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✓ **Video:** Add Video to a presentation
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Work with animations and transitions

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Exercise: Adding video to a presentation

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

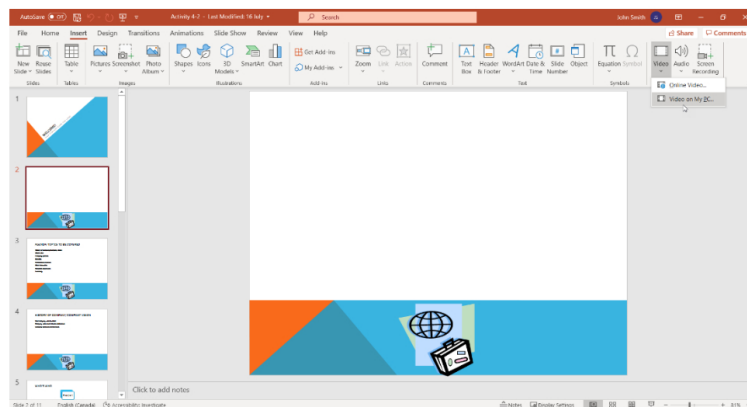
Note: You will need the following files to complete this exercise:

- [Exercise: Adding Video to a Presentation](#)
- [Exercise: Adding Video to a Presentation Wildlife](#)

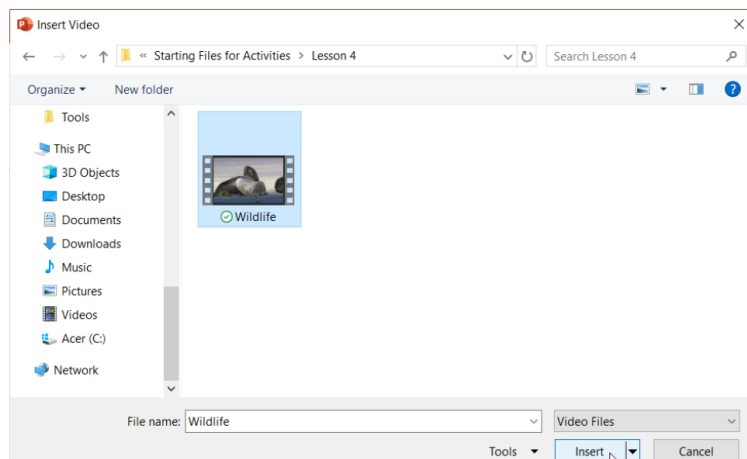
You would like to add a small audio clip to the first slide in a presentation that you have been working on. You would like that clip to be played automatically when that slide is displayed. Speakers or headphones are required for this activity.

1. Open the Microsoft PowerPoint exercise document **Exercise: Adding video to a Presentation** that you can use to complete this exercise.

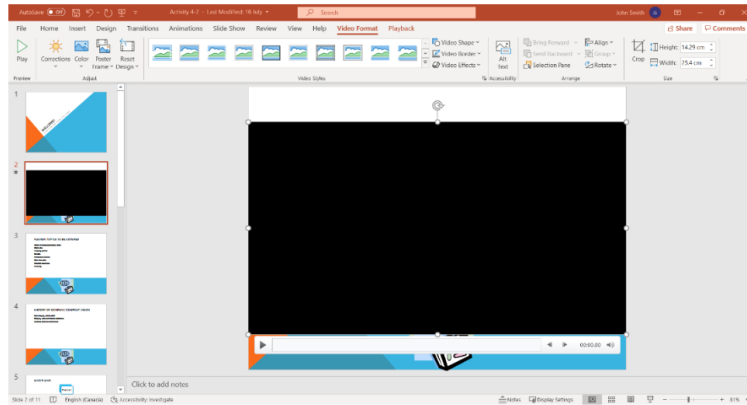
2. Display the second slide in this presentation. Click **Insert** → **Video** → **Video on My PC**:



3. The Insert Video dialog box will now be displayed. Use the controls in this dialog box to find and select the **Wildlife video** in your Exercise Files folder. Click **Insert**:

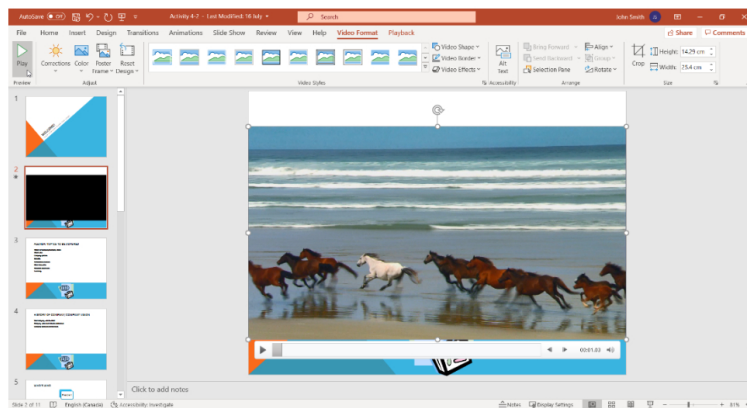


5. A video frame will now appear on the slide. As this object will automatically be selected, the Video Format and Playback contextual tabs will be displayed on the ribbon:

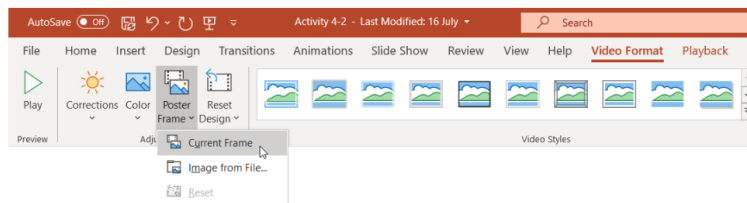


If you need to, you can resize the video frame using the resize handles on each of its sides and corners.

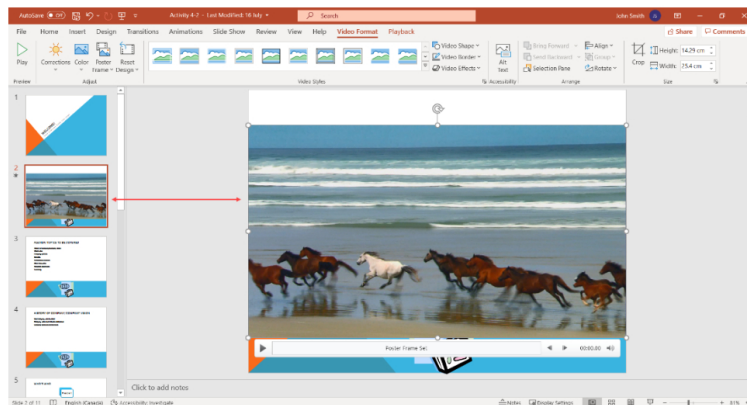
5. Since you would like to pull a frame from the video to act as the poster frame, click **Video Playback** → **Play**. When you see any frame that you would like to use as the poster frame, click **Video Playback** → **Pause**:



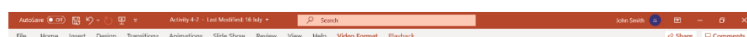
6. Now that the frame from the video that you would like to use as the poster frame is displayed, click **Video Format** → **Poster Frame** → **Current Frame**:

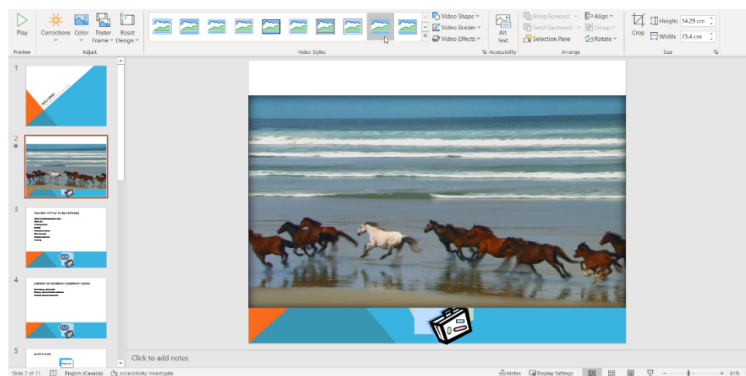


7. The current frame will now be the poster frame for the selected video. You can see this represented in the thumbnail for the Slides pane and on the slide itself:



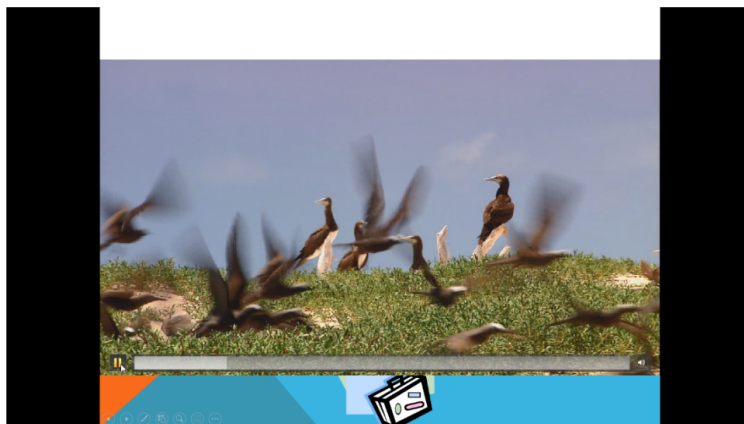
8. Next, you would like to add a style to this video. With the video still selected, click the **Video Format** tab if it is not already selected. Inside the **Video Styles** gallery, click the **Glow Rectangle** option:





If you do not see this option, use the arrows to scroll through the gallery.

9. With the new video style applied, preview your presentation by pressing **F5** on your keyboard. On the second slide, click the **Play** button for the video:



10. Once the video is complete, press **Esc** to return to the PowerPoint 365 window. Save your changes as **Activity 4-2 Complete** and then close Microsoft 365 PowerPoint.

11. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Adding Video to a Presentation](#) [↗](#)

[Go to next item](#)

✓ Completed

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