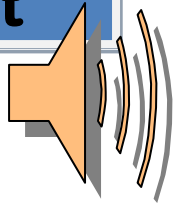


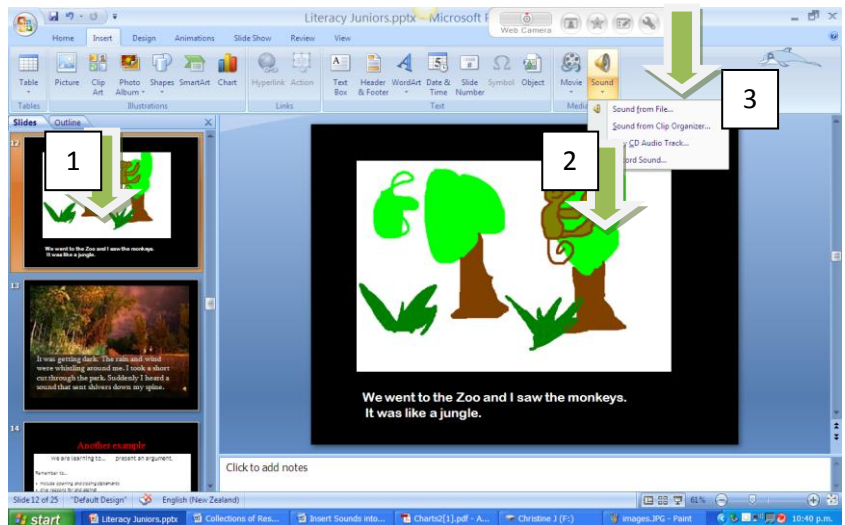
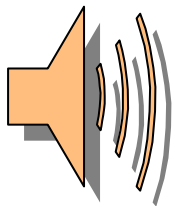
# How to... Insert Sounds into Powerpoint

Microsoft Office  
PowerPoint Slide



1. Choose **"Insert"** on the tab bar.
2. Go to **"Sounds"** >
3. Insert **"Sound from file"** >

A sound icon will appear. Resize and place appropriately on page.



Repeat steps 1-3 to insert voice, or make own sound effects

Go to **"Sound"** >

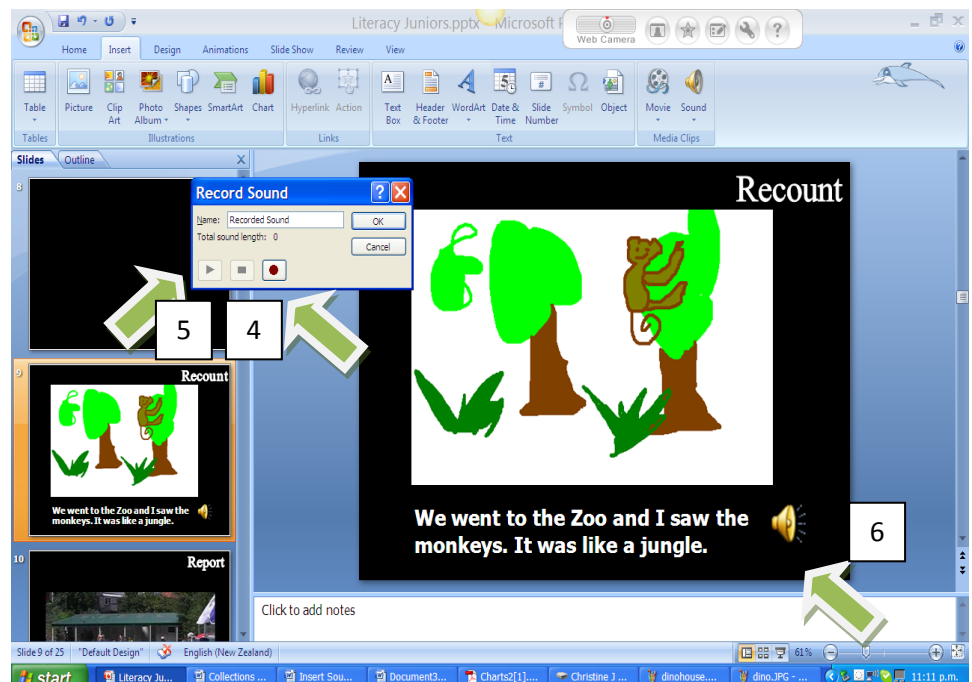
**"Record Sound"**>

4. Click the Red button to **record**.

Click the Square to **Stop**

5. Click the **Arrow** to play back sound or voice.

6. Attach sound to Powerpoint slide as above.



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