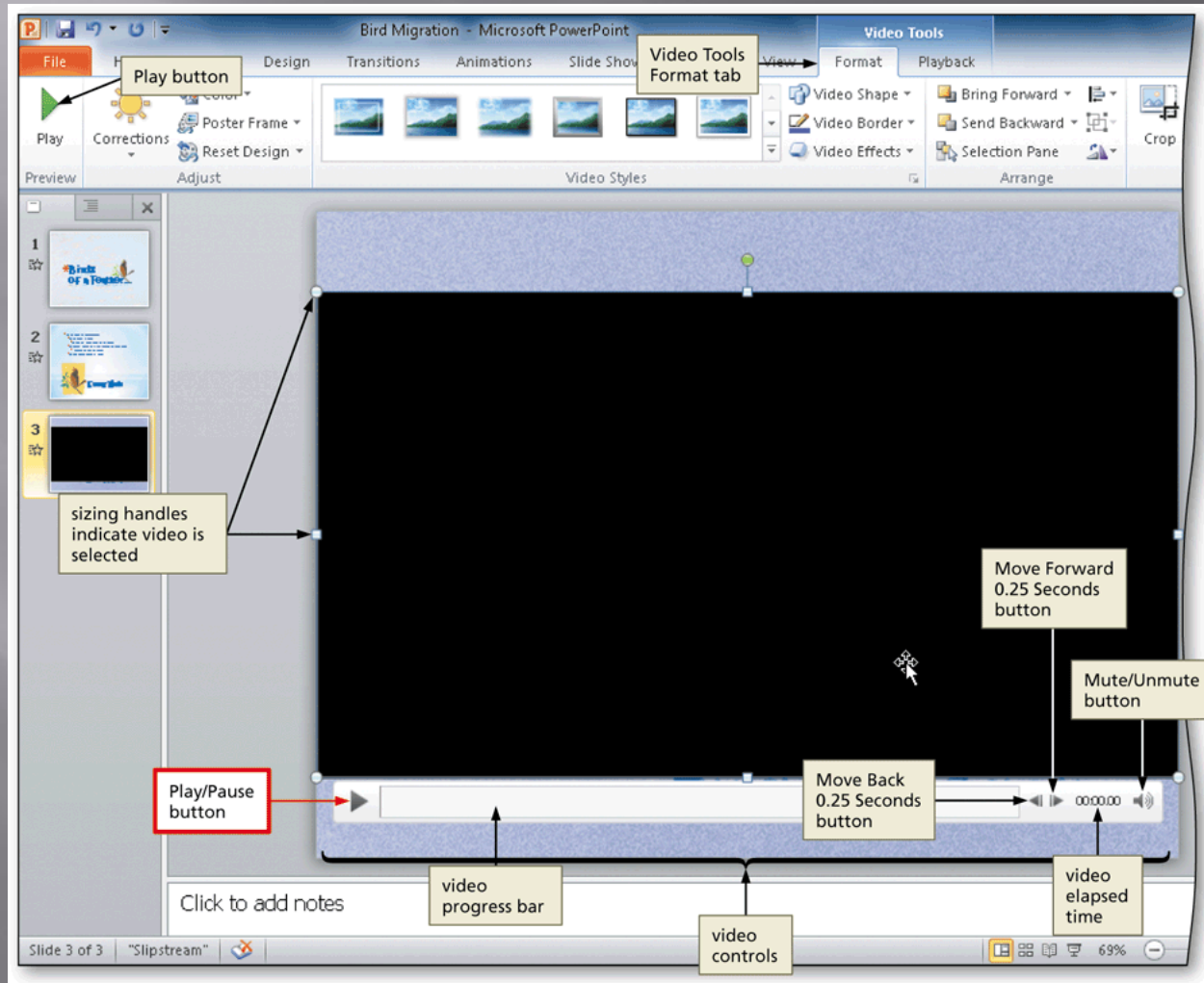# ADDING MEDIA TO A POWERPOINT

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
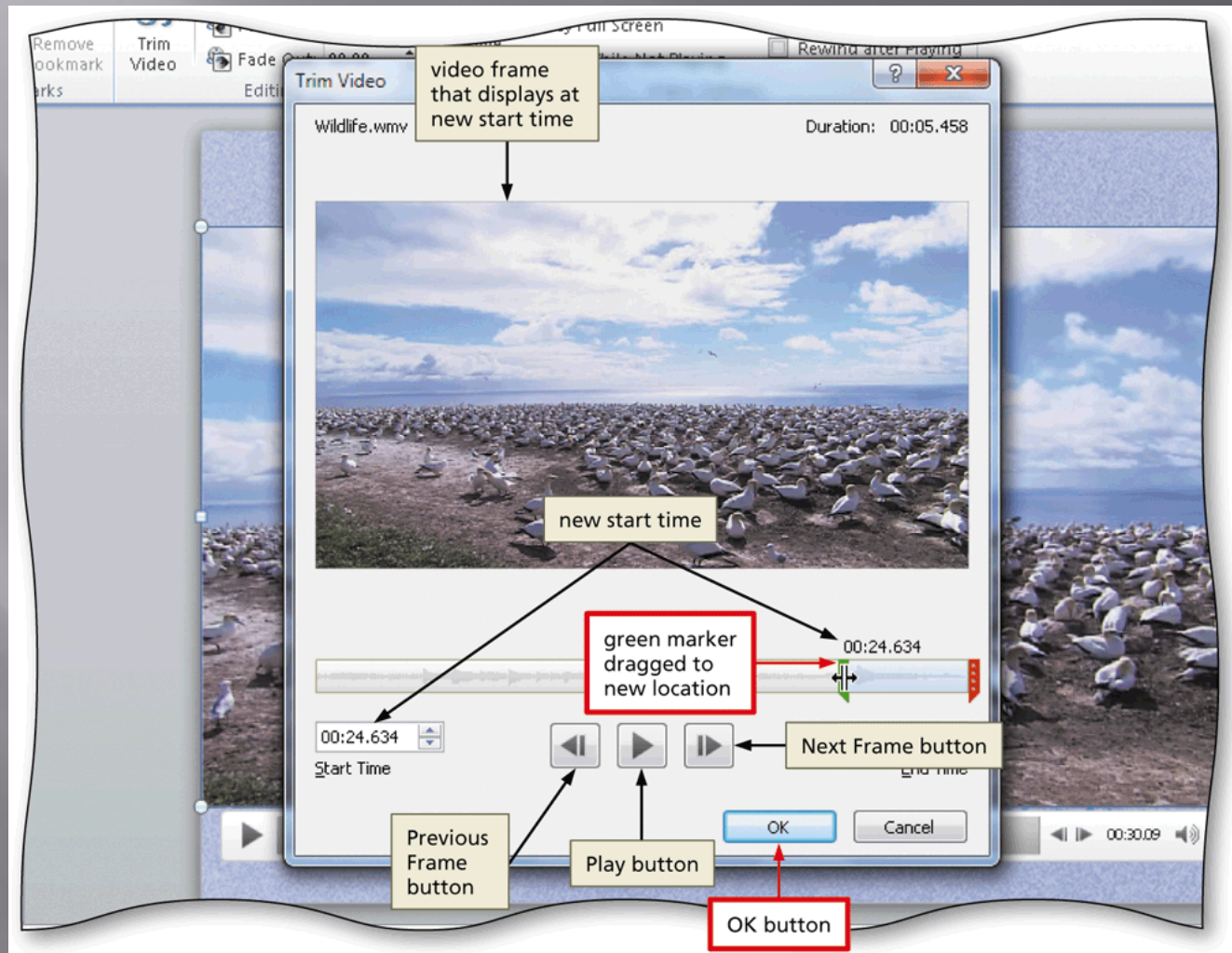- Click the Insert button to insert the movie clip
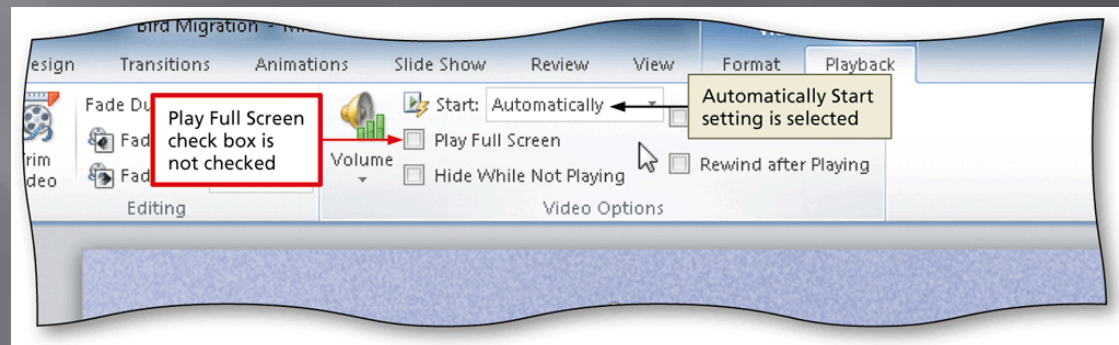
Inserting a Video File

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

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

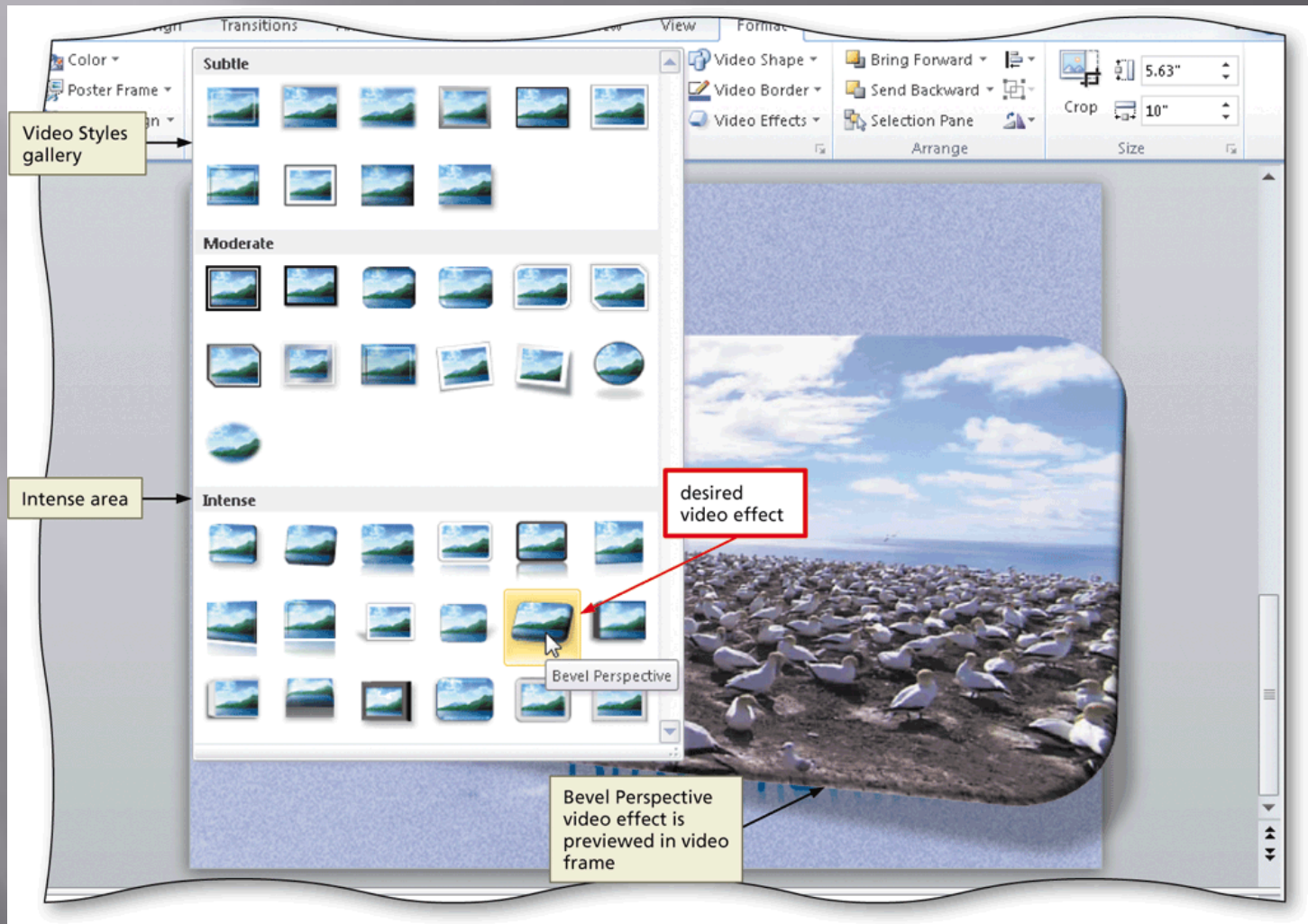- If desired, click the Hide During Show check box to place a check mark in it
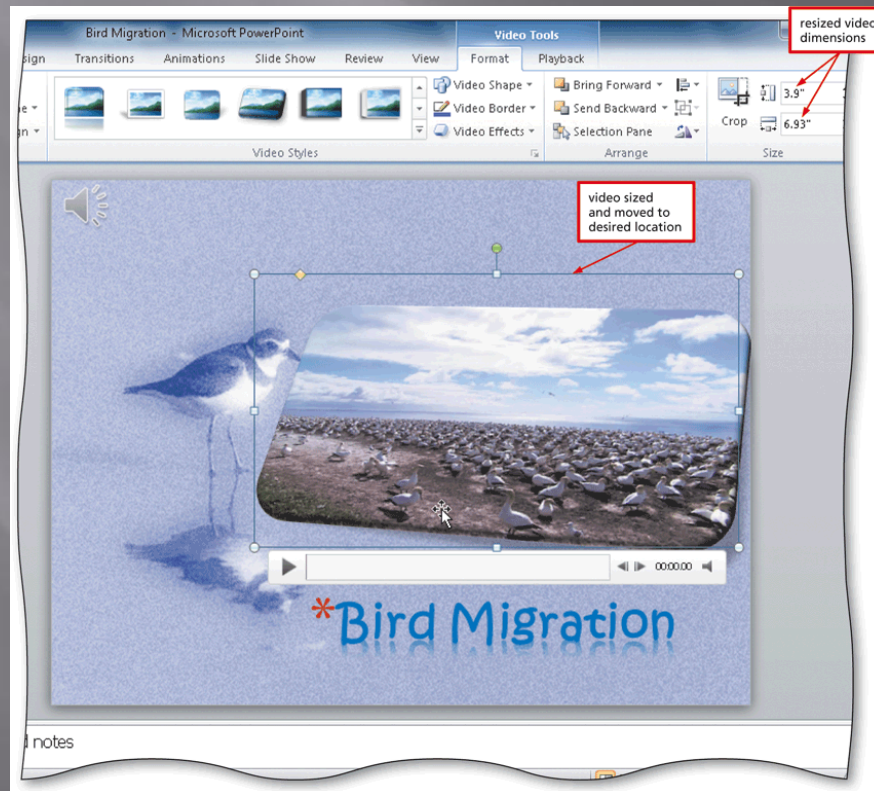
Adding Audio Options

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