

Unit 4 Tutorial:

These are instructions for inserting audio into your Microsoft PowerPoint presentations.

Step 1:

Open up your PowerPoint presentation.

Step 2: Go to Slide Show and then Set Up Slide Show. Select “Advance slides manually.”

Step 3: Go to “**Record Slide Show,**” and then de-select, “**Slide and animation timings.**”

Step 4: Select, “**Start slide show from beginning.**”

Step 5: Select “**Start recording**” – a prompt will appear in the upper left hand bar. From here you can pause the recording, stop, or finish it by clicking on the “X” in the upper right corner. A sound icon will appear in very light grey on the slides that have narration.

If you do not like what you recorded, just click the back arrow on the top bar to go back and then re-record. Alternatively you can double right click on the sound icon, and delete it.

Make sure to save your Audio visual presentation in a place you will remember.

That is all there is to it. Good luck!