

Inserting Music Into a PowerPoint 2010 Presentation

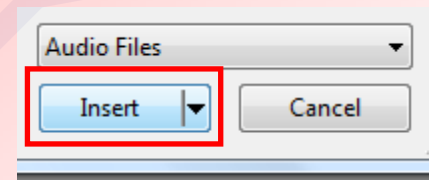
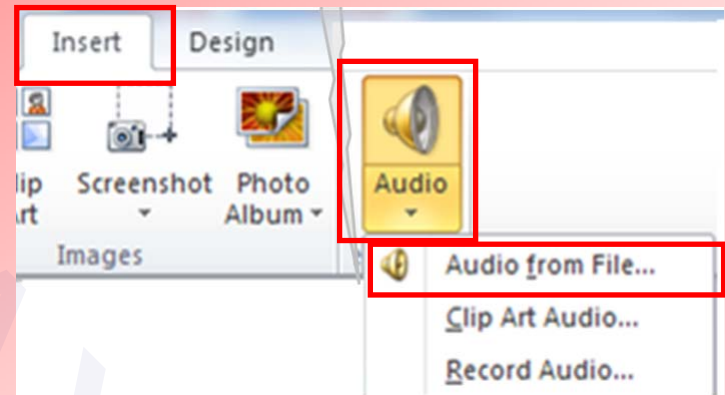
Introduction to Inserting Music into a Presentation

PowerPoint enables you to create presentations that can include animation and sound. You can add simple sounds or music to a individual slide. Beyond that, you can include music with a complete presentation either from a music source or by embedding a music file.

Tip – To help make your presentation run more smoothly keep both the presentation files and sound/music files in the same folder.

Step 1

1. Select the first slide in the presentation.
2. **Insert** tab > **Audio** > **Audio from File...**
3. Browse to the folder that contains the music track to be played in the presentation > select the music track > **Insert**.



Step 2

4. The sound icon, play button and timer appear on the slide.
5. Click the Play button to hear the music track.

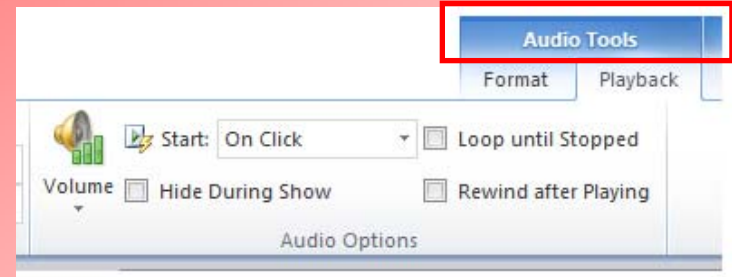


Note - If you move the mouse away from the sound icon, the play button and timer disappear.

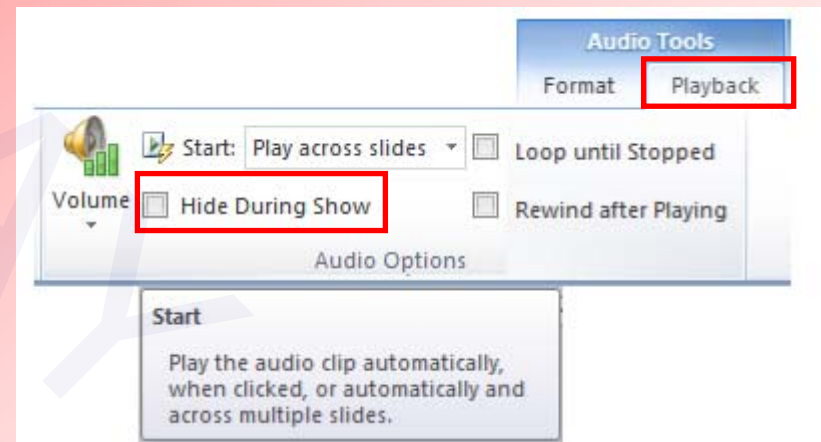


Step 3

6. Select the **Sound** icon > the Audio Tools appear on the right of the ribbon.



7. **Audio Tools > Playback > Start > Play across slides.**

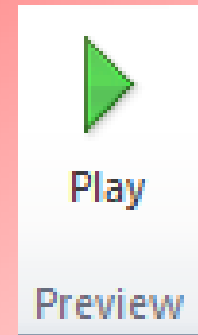


8. **Audio Tools > Playback > tick Hide During Show > this hides the sound icon in slideshow view.**

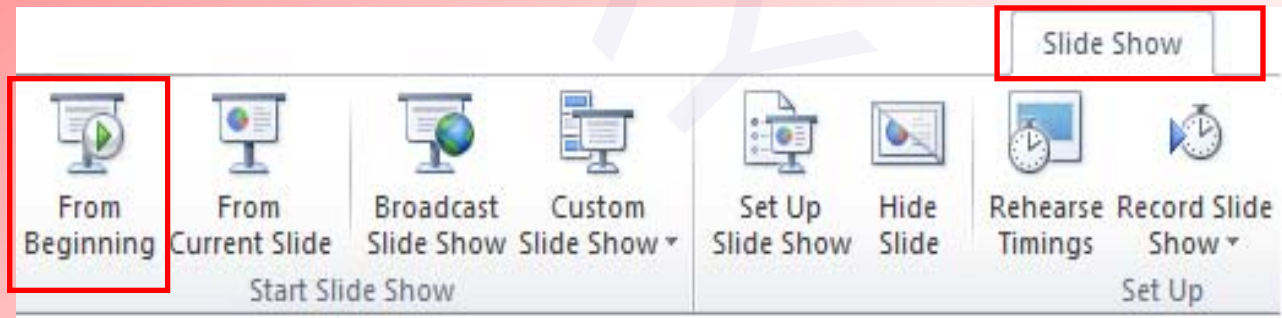


Step 4

9. **Audio Tools > Playback > Play** to play the sound file in the presentation edit mode.



10. **Slide Show tab > From Beginning** to play the presentation in slideshow mode with music.



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