



Microsoft Office Virtual Learning Inserting Audio in PowerPoint & Google Slides

April 22, 2020



Lesson: April 22, 2020

Objective/Learning Target:

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



Introduction

PowerPoint and Google Slides allows you to add **audio** to your presentation. For example, you could add **background music** to one slide, a **sound effect** to another, and even record your own **narration** or **commentary**. You can then **edit** the audio to customize it for your presentation.

PowerPoint



<https://youtu.be/pP3kTmsbnY>

Google Slides



<https://www.youtube.com/watch?v=iP6qtgAYlxo>

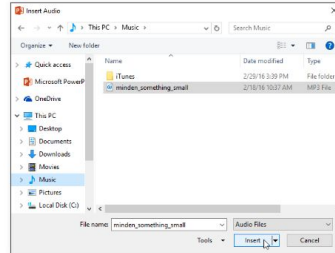
Practice: Insert Audio from File/Google Drive

PowerPoint

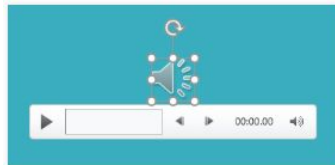
1. From the Insert tab, click the Audio drop-down arrow, then select Audio on My PC..



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

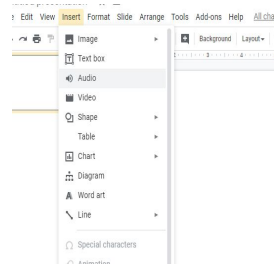


3. The audio will be added to the slide.

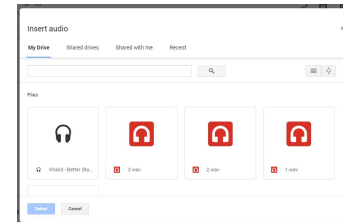


Google Slides

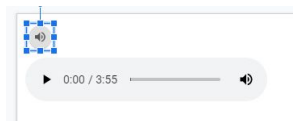
1. From the Insert option, click Audio



2. Locate and select the desired audio file, then click Select



3. The audio file will be added to the slide



Recording Your Own Audio

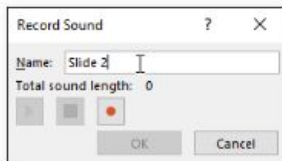
Sometimes you may want to record audio directly into a presentation. For example, you might want the presentation to include narration. Before you begin, make sure you have a microphone that is compatible with your computer; many computers have built-in microphones or ones that can be plugged in to the computer. Google Slides does not allow you to record your own audio within the software. You will have to record your own audio on another software and then add the audio in using the steps on the last slide.

PowerPoint

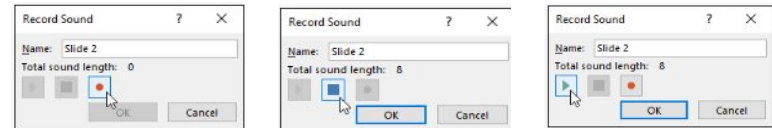
1. From the Insert tab, click the Audio drop-down arrow, then select Record Audio.



2. Type a name for the audio recording if you want.



3. Click the Record button to start Recording. When you're finished recording click the Stop button. To preview your recording, click the Play button.



4. When you're done, click OK. The audio file will be inserted into the slide



Practice: Preview an Audio File

PowerPoint

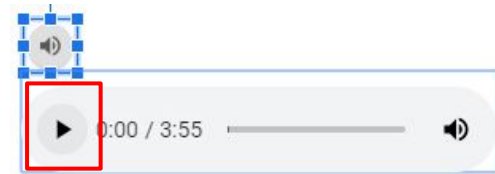
1. Click an audio file to select it.
2. Click the Play/Pause button below the audio file. The sound will begin playing, and the timeline next to the Play/Pause button will advance.



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

Google Slides

1. Click an audio file 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.

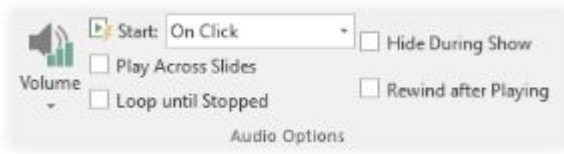


3. To jump to a different part of the video, click anywhere on the timeline

Audio Options

PowerPoint

There are other options you can set to control how your audio file will play. These are found in the Audio Options group on the Playback tab.

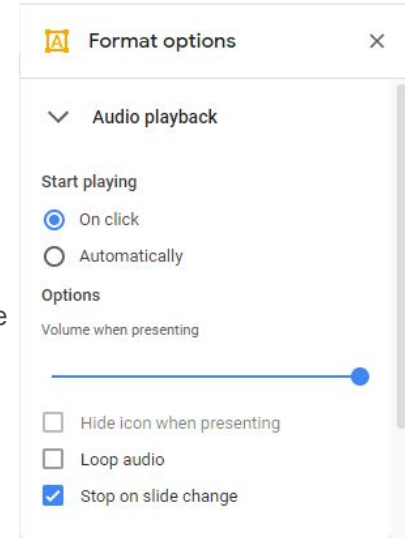


- **Volume:** Changes the audio volume
- **Start:** Controls whether the audio file starts automatically or when the mouse is clicked
- **Hide During Show:** Hides the audio icon while the slide show is playing
- **Play Across Slides:** Continues playing the audio file across multiple slides instead of just the current slide
- **Loop until Stopped:** Replays the audio file until stopped
- **Rewind after Playing:** Returns the audio file to the beginning when it is finished playing

Google Slides

There are other options you can set to control how your audio file will play. These are found in the Audio Playback group on the Format Options pane

- **Volume:** Changes the audio volume
- **Loop Audio:** Replays the audio file until stopped
- **Hide icon when presenting:** Hides the audio icon while the slide show is playing
- **Start Playing:** Controls whether the audio file starts automatically or when the mouse is clicked



Practice: Change the Audio Icon

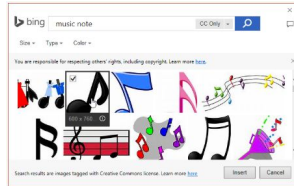
PowerPoint

By default, an audio file will appear as a speaker icon in the slide. If you want, you can change the icon to a different picture.

1. Select the audio file, then click the Format tab.
2. Click the Change Picture command.



3. The Insert Pictures dialog box will appear. Click Browse to select a file from your computer. Alternatively, you can use the online image search tools to locate an image online. In our example, we'll search using the phrase music note.
4. Locate and select the desired picture, then click Insert

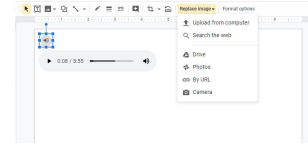


5. The icon will change to the selected pictures

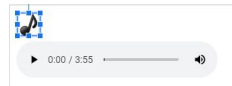
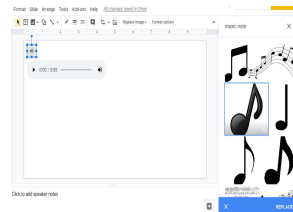
Google Slides

By default, an audio file will appear as a speaker icon in the slide. If you want, you can change the icon to a different picture.

1. Select the audio file, then select the Replace image drop down arrow



2. Locate and select the picture you are wanting to use. You can either upload the image from your computer, search the web or select a photo from your google drive. In this example we will search the web for a music note.
3. The search pane will open up on the right side of your screen and you will search for the image you want to use
4. Select the photo and click Replace. The icon will change to the selected picture





Challenge

PowerPoint

1. Open a new PowerPoint Presentation
2. On the title slide, type "My School"
3. Insert a new blank slide and insert an audio file of your choice from your computer
4. Change the speaker icon to a picture of headphones that you find on the web.
5. Edit the audio so that it starts automatically

Google Slides

1. Open a new Google Slides Presentation
2. On the title slide, type "My School"
3. Insert a new blank slide and insert an audio file of your choice
4. Change the speaker icon to a picture of headphones that you find on the web.
5. Edit the audio so that it starts automatically



For More Resources:

Microsoft PowerPoint:

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

