

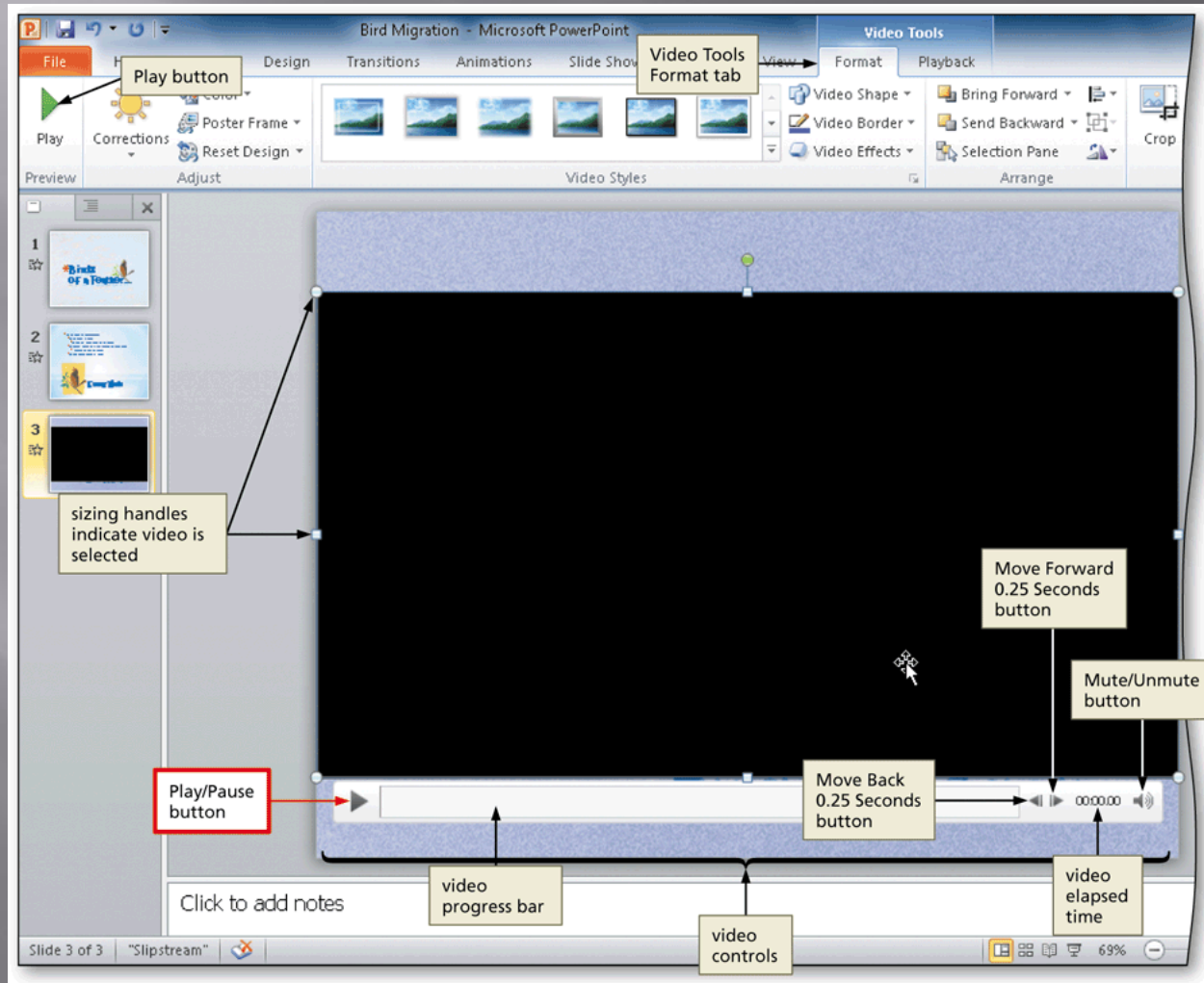
ADDING MEDIA TO A POWERPOINT

Microsoft PowerPoint 2010

Inserting a Video File

- ❑ Click the Insert Video button on the Insert tab to display the Insert Video dialog box
- ❑ Navigate to the video location, and then click the desired video to select the file
- ❑ Click the Insert button to insert the movie clip

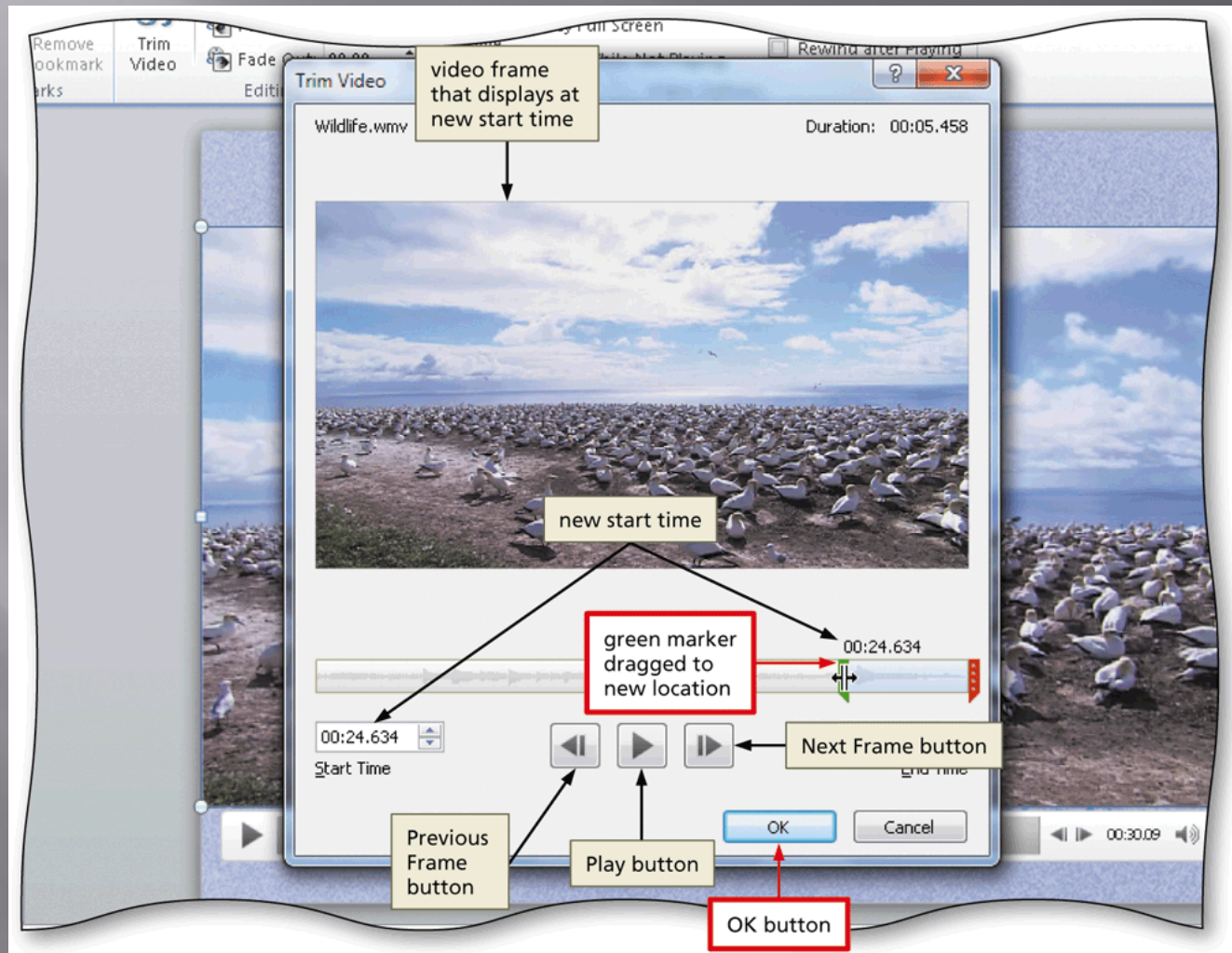
Inserting a Video File



Trimming a Video File

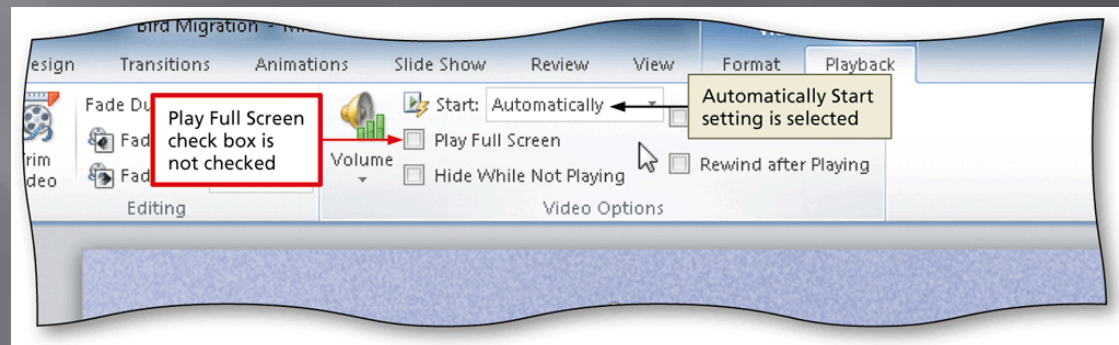
- ❑ Click Playback on the Ribbon to display the Video Tools Playback tab. Click the Trim Video button to display the Trim Video dialog box
- ❑ Point to the start point, which is indicated by the green marker on the left side, so that the mouse pointer changes to a two-headed arrow
- ❑ Drag the green marker to the desired start time
- ❑ Drag the red marker to the desired end time
- ❑ Click the OK button

Trimming a Video File



Adding Video Options

- ❑ If necessary, click Playback on the Ribbon to display the Video Tools Playback tab. Click the Start box to view the Start menu
- ❑ Click the desired option
- ❑ If desired, click the Play Full Screen check box
- ❑ Click the Volume button and click the desired volume



Inserting an Audio File

- ❑ Click Insert on the Ribbon to display the Insert tab and then click the Insert Audio button arrow to display the Insert Audio menu
- ❑ Click Clip Art Audio in the Insert Audio menu to open the Clip Art task pane
- ❑ Click the 'Results should be' box arrow and then click the 'All media types' check box to remove the check mark from each of the four types of media files
- ❑ Click the Audio check box to place a check mark in it

Inserting an Audio File

- ❑ Type the desired search text in the Search for text box, and then click the Go button
- ❑ Point to the desired clip to display the properties of the file
- ❑ Right-click the clip to select the clip and to display the Edit menu
- ❑ Click Preview/ Properties to display the Preview/Properties dialog box and to hear the clip
- ❑ Click the Close button to close the dialog box
- ❑ Click the desired clip in the results list to insert the file

Inserting an Audio File

The image shows a presentation software interface with a slide background of a beach with many white birds. An audio player is overlaid on the slide. A red box highlights a 'desired clip inserted into slide' in the media library on the right. The audio player includes a 'sound icon', 'audio controls', 'Play/Pause button', 'Move Back 0.25 Seconds button', 'audio progress bar', 'Move Forward 0.25 Seconds button', 'audio elapsed time', and 'Mute/Unmute button'. The media library on the right shows 'Results should be:' and 'Selected media file types' with a checked box for 'Include Office.com content'. The provided file is 'Glade Birds' with a WAV icon.

desired clip inserted into slide

sound icon

audio controls

Play/Pause button

Move Back 0.25 Seconds button

audio progress bar

Move Forward 0.25 Seconds button

audio elapsed time

Mute/Unmute button

Results should be:

Selected media file types

Include Office.com content

Provided by: Microsoft

Glade Birds

Adding Audio Options

- ▣ With the audio clip selected, click Playback on the Ribbon to display the Audio Tools Playback tab. Click the Start box to display the Start box menu
- ▣ Click the desired option in the Start menu
- ▣ If desired, click the Loop until Stopped check box to place a check mark in it
- ▣ If desired, click the Hide During Show check box to place a check mark in it

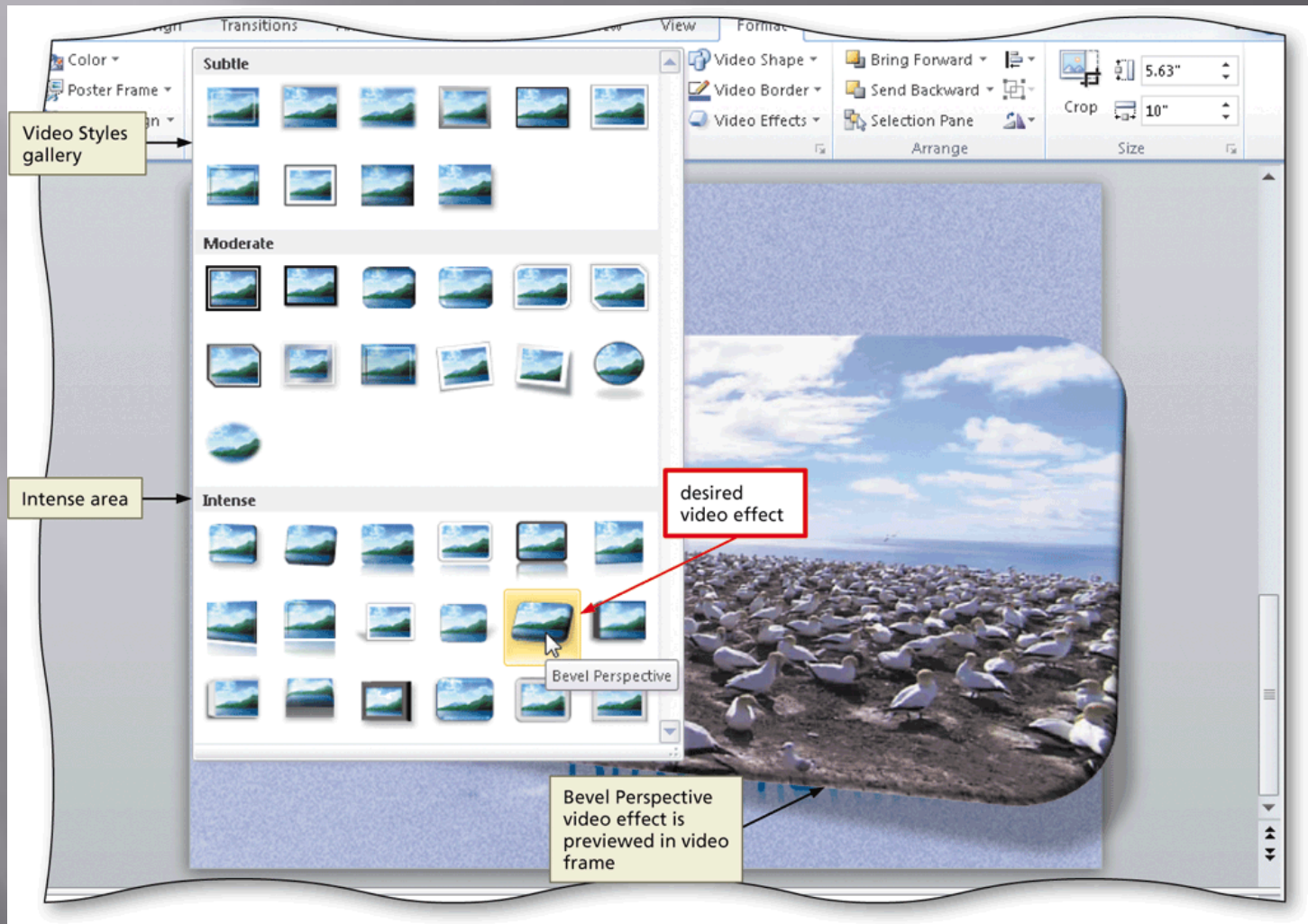
Adding Audio Options

The screenshot displays the 'Format' ribbon in a software application, specifically the 'Audio Options' section. The 'Start' dropdown is set to 'On Click'. The 'Loop until Stopped' checkbox is checked, highlighted by a red box with the text 'Loop until Stopped check box is checked'. The 'Volume' icon is visible, and the 'Hide During Show' checkbox is also checked, highlighted by a red box with the text 'Hide During Show check box is checked'. The main video area shows a large flock of white birds on a beach under a blue sky with clouds. On the right, the 'Clip Art' task pane shows a search for 'Glade Birds' and a 'WAV' audio file selected.

Adding a Video Style

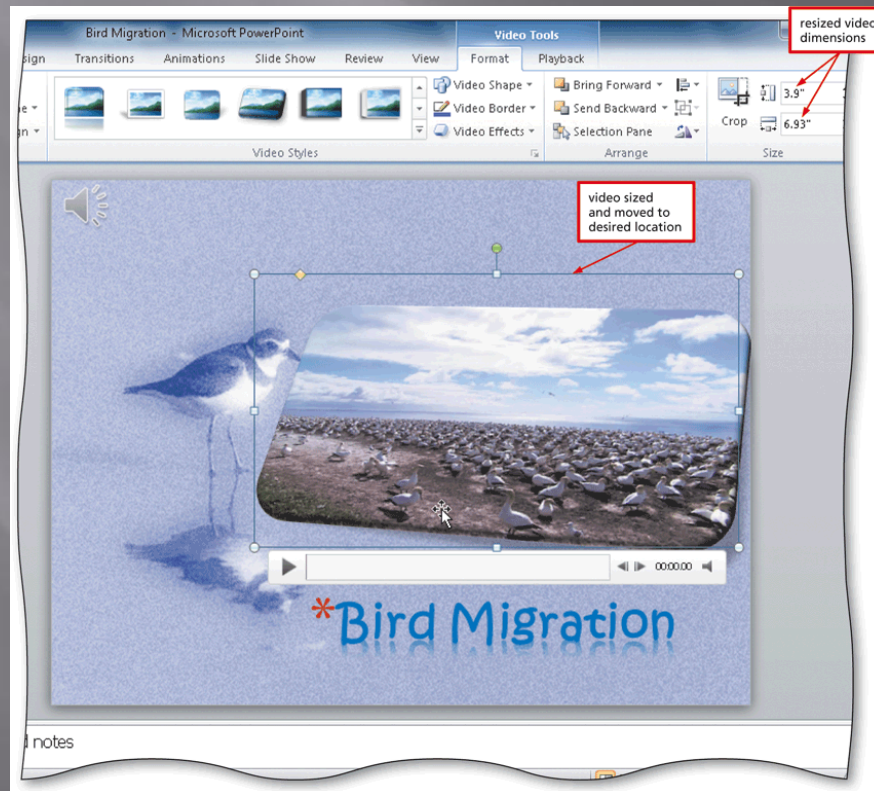
- ▣ With the video selected, click Format on the Ribbon to display the Video Tools Format tab
- ▣ Click the More button in the Video Styles gallery to expand the gallery
- ▣ Point to the desired style to display a live preview of that style applied to the video on the slide
- ▣ Click the desired style to apply the style to the selected video

Adding a Video Style



Resizing a Video

- With the video clip selected, drag a sizing handle until the video is the desired size



Inserting a Movie Clip

- ❑ Click the Picture button on the Insert tab to display the Insert Picture dialog box
- ❑ Navigate to the desired movie clip to insert, and then click the file to select it
- ❑ Click the Insert button to insert the movie clip into the slide

Inserting a Movie Clip

