



University Information
Technology Services

Microsoft Office: PowerPoint 2013

Audio, Video, and Presenting your
Presentation

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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University Information Technology Services

PowerPoint 2013

Audio, Video, & Presenting your Presentation

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Introduction

Adding audio and video to a PowerPoint presentation can be very useful. By adding audio and video to your presentation can become more appealing to your audience. Audio can be added to slides in the form of background music, sound effects, or recordings.

PowerPoint also allows you to insert a video onto a slide and play it 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 2013, 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 should 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 Clip Art 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** (see *Figure 1*).

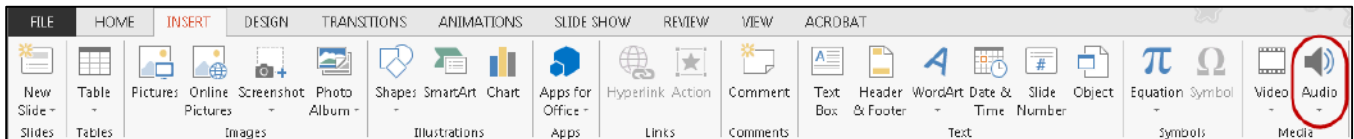


Figure 1 – Ribbon

3. From the drop-down list, within the Media group, select **Online Audio** (see *Figure 2*).

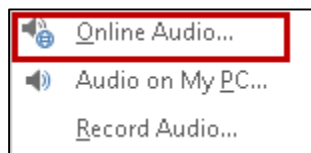


Figure 2 – Online Audio

4. The *Insert Audio* window will appear. Type in your search terms in the *Office.com Clip Art* field (see *Figure 3*).

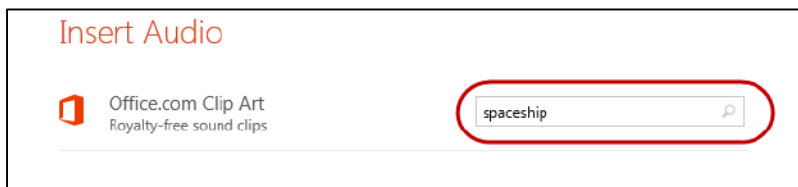


Figure 3 – Insert Audio

5. The search results will appear. Hover your mouse over an audio file to hear a preview.
6. Select the audio file of your choice, and then click **Insert** (see *Figure 4 on the next page*).

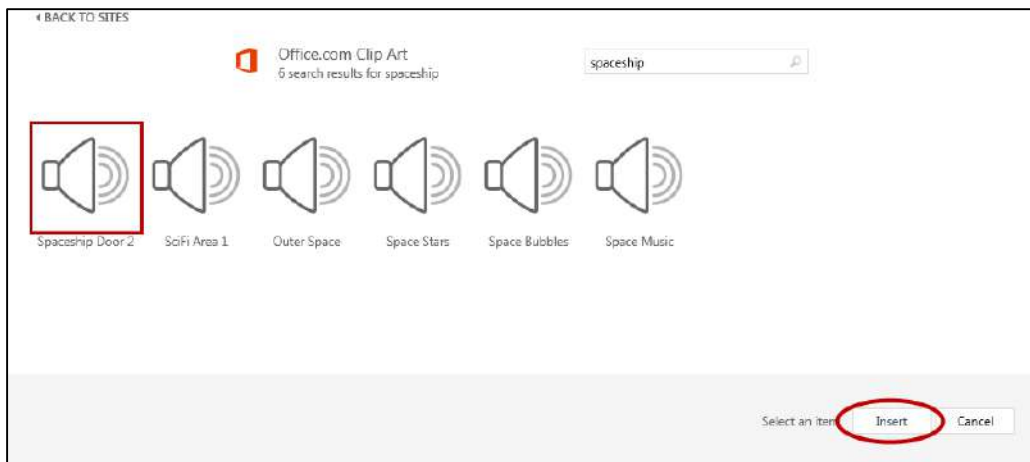


Figure 4 – Insert Clip Art Audio

The audio file should appear on the slide (see *Figure 5*).

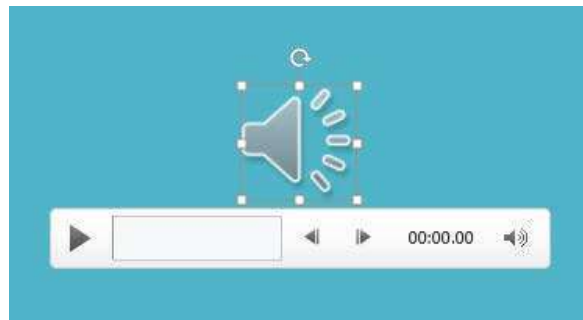


Figure 5 – Audio icon and player

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 select **Audio** (see *Figure 6*).



Figure 6 – Ribbon

3. From the drop-down list, within the Media group, select **Audio on My PC** (see *Figure 7*).

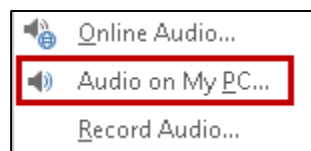


Figure 7 – Audio on My PC

4. The *Insert Audio* window will appear. Navigate to the location of the audio file (see *Figure 8*).

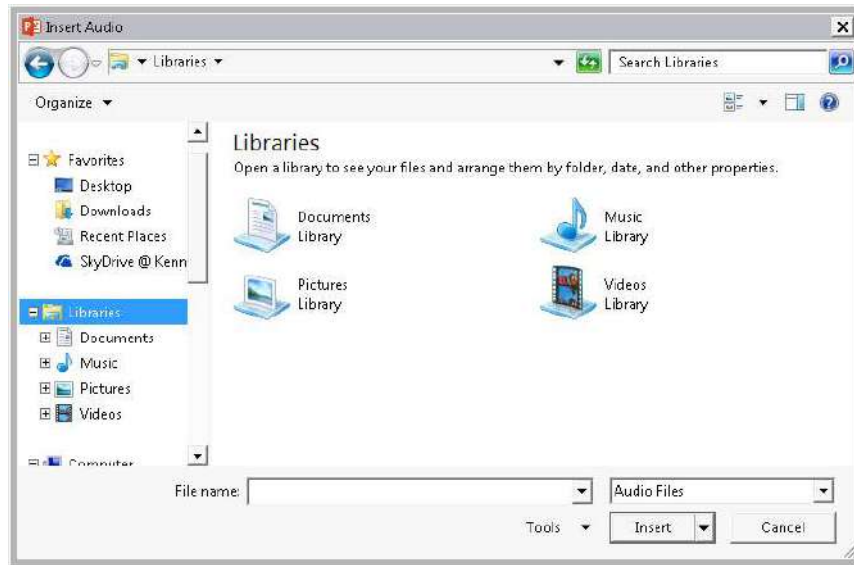



Figure 8 – Insert Audio

5. Select the audio file, and then click the Insert button.

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** (see *Figure 9*).

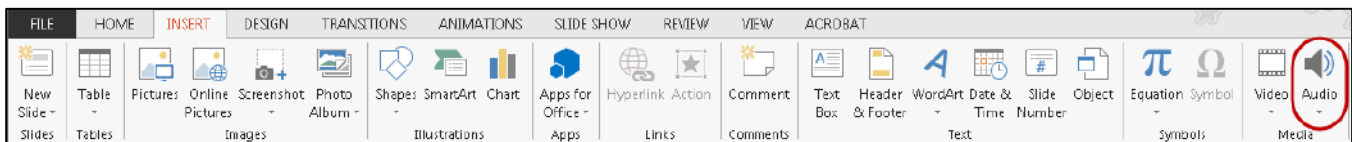


Figure 9 – Ribbon

3. From the drop-down list, within the Media group, select **Record Audio** (see *Figure 10*).



Figure 10 – Record Audio

- The Recorder will appear. Type a name for the recording (see Figure 11).

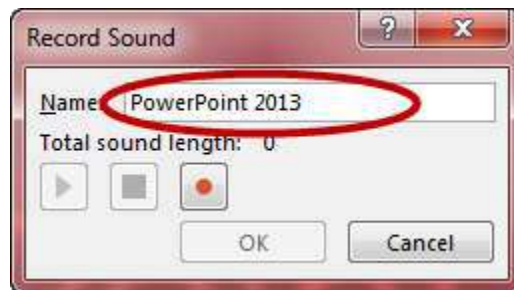


Figure 11 – Name the recording

- Click the **Record** button to start the recording (see Figure 12).

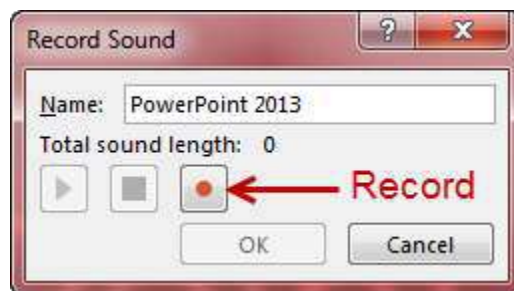


Figure 12 – Record button

- Click the **Stop** button when you are finished recording (see Figure 13).

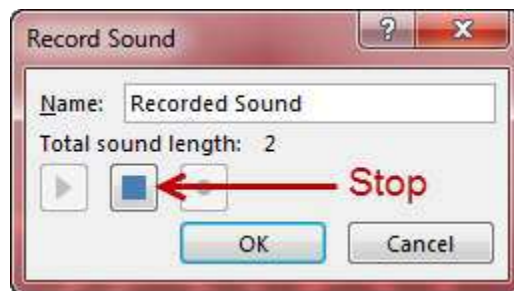


Figure 13 – Stop button

- To preview your recording, click the **Play** button (see Figure 14).



Figure 14 – Play button

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

Once you are done, click **OK**. The audio file should appear on the slide. If you do not want to keep the recording, click the **Cancel** button.



The Audio File

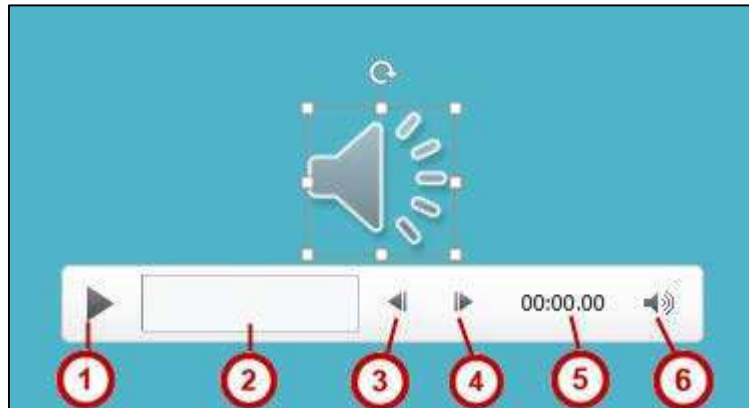


Figure 15 – Audio File

- 1) *Play/Pause* – Click the play button to play/pause button to play and pause the audio file.
- 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.
- 3) *Back* – Move back .25 seconds in the audio file.
- 4) *Forward* – Move forward .25 seconds in the file.
- 5) *Timer* – View the time for the audio file.
- 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.

Deleting an Audio File

1. Navigate to the slide that contains the audio that you would like to delete.
2. Select the audio file.
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 on the **Play in Background** button (see Figure 16). The audio file will now play across all slides until you reach the end of the presentation.

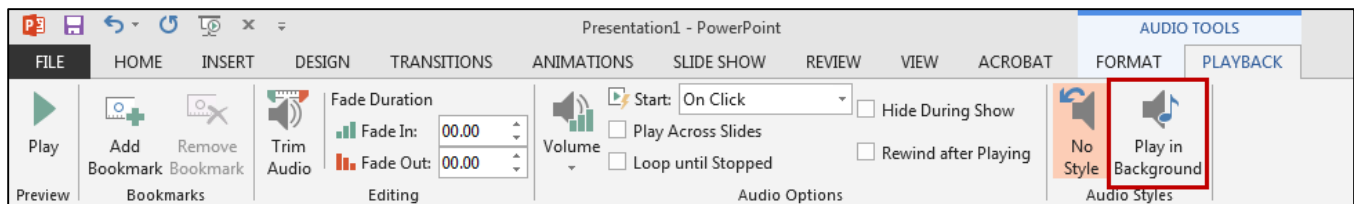


Figure 16 – Play in Background

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** (see Figure 17).

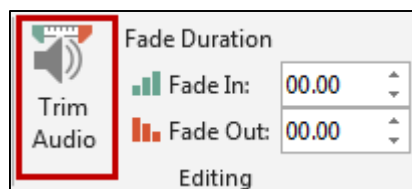


Figure 17 – Trim Audio

4. The Trim Audio window will appear. Click and drag the green handle to set the start time (see Figure 18).
5. Click and drag the *red handle* to set the end time (see Figure 18).
6. Click the **Play** button to preview the changes (see Figure 18).
7. If necessary, adjust the handles again. Once you are done, click **OK**.



Figure 18 – 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 (see Figure 19).

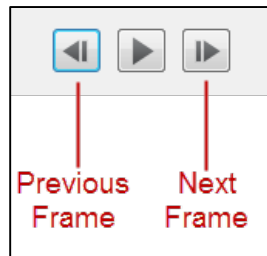


Figure 19 – Previous/Next Frame

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 20).

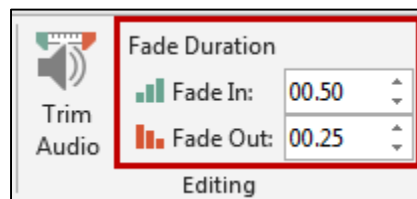


Figure 20 – Fade In/Fade Out

Audio Options

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

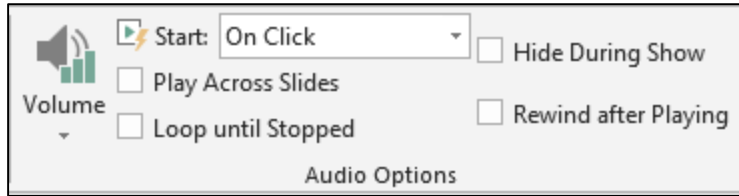


Figure 21 – Audio Options

- **Volume** – Adjust the volume for the audio file.
- **Start** – Controls whether the audio file starts when you click the mouse, or automatically.
- **Play Across Slide** – Select the checkbox to play the audio file across all slides.
- **Loop until Stopped** – Select the checkbox to replay the audio file until stopped.
- **Hide During Show** – Select the checkbox to hide the audio file icon while the slide show is playing.
- **Rewind after Playing** – Select this checkbox to return the audio file to the beginning when it is finished playing.

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.
3. Hover over the picture styles for a preview of each one (see Figure 22).
4. Click the *style* of your choice. The style will be applied to the audio file.

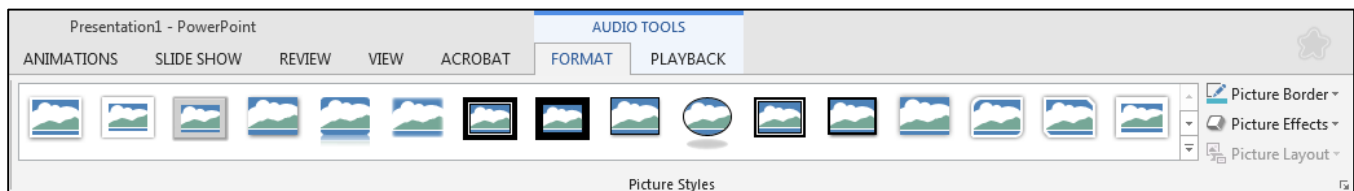


Figure 22 – Picture Styles

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, and then click the *Video* drop-down arrow (see Figure 23).

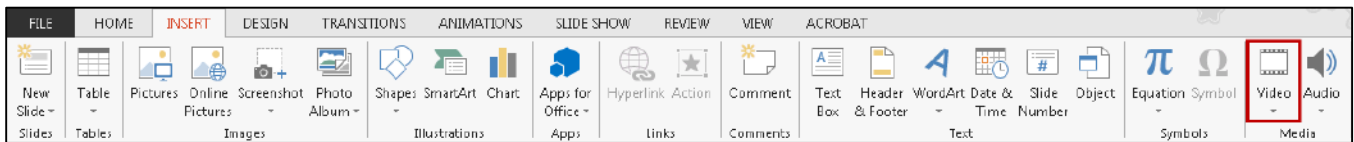


Figure 23 – Insert Video

3. Select **Video on My PC** (see Figure 24).

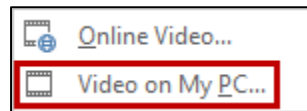


Figure 24 – Video on My PC

4. Locate the video file, and then click *Insert* (see Figure 25).

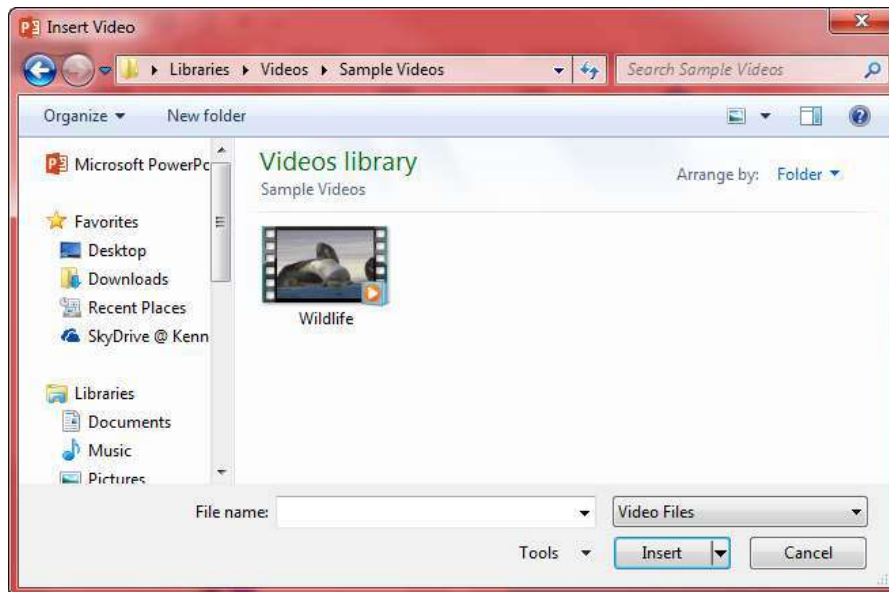


Figure 25 – Insert Video

5. The video will be added to the slide. Click and drag the sizing handles to resize the video (see Figure 26).

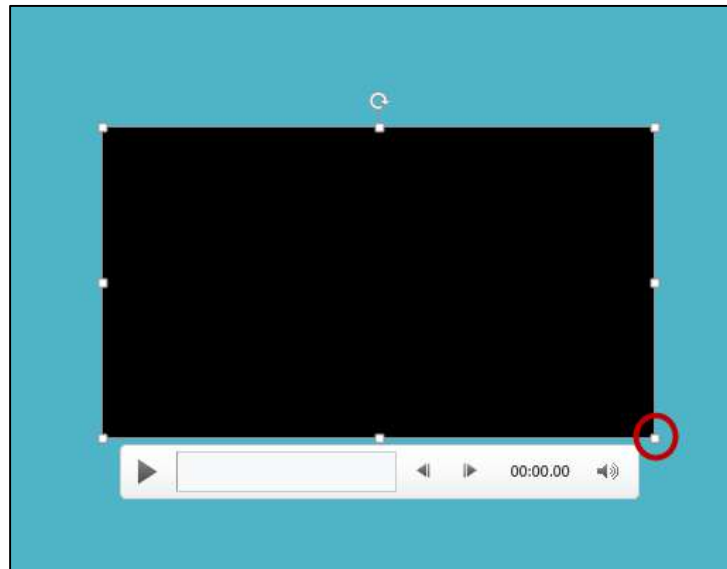


Figure 26 – Sizing Handles

Inserting an Online Video

Currently, inserting online videos into PowerPoint 2013 does not work. At this time, we recommend inserting videos from a file on your computer, or insert a hyperlink to the online video. For more information on how to insert a hyperlink, see the booklet PowerPoint 2013: Intro to PowerPoint, located on the ITS Documentation Center (<http://its.kennesaw.edu/cdoc>).

Previewing a Video

1. Click the video to select it.

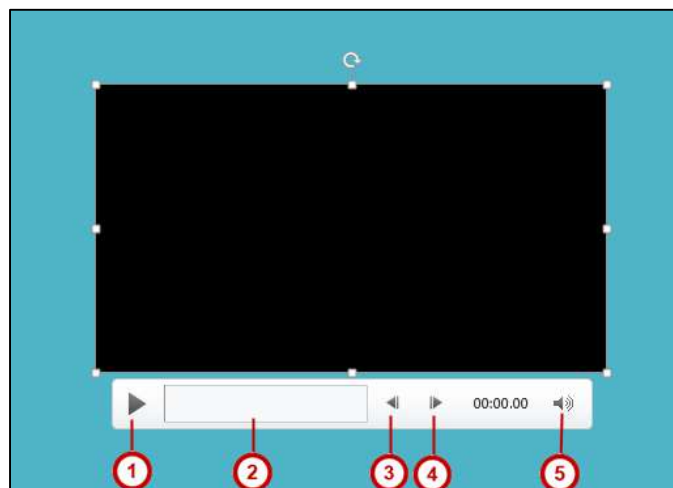


Figure 27 – Preview video

- 1) *Play/Pause* – Click the Play/Pause button to preview the video.
- 2) *Timeline* – To go directly to a specific part of the video, click anywhere on the timeline.
- 3) *Back* – Move back .25 seconds.
- 4) *Forward* – Move forward .25 seconds.
- 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.

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.
- 4.

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.

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 (see Figure 28).

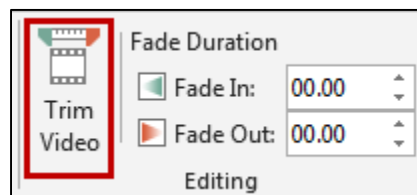


Figure 28 – Trim Video

3. The Trim Video window will appear. Use the green handle to set the start time (see Figure 29).
4. Use the red handle to set the end time (see Figure 29).
5. Click **Play** to preview the video (see Figure 29).
6. Click **OK** when you are done trimming the video.



Figure 29 – 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 29).

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 (see Figure 30).

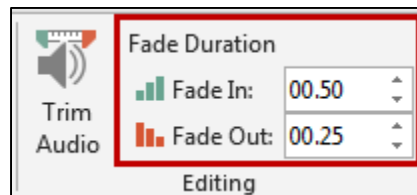


Figure 30 – Fade In/Fade Out

Video Options

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

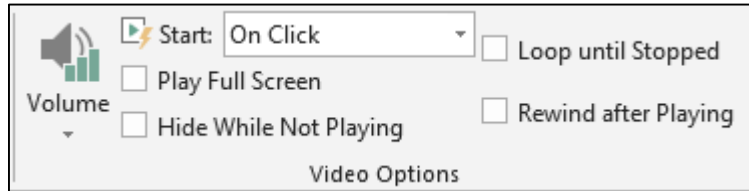


Figure 31 – Video Options

Volume – Change the volume for the video.

Start – Control whether you want the video to start automatically or when you click your mouse.

Play Full Screen – The video will fill your entire screen while playing.

Hide While Not Playing – When the video is not playing, it will be hidden.

Loop until Stopped – The video will replay until it's stopped.

Rewind after Playing – When the video has finished playing, it will return to the beginning.

Applying a Video Style

1. To apply a video style, select a video in your presentation.
2. Click the **Format** tab (see Figure 32).
3. Use your mouse to hover over a video style to see a preview of the style.
4. Click the more button to view all of the video styles at once (see Figure 32).

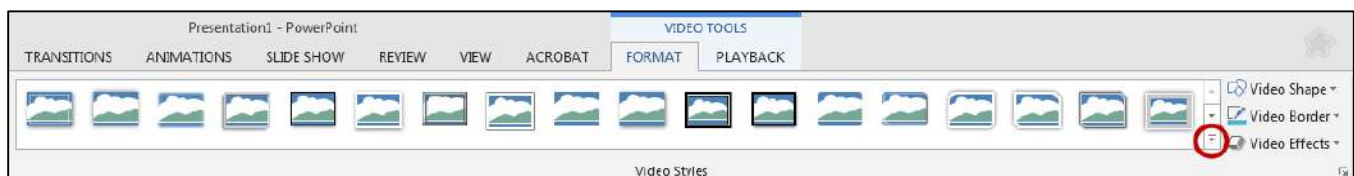


Figure 32 – Video Styles

5. Select the style of your choice.
6. The style will be applied to your video.

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.

2. Click **Set Up Slide Show** in the *Set Up* group (see Figure 33).

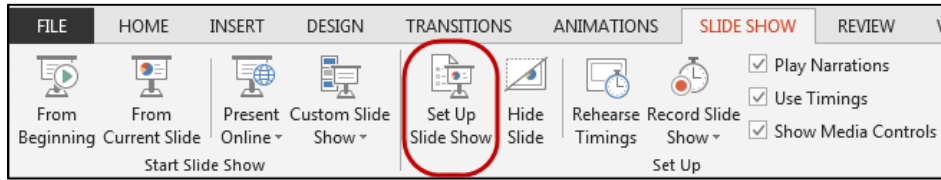


Figure 33 – Set Up Slide Show

3. The Set Up Show window will appear (see Figure 34 on the next page).
4. Select your desired options for your presentation.

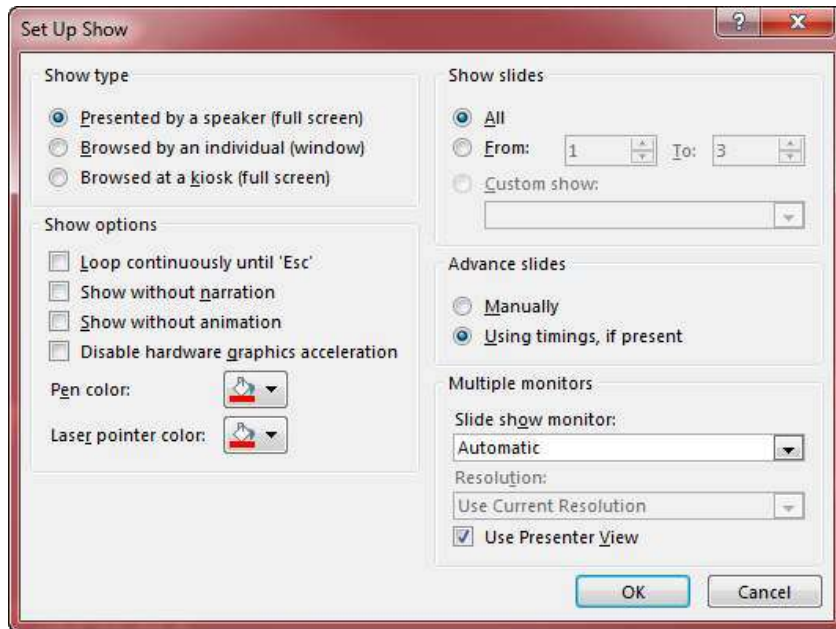


Figure 34 – Set Up Show

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.
3. Select **Hide Slide** within the *Set Up* group (see Figure 35).

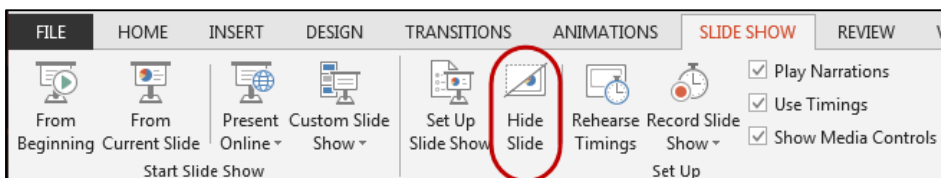


Figure 35 – Hide Slide

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.
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 36*).

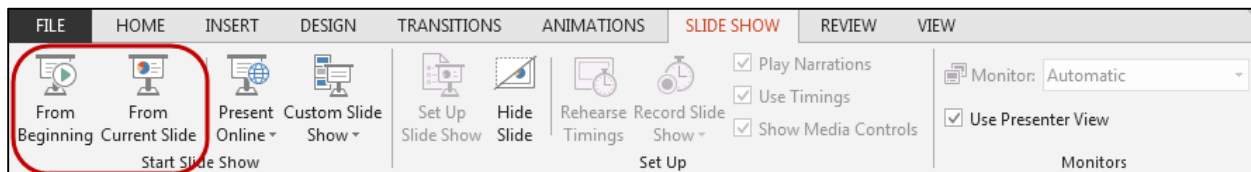



Figure 36 – Start Slideshow

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 37 – 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.

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 38).
3. Select **Laser Pointer** to draw attention to certain parts of the slide (see Figure 38).
4. Select **Eraser** to erase a marking on a slide (see Figure 38).
5. Select **Erase All Ink on Slide** to erase all of the markings on a slide (see Figure 38).

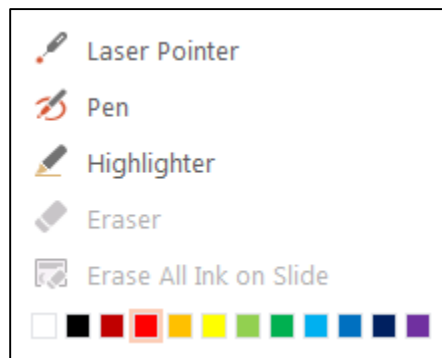


Figure 38 – Presentation Ink Markings Menu



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.



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.

1. Select the **More** button.

qa

2. In the menu that appears, select **Screen**, and then click **Show Taskbar** (see Figure 39 on the next page). The taskbar will appear at the bottom of the screen.

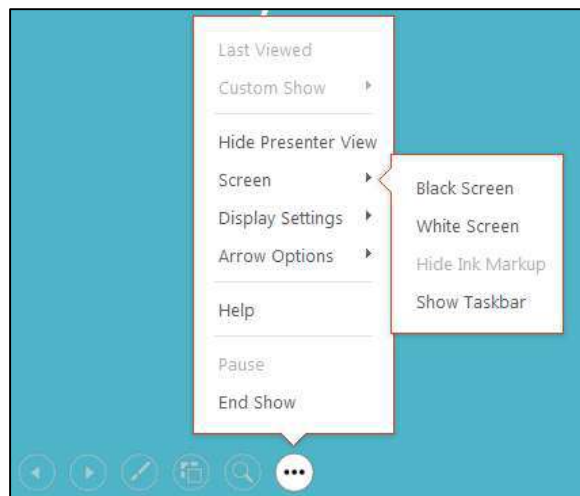


Figure 39 – More menu

You can also black or white out your screen during your presentation.

1. Select the **More** icon.
2. In the menu that appears, select **Screen**, and then click either **Black Screen** or **White Screen** (see Figure 39). Your screen will become completely white or black depending on your selection.

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

Additional Assistance

If you need additional assistance with PowerPoint 2013, contact University Information Technology Services (UITs) at:

Faculty and Staff Service Desk

Phone: 470-578-6999

Email: service@kennesaw.edu

Students Help Desk

Phone: 470-578-3555

Email: studenthelpdesk@kennesaw.edu