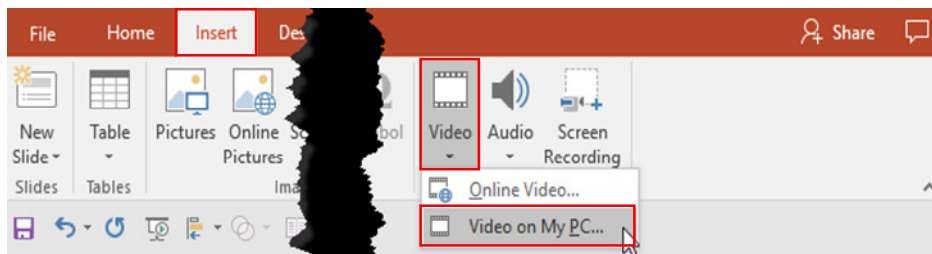
1. Click video > Click **Format** tab > Under **Arrange** ribbon > Click **Rotate** > Select any one of the **Flip** option



Add Video Elements > Configure Video Playback Options

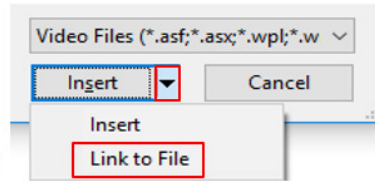
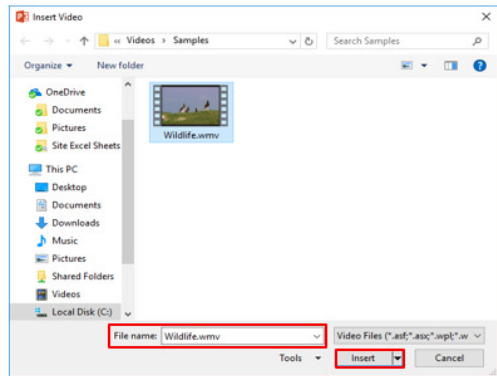
To insert video link in the slide :

1. Select the Slide
2. Click **Insert**> Under the **Media** ribbon, Click **Video** > Click **Video on My PC**



Add Video Elements > Configure Video Playback Options

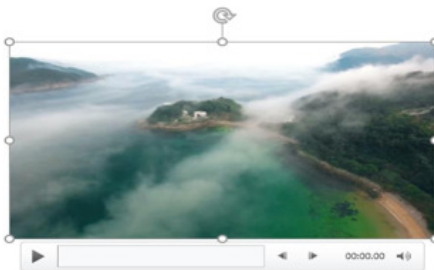
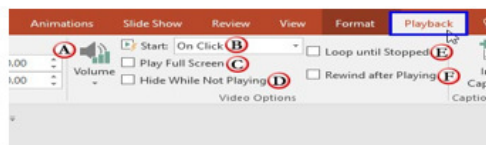
3. Browse to the file location
4. Select the file > Click **Insert**, select **Link to File**



Add Video Elements > Configure Video Playback Options

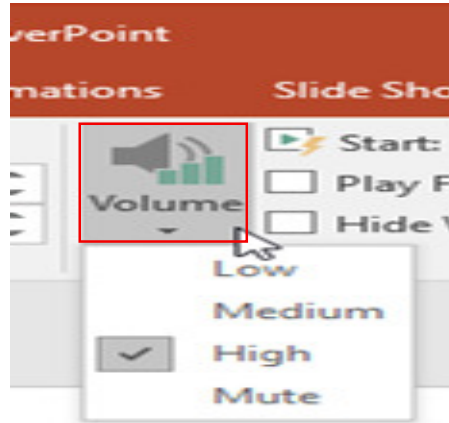
To insert video in the slide :

1. Select the Video
2. Click **Playback** tab > Under the **Media** ribbon, Click **Video** > Click **Video on My PC** > Type your File name > Click **Insert**



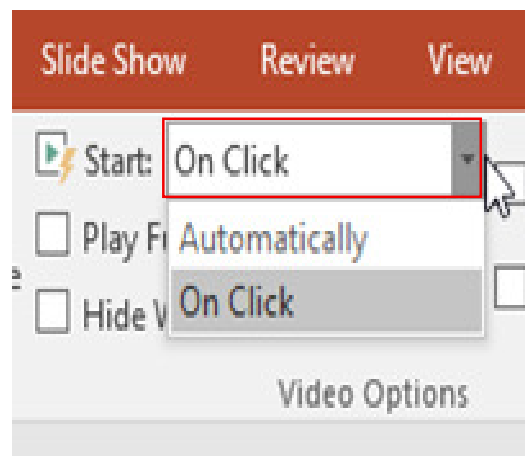
Add Video Elements > Configure Video Playback Options

- 3. Select the **Volume** option, Click drop –down arrow, Select the preferred option like **Low**, **Medium**, **High**, **Mute**.

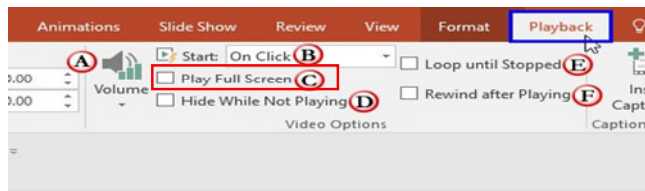


Add Video Elements > Configure Video Playback Options

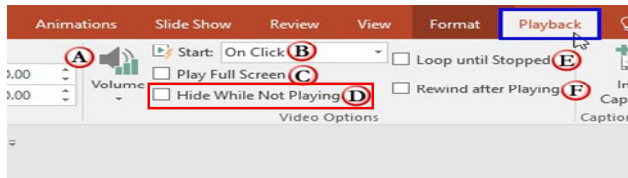
- 4. Select the **Start** option, Click drop –down arrow, Select the preferred option like **On Click**, **Automatically**.



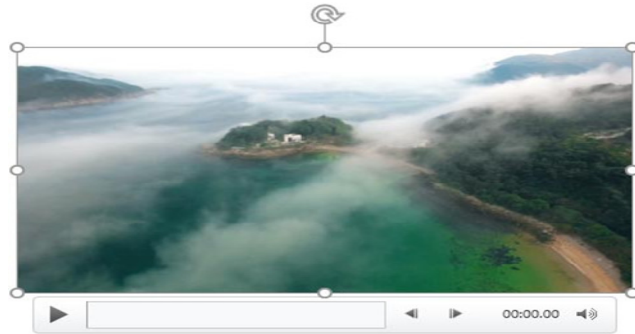
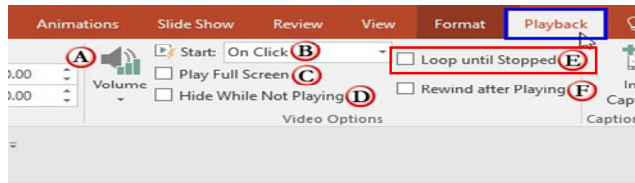
Add Video Elements > Configure Video Playback Options



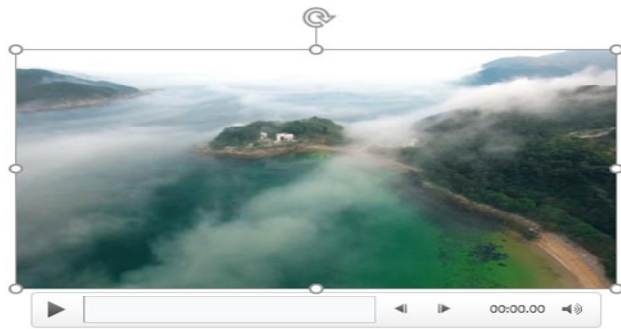
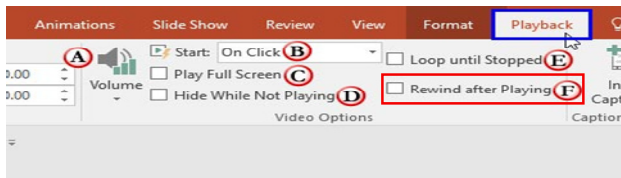
Add Video Elements > Configure Video Playback Options



Add Video Elements > Configure Video Playback Options



Add Video Elements > Configure Video Playback Options



Add Video Elements > Import Video Files in Presentations

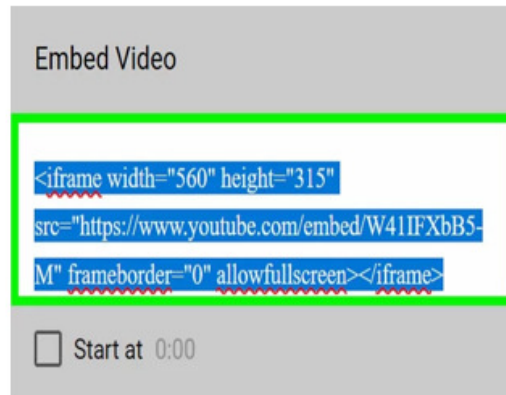
To embed youtube video:

1. Start a web browser like **Microsoft Edge** or **Google chrome** or your favorite browser
2. Visit YouTube Webpage > Search for the video that you want to embed.



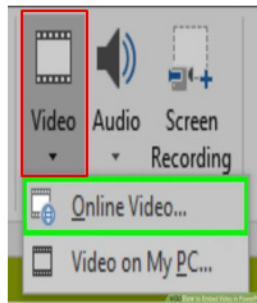
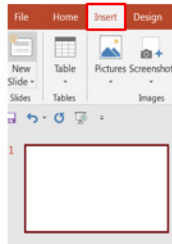
Add Video Elements > Import Video Files in Presentations

3. While the video is playing In YouTube, Right click > Select **Share**
4. Select **Embed video** > the YouTube video hyperlink appears > Select and copy the embed code



Add Video Elements > Import Video Files in Presentations

5. Select the desired slide > Click **Insert**
6. Under **Media** ribbon, Click **Video** > Click **Online Video**,
7. Paste the embed video code which you copied



Add Video elements > Key Takeaway

In this module, you have learnt that using the options available in MS PPT you can add:

- Audio elements are used to make the PowerPoint as presentable
- The easiest way to add audio to the slide is from the PC
- Animation can be added to audio icon
- Audio playback can be customised in many ways as suits to your need
- Insert videos in two ways from your device or from online
- You can resize, rotate and flip videos
- Embed videos from an external webpage or website including YouTube
- Configure video playback options such as play in full screen, loop, rewind and control video volume while playing

Thank you

You have successfully completed this e-learning module. Thank you!
