Hide menu

Adding tables to your presentation

Adding charts to your presentation

Add media to a presentation

Video: Add Audio to a presentation
4 min

Reading: Exercise: Adding audio to a presentation
10 min

Video: Add Video to a presentation
4 min

Reading: Exercise: Adding video to a presentation
10 min

Practice Assignment: Knowledge check
15 min

Work with animations and transitions

Exercise: Adding audio 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!
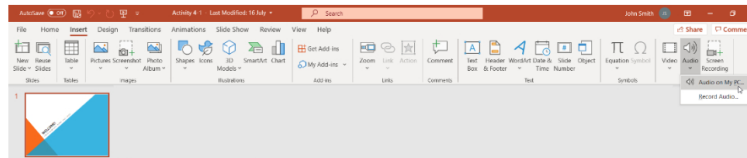
Let's get started!

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

- Exercise: Adding audio to a presentation ⧉
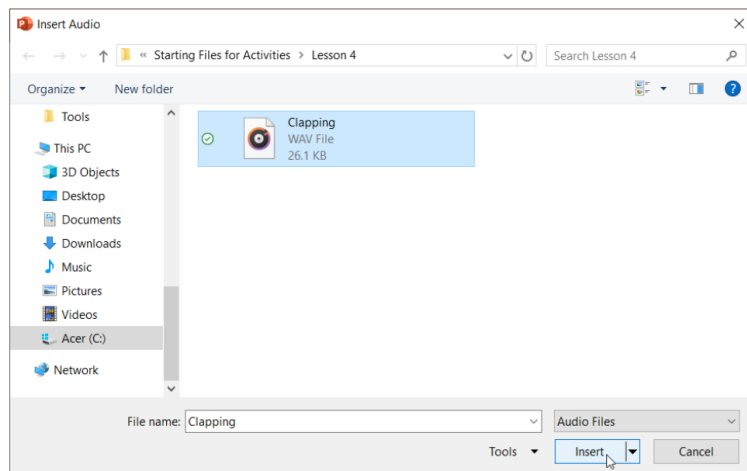- Exercise: Adding audio to a presentation_Clapping ⧉

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. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

2. With the presentation now open and slide one selected, click **Insert → Audio → Audio on My PC**:

3. The Insert Audio dialog box will now be displayed. Use its controls to open the **Lesson 4** folder of your Exercise Files folder. Click to select the **Clapping** audio file and then click **Insert**:
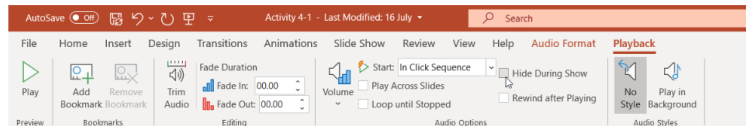

4. A placeholder icon for the audio clip will now appear on the current slide. As this placeholder icon will be automatically selected, playback controls will be displayed just below it and the Audio contextual tabs will be available on the ribbon:
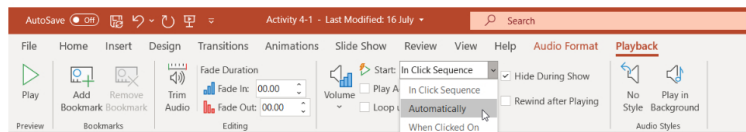
5. With the audio placeholder icon still selected, click **Playback**. As you do not want this placeholder icon to be shown during the presentation, check the **Hide During Show** checkbox:

6. Next, you need to make sure that this clip will be played automatically when this slide is displayed during the presentation. Still on the **Playback** tab, click the **Start drop-down menu** and choose **Automatically**:

7. To make sure that this audio clip is now configured to play when you want it to, press **F5** to preview your presentation. When the first slide appears, you should hear the audio clip but you should not see the audio clip placeholder:

8. Press **Esc** on your keyboard to exit the preview. Save your changes as **Activity 4-1 Complete** and then close Microsoft 365 PowerPoint to complete this exercise.

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

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

Mark as completed

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