



# Microsoft Office Virtual Learning Inserting Videos in PowerPoint & Google Slides

**April 21, 2020**



Lesson: April 21, 2020

**Objective/Learning Target:**

Students will understand how to insert videos into their slides in Microsoft PowerPoint and Google Slides



# Introduction

PowerPoint and Google Slides 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.

You can even **edit** the video and customize its appearance. For example, you can **trim** the video's length, add a **fade in**, and much more.

# Video Tutorial

## PowerPoint



<https://youtu.be/UJBCanWJD0k>

## Google Slides

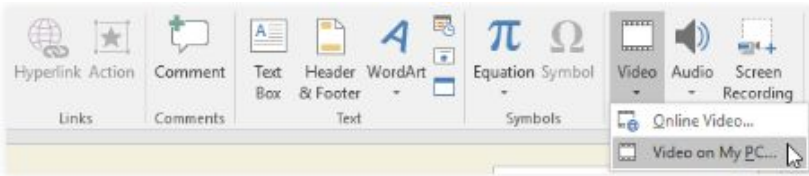


[https://www.youtube.com/watch?v=W\\_V67yHsB5s](https://www.youtube.com/watch?v=W_V67yHsB5s)

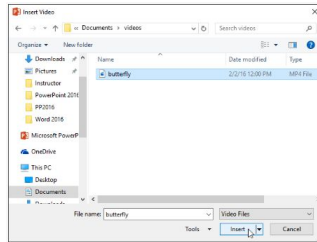
# Practice: Insert Video from File/Google Drive

## PowerPoint

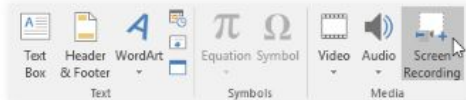
1. From the Insert tab, click the Video drop-down arrow, then select Video on My PC.



2. Locate and select the desired video file, then click Insert.

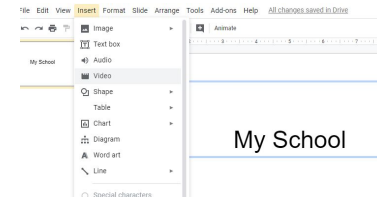


3. The video will be added to the slide.

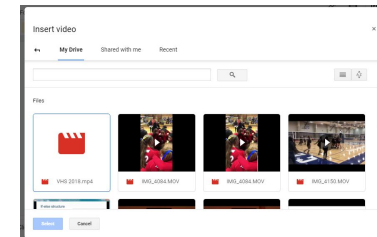


## Google Slides

1. From the Insert option, click Video



2. Select the Google Drive tab in the dialog box that opens up

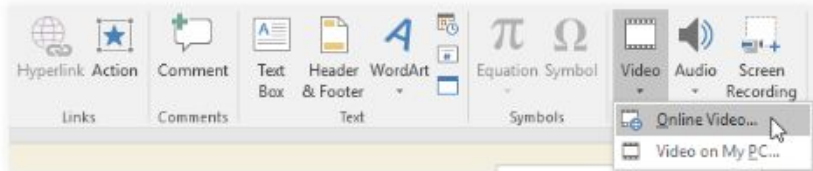


3. Locate and click the desired video file then choose Select

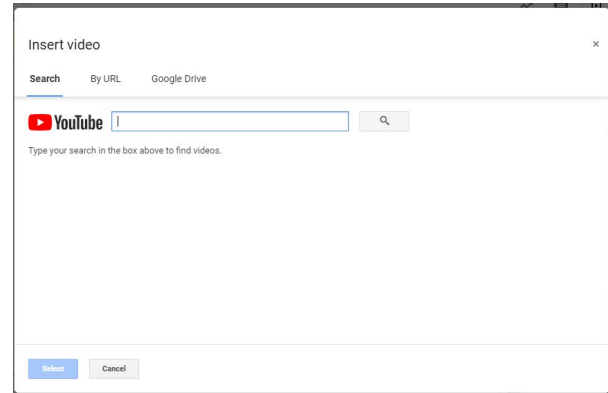
# Insert an Online Video

Some websites—like YouTube—allow you to embed videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you'll also need to be connected to the Internet for the video to play.

## PowerPoint



## Google Slides



# Practice: Preview a Video

## PowerPoint

1. Click a video to select it.
2. Click the Play/Pause button below the video. The video will begin playing, and the timeline next to the Play/Pause button will advance.

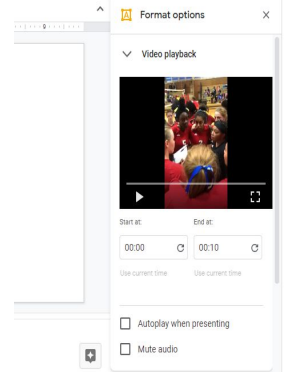


3. To jump to a different part of the video, click anywhere on the timeline.

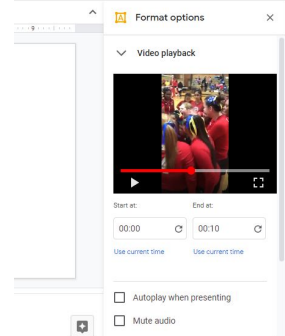


## Google Slides

1. Click a video to select it.
2. The Video Playback pane will open on the right side of your screen.
3. Click the Play/Pause button below the video. The video will begin playing, and the timeline next to the Play/Pause button will advance.



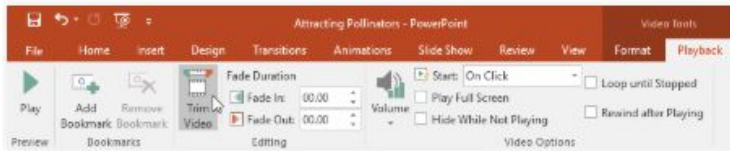
4. To jump to a different part of the video, click anywhere on the timeline



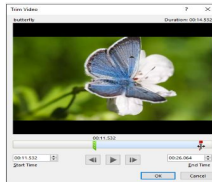
# Practice: Trim a Video

## PowerPoint

1. Select the video, then click the Playback tab on the Ribbon.
2. Click the Trim Video command.



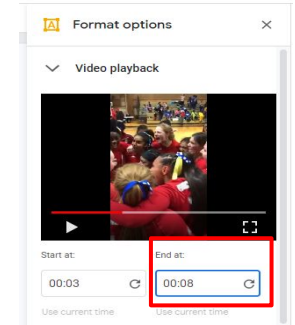
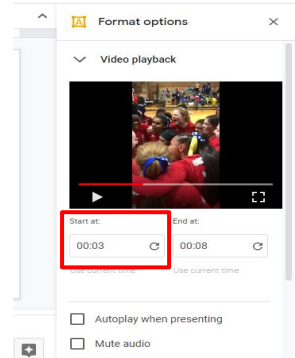
3. A dialog box will appear. Use the green handle to set the start time and the red handle to set the end time.
4. To preview the video, click the Play button.



5. When you're done trimming the video, click OK.

## Google Slides

1. Select the video you want to trim
2. On the Playback pane that appears, enter the time you want the video to start in the **Start at:** box
3. Insert the end time that you want your video to end at in the **End at:** box







# Challenge

## PowerPoint

1. Open a new PowerPoint Presentation
2. On the title slide, type "My School"
3. Click on the next blank slide and insert an online video of your choice that is at least 1 minute long
4. Trim the video to start at 10 seconds and ends at 45 seconds
5. Preview your video before closing the edit box.

## Google Slides

1. Open a new Google Slides Presentation
2. On the title slide, type "My School"
3. Click on the next blank slide and insert an online video of your choice that is at least 1 minute long
4. Trim the video to start at 10 seconds and ends at 45 seconds
5. Preview your video before closing the playback pane



For More Resources:

Microsoft PowerPoint:

<https://edu.gcfglobal.org/en/powerpoint2016/inserting-videos/1/>

