



University Information
Technology Services

Microsoft Office

PowerPoint 2016 for Windows

Audio, Video & Presenting Your Presentation

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Microsoft Office: PowerPoint 2016 for Windows Audio, Video & Presenting Your Presentation

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Introduction

Adding audio and video to a PowerPoint presentation can be very useful, and can make your presentation more appealing to your audience. Audio can be added to slides in the form of background music, sound effects, or recordings. Video can also be added to a slide and played during your presentation. This is a great way to make your presentation more engaging for your audience.

Once your slide show is complete, you'll need to present it. This booklet will teach you how to present your presentation and explain how to use the presentation tools.

In PowerPoint 2016, you can insert and playback many different file formats.

Supported audio file formats:

FILE FORMAT	EXTENSION
AIFF Audio file	.aiff
AU Audio file	.au
MIDI file	.mid or .midi
MP3 Audio file	.mp3
Advanced Audio Coding - MPEG-4 Audio file	.m4a, .mp4
Windows Audio file	.wav
Windows Media Audio file	.wma

Supported video file formats:

FILE FORMAT	EXTENSION
Windows Media file	.asf
Windows Video file (Some .avi files may require additional codecs)	.avi
MP4 Video file	.mp4, .m4v, .mov
Movie file	.mpg or .mpeg
Adobe Flash Media	.swf
Windows Media Video file	.wmv

Learning Objectives

Upon completing this documentation, you will be able to:

- Add audio to the slide show
- Add video to the slide show
- Edit an audio file
- Edit a video
- Set up a slide show
- Start the slide show
- Understand how to use the presentation tools and features

Audio

In PowerPoint, you can add audio to your presentation from clipart audio, from a file, or you can record audio. The instructions below explain how to add audio to your slide show using each of these methods.

To Insert Audio from a File

1. In Normal view, navigate to the slide that you want to add audio.
2. Click the **Insert** tab on the *Ribbon*, and then click the **Audio** button.

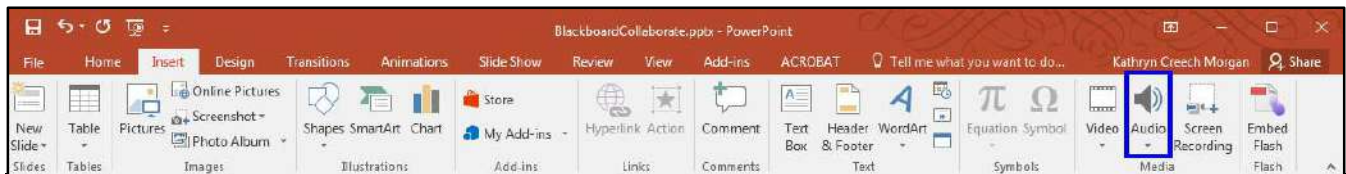


Figure 1 - Ribbon

3. From the drop-down list, within the Media group, select **Audio on My PC**.

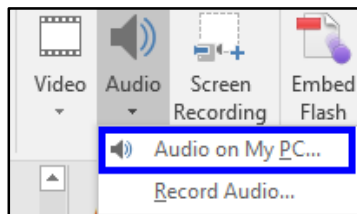



Figure 2 - Audio on My PC

4. The *Insert Audio* window will appear. Navigate to the location of the audio file.



Figure 3 - Insert Audio

5. Select the audio file, and then click the **Insert** button.
6. The audio file will appear on the slide. 

To Record Audio

1. In Normal view, navigate to the slide that you want to add audio.
2. Click the Insert tab on the Ribbon, and then select **Audio**.



Figure 4 - Ribbon

3. From the drop-down list, within the Media group, select **Record Audio**.

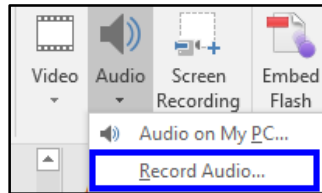


Figure 5 - Record Audio

4. The Recorder will appear. Type a **name** for the recording in the *Name* field.

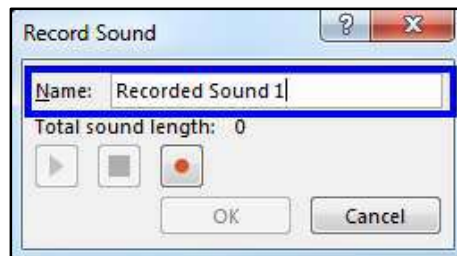


Figure 6 - Name the Recording

5. Click the **Record** button to start the recording.

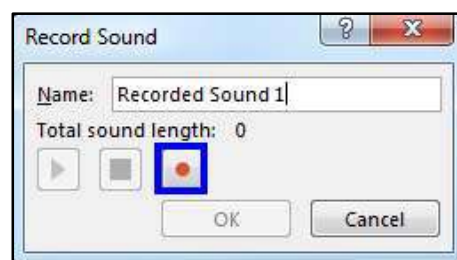


Figure 7 - Record Button

6. Click the **Stop** button when you are finished recording.

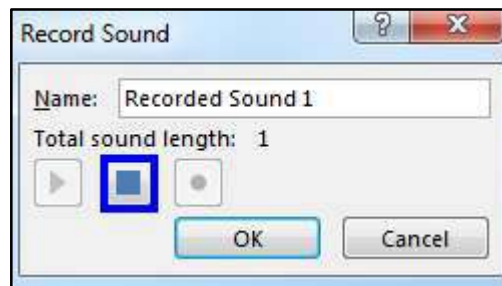


Figure 8 - Stop Button

7. To preview your recording, click the **Play** button.

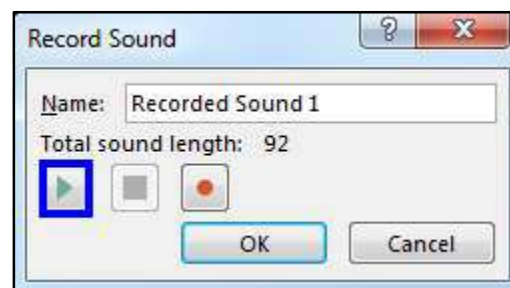


Figure 9 - Play Button

Note: If you do not like the recording and want to re-record the audio, select the **Record** button again.

8. Once you are done, click **OK**. The audio file should appear on the slide.



9. If you do not want to keep the recording, click the **Cancel** button.

The Audio File

1. **Play/Pause** – Click the play button to play/pause button to play and pause the audio file (See Figure 10).
2. **Timeline** – The timeline will advance as the audio plays. Click anywhere on the timeline to go to a different place in the audio file (See Figure 10).
3. **Back** – Move back .25 seconds in the audio file (See Figure 10).
4. **Forward** – Move forward .25 seconds in the file (See Figure 10).
5. **Timer** – View the time for the audio file (See Figure 10).
6. **Volume** – Using your mouse, hover over the volume icon to access the slider. Scroll up to increase the volume. Scroll down to decrease the volume. Click the volume icon to Mute/Unmute the audio file (See Figure 10).

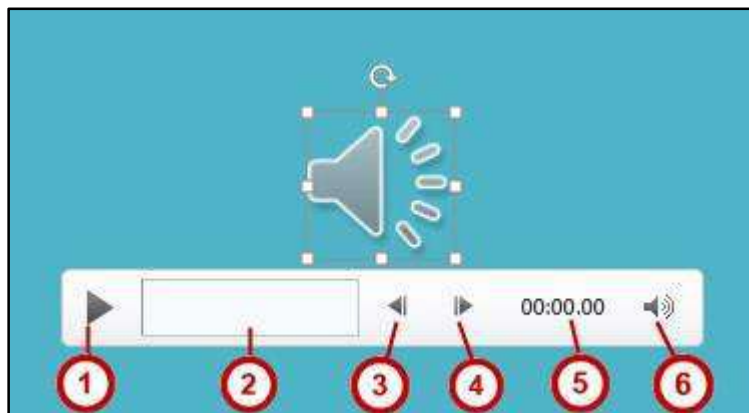


Figure 10 - Audio File

Deleting an Audio File

1. Navigate to the slide that contains the audio that you would like to delete.
2. Select the **audio file** icon.
3. Press the **Delete** or **Backspace** key on your keyboard.

Moving an Audio File

1. Navigate to the **slide** that contains the audio that you would like to move.
2. Click and drag the **audio file** to the desired location.

Playing Background Music Across all Slides

1. Select the **audio file** to be played across all slides.
2. On the *Audio Tools* contextual tab, select the **Playback** tab.
3. Click the **Play in Background** button. The audio file will now play across all slides until you reach the end of the presentation.

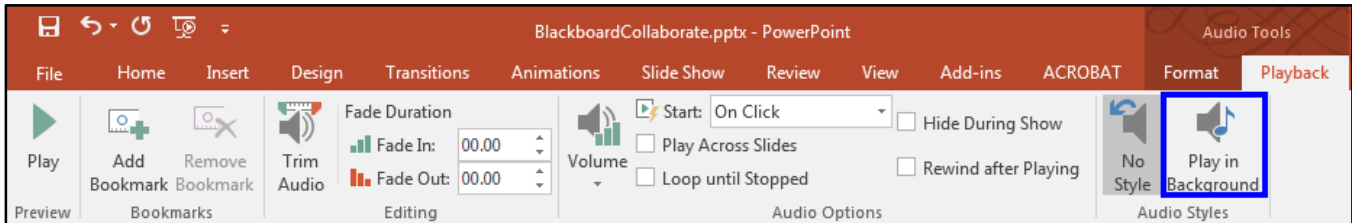


Figure 11 - Play in Background

Editing Audio

Sometimes you may need to make changes to your audio file. The following instructions explain how to edit the audio file.

To Trim an Audio File:

1. Select the audio file that you want to edit.
2. Click the **Playback** tab on the Ribbon.
3. Select **Trim Audio**.

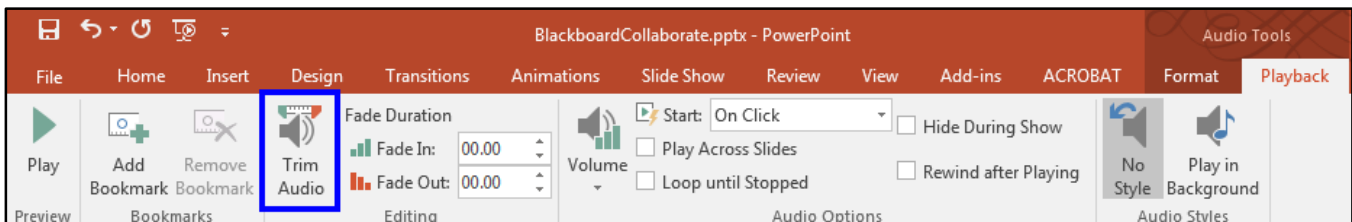


Figure 12 - Trim Audio

4. The *Trim Audio* window will appear. Click and drag the green handle to set the start time (See Figure 13).
5. Click and drag the *red handle* to set the end time (See Figure 13).
6. Click the **Play** button to preview the changes (See Figure 13).
7. If necessary, adjust the handles again. Once you are done, click **OK** (See Figure 13).



Figure 13 - Trim Audio

Note: You can also adjust the start or end time by selecting the green or red handles, and then clicking the **Previous Frame** or **Next Frame** buttons.

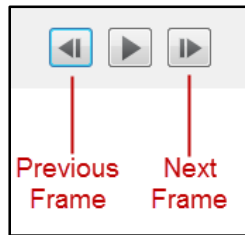


Figure 14 - Previous/Next Frame

To add a Fade In and Fade Out:

1. Select the **audio file** that you would like to edit.
2. Click the **Playback** tab on the Ribbon.
3. Under the Fade Duration section, either type in the desired times for the **Fade in** and **Fade Out**, or use the up and down arrows to adjust the times (See Figure 15).

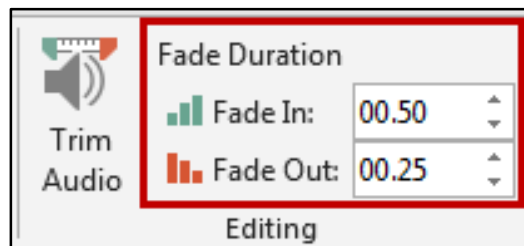


Figure 15 - Fade In/Fade Out

Audio Options

Additional options that control how your audio file will play are found on the *Playback* tab, in the *Audio Options* group.

1. **Volume** – Adjust the volume for the audio file (See Figure 16).
2. **Start** – Controls whether the audio file starts when you click the mouse, or automatically (See Figure 16).
3. **Play Across Slide** – Select the checkbox to play the audio file across all slides (See Figure 16).
4. **Loop until Stopped** – Select the checkbox to replay the audio file until stopped (See Figure 16Error! Reference source not found.).
5. **Hide During Show** – Select the checkbox to hide the audio file icon while the slide show is playing (See Figure 16).
6. **Rewind after Playing** – Select this checkbox to return the audio file to the beginning when it is finished playing (See Figure 16).

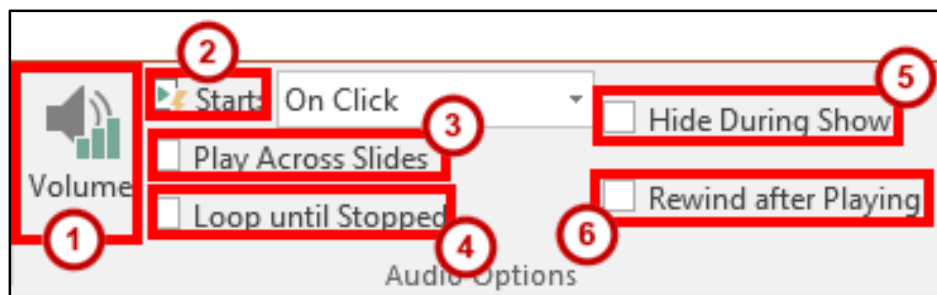


Figure 16 - Audio Options

Applying an Audio Style

Once an audio file has been added to your slide, you can format it to make it look more presentable.

1. Select the **audio file** that you would like to format.
2. Select the **Format** tab (See Figure 17).
3. Hover over the **picture styles** for a preview of each one (See Figure 17).
4. Click the **style** of your choice. The style will be applied to the audio file. (See Figure 17).

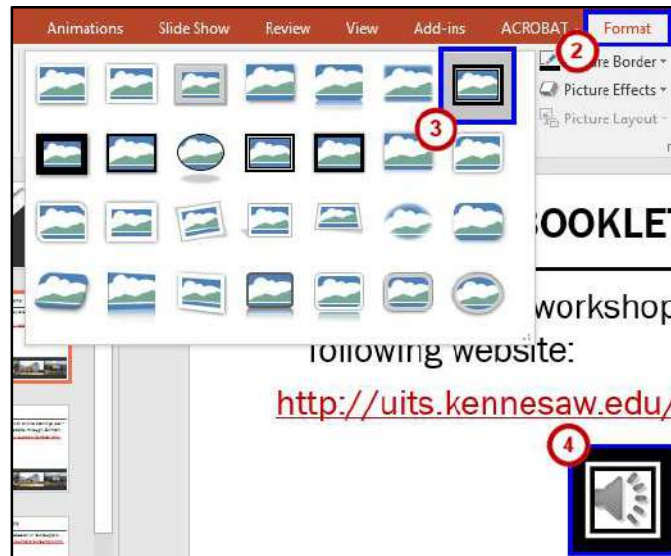


Figure 17 - Picture Styles

Video

PowerPoint allows you to insert a video on to a slide and play it during your presentation. You can edit the video within PowerPoint using the trim feature, and the fade in/fade out feature. You can also format the appearance of the video.

Inserting a Video from a File

1. Navigate to the **slide** where you want to insert a video.
2. Select the **Insert** tab.
3. Click the **Video drop-down arrow**.

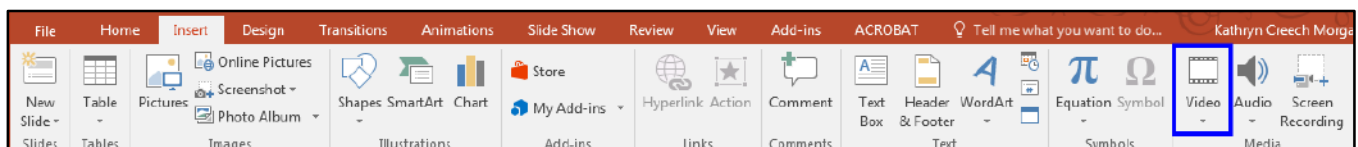


Figure 18 - Insert Video

4. Select **Video on My PC**.

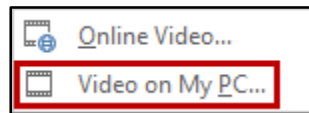


Figure 19 - Video on My PC

5. Locate the **video file**, and then click **Insert**.

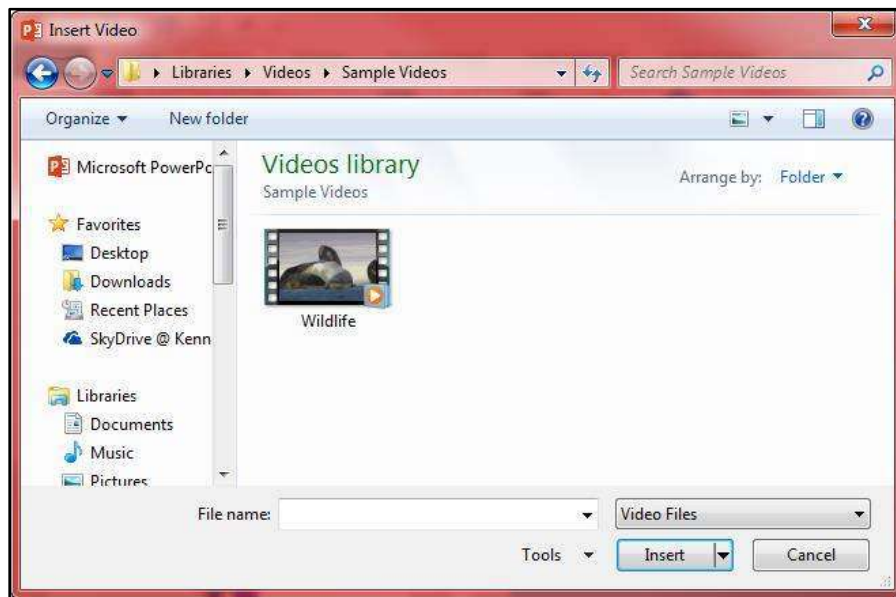


Figure 20 - Insert Video

6. The video will be added to the slide. Click and drag the **sizing handles** to resize the video.

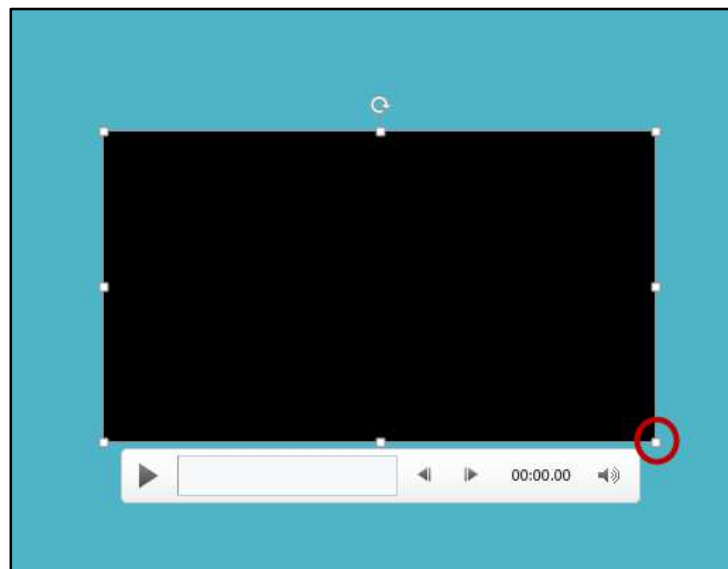


Figure 21 - Sizing Handles

Inserting an Online Video

If you choose to inserting an online video, you have the choice to select a video from YouTube or you can insert an embed code. You may also choose to insert a hyperlink to the video. For more information on how to insert a hyperlink, see the booklet PowerPoint 2016: Intro to PowerPoint, located on the UITS Documentation Center (<http://uits.kennesaw.edu/cdoc>).

Previewing a Video

Click the video to select it.

1. **Play/Pause** – Click the Play/Pause button to preview the video (See Figure 22).
2. **Timeline** – To go directly to a specific part of the video, click anywhere on the timeline (See Figure 22).
3. **Back** – Move back .25 seconds (See Figure 22).
4. **Forward** – Move forward .25 seconds (See Figure 22).
5. **Volume** – Using your mouse, hover over the volume icon to access the slider. Scroll up to increase the volume. Scroll down to decrease the volume. Click the volume icon to Mute/Unmute the video (See Figure 22).

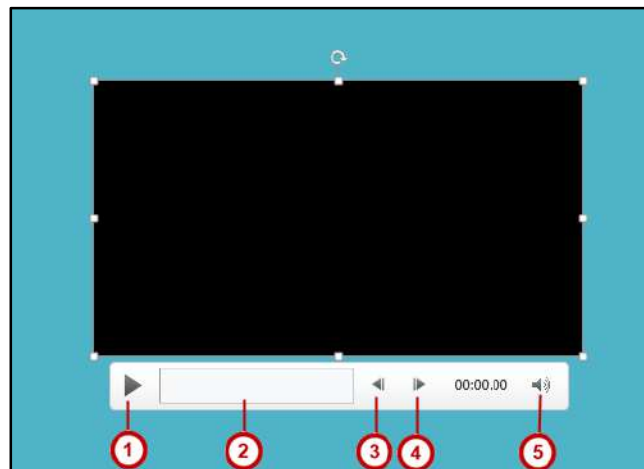


Figure 22 - Preview Video

Deleting a Video

1. Click the **video** to select it.
2. Press the **Delete** or **Backspace** key on your keyboard.
3. The video will be removed from the slide.

Moving a Video

1. Navigate to the **slide** that contains the video that you would like to move.
2. Click and drag the **video** to the desired location.

Editing a Video

Sometimes you may need to make changes to your video file. The following instructions explain how to edit a video file from your computer:

To Trim a Video

1. Select the video that you would like to trim.
2. Click the **Playback** tab on the Ribbon and select the **Trim Video** option in the Editing group.

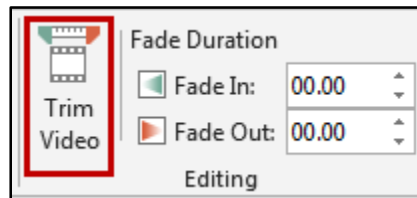


Figure 23 - Trim Video Button

3. The Trim Video window will appear. Use the **green handle** to set the start time (See Figure 24).
4. Use the **red handle** to set the end time (See Figure 24).
5. Click **Play** to preview the video (See Figure 24).
6. Click **OK** when you are done trimming the video (See Figure 24).



Figure 24 - Trim Video

Note: You can also adjust the start or end time by clicking the up or down arrows in the Start Time or End Time fields (See Figure 24).

Note: You cannot edit video files that you acquire online.

To Add a Fade In and Fade Out

1. Select the **video** that you would like to apply fading to.
2. Click the **Playback** tab on the *Ribbon*, and go to the Fade Duration section.
3. To adjust the *Fade In* or *Fade Out*, either type in the desired time, or use the up and down arrow keys.

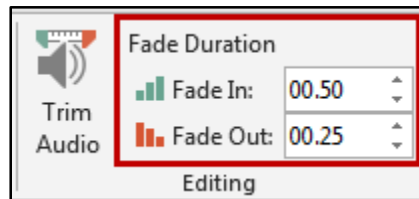


Figure 30 – Fade In/Fade Out

Video Options

Additional options that control how your video will play are found on the *Playback* tab, in the *Audio Options* group. **Volume** – Change the volume for the video (See Figure 25).

1. **Start** – Control whether you want the video to start automatically or when you click your mouse (See Figure 25).
2. **Play Full Screen** – The video will fill your entire screen while playing (See Figure 25).
3. **Hide While Not Playing** – When the video is not playing, it will be hidden (See Figure 25).
4. **Loop until Stopped** – The video will replay until it’s stopped (See Figure 25).
5. **Rewind after Playing** – When the video has finished playing, it will return to the beginning (See Figure 25).

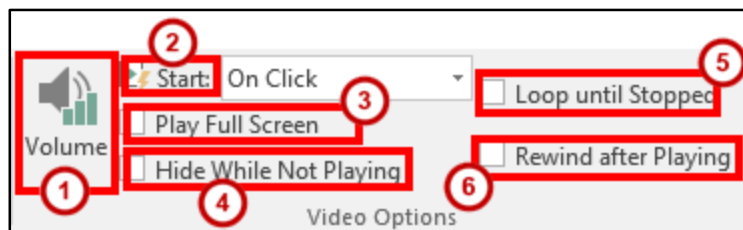


Figure 25 - Video Options

Applying a Video Style

1. To apply a video style, select a video in your presentation.
2. Click the **Format** tab (See Figure 26).
3. Use your mouse to hover over a **video style** to see a preview of the style.
4. Select the **style** of your choice (See Figure 26).
5. The style will be applied to your video (See Figure 26).

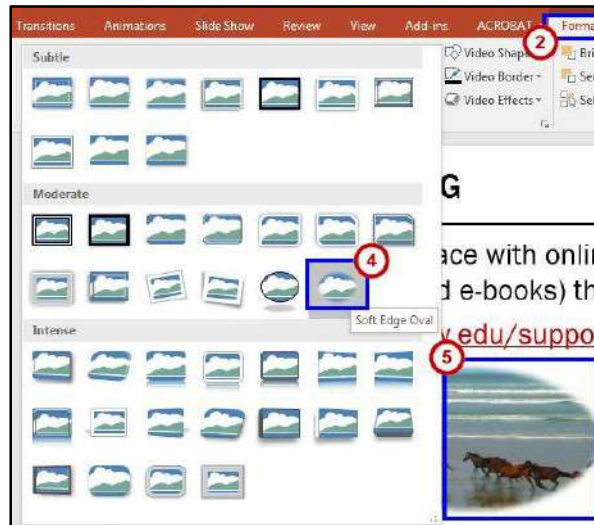


Figure 26 - Video Styles

Slide Show Setup Options

PowerPoint has several options to choose from to set up your slide show.

1. Select the **Slide Show** tab on the ribbon (See Figure 27).
2. Click **Set Up Slide Show** in the *Set Up* group (See Figure 27).

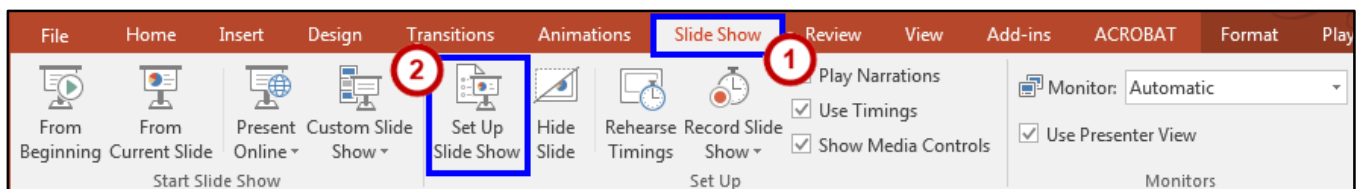


Figure 27 - Set Up Slide Show

3. The *Set Up Show* window will appear (See Figure 28).
4. Select your desired **options** for your presentation (See Figure 28).

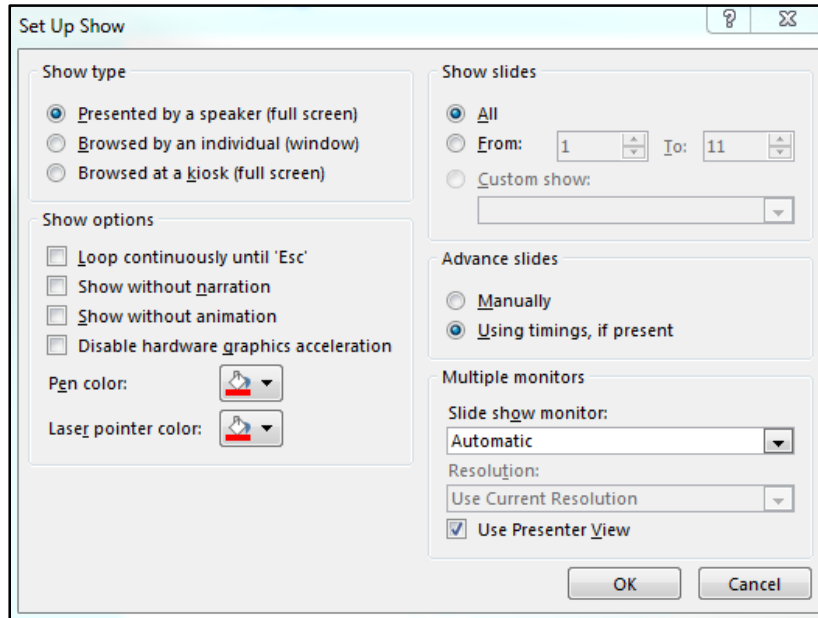


Figure 28 - Set Up Show

Hiding a Slide

If there is a slide that you do not want to show during the Slide Show, PowerPoint offers the option to hide a slide.

1. Select the **slide** that you wish to hide.
2. Click the **Slide Show** tab (See Figure 29).
3. Select **Hide Slide** within the *Set Up* group (See Figure 29).

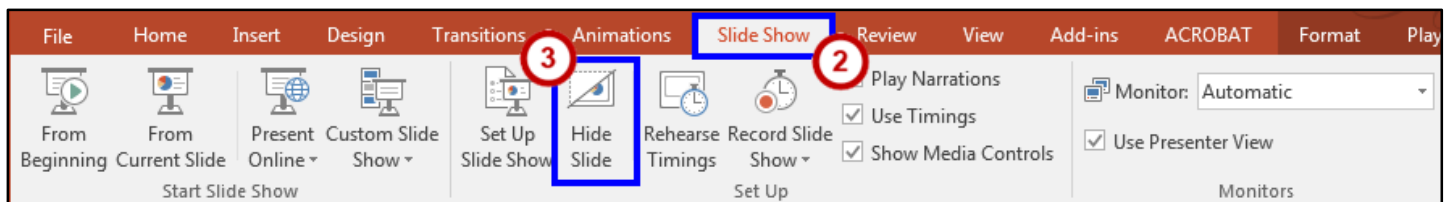


Figure 29 - Hide Slide

4. When presenting your slideshow, the slide will not be seen.

Presenting Your Slide Show

PowerPoint presentations are meant to be supplemental information, not a script. Review your presentation for content and try to avoid reading directly from the slides. The following instructions explain how to present your slide show.

Starting the Slide Show

1. Select the **Slide Show** tab (See Figure 30).
2. Click **From Beginning** to begin the presentation from the first slide or click **From Current Slide** to begin the presentation from the slide which currently appears in the Slide Preview pane (See Figure 30).

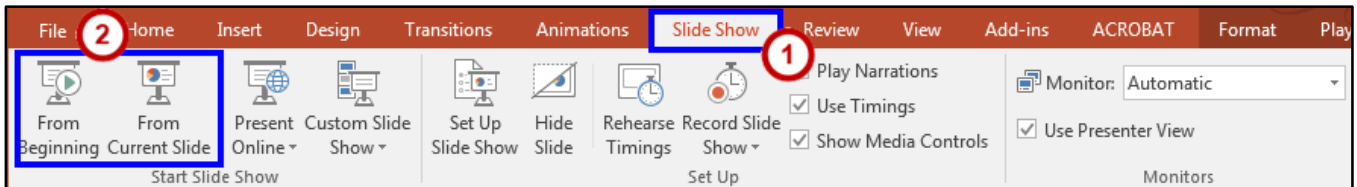



Figure 30 - Start Slideshow

3. You can advance to the next slide by pressing **Enter**, the **Spacebar**, or by clicking the left mouse button. You will also notice left and right arrows in the bottom-left corner of the slide. Clicking one of these arrows will advance the presentation to the next slide or the previous slide.
4. Pressing the **Escape (Esc)** key will end your presentation and return you back to the Normal View.

Note: You can also run the presentation from the current slide by clicking the slide show icon  located on the status bar.

Presentation Tools

PowerPoint provides tools that are available for use while presenting your slide show.

Once in Slide Show view, icons will appear in the bottom-left corner of your screen (see Figure 37).

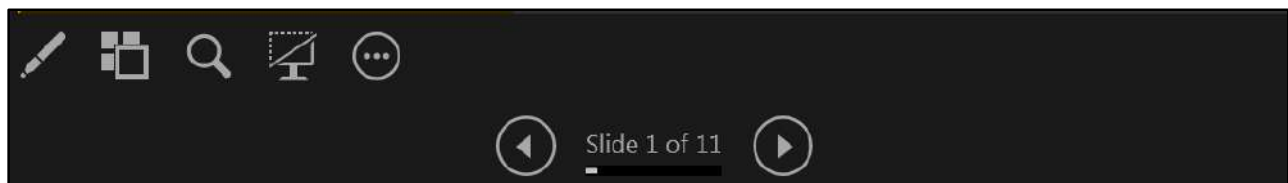


Figure 31 - Presentation Tools



Back - Select the **Back** button to move to the Previous slide in the slide show.



Forward - Select the **Forward** button to move to the Next slide in the slide show.



Pen Tools - Use the **pen tools** to make notations on your slides.



See All Slides - To jump to a specific slide, select the **See All Slides** icon, and then select the slide that you would like to go to next.



Zoom - Select the **Zoom** icon to zoom in on a specific area of the slide.



Black or unblack slide - Allows you to black out a slide during your presentation.



More - Select the **More** button for additional features available in PowerPoint. Select the More icon to access the taskbar on your computer. Having the ability to access the taskbar while in slide show view, will allow you to access the Internet or other files or programs during your presentation. Follow the instructions below to access the taskbar.

Pen Tool

1. Select the **Pen Tools** icon.
2. From the menu, select the **Pen** or **Highlighter**, and then click and drag the mouse to mark on your slides (See Figure 32).
3. Select **Laser Pointer** to draw attention to certain parts of the slide (See Figure 32).
4. Select **Eraser** to erase a marking on a slide (See Figure 32).
5. Select **Erase All Ink on Slide** to erase all of the markings on a slide (See Figure 32).



Figure 32 - Presentation Ink Markings Menu

More

1. Select the **More** button (See Figure 33).
2. In the menu that appears, select **Screen** (See Figure 33).
3. Click **Show Taskbar** (See Figure 33). The taskbar will appear at the bottom of the screen.



Figure 33 - More Menu: Show Taskbar

You can also white out your screen during your presentation.

1. Select the **More** icon (See Figure 34).
2. In the menu that appears, select **Screen** (See Figure 34).
3. Click **White Screen**. Your screen will become completely white (See Figure 34).



Figure 34 - More Menu: White Screen

Note: You can also access any of the presenting tools mentioned above, by right-clicking anywhere on the screen during your slideshow.

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>

KSU Student Helpdesk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu>