

NCI Technologies presents:

Microsoft® Office PowerPoint® 2007 Training

**Add sound effects to a
presentation**

Course contents

- Overview: This sounds easy
- Lesson 1: Play a sound file
- Lesson 2: Play music from a CD

Each lesson includes a list of suggested tasks and a set of test questions.

Overview: This sounds easy



Including a sound effect on a PowerPoint slide can introduce the slide or make a point.

You can play sounds in a presentation either by inserting a sound file or by playing music from a CD.

This course tells you how to do both—from choosing a way to make an inserted sound start and specifying how long it should play to learning how to set up your CD tracks.

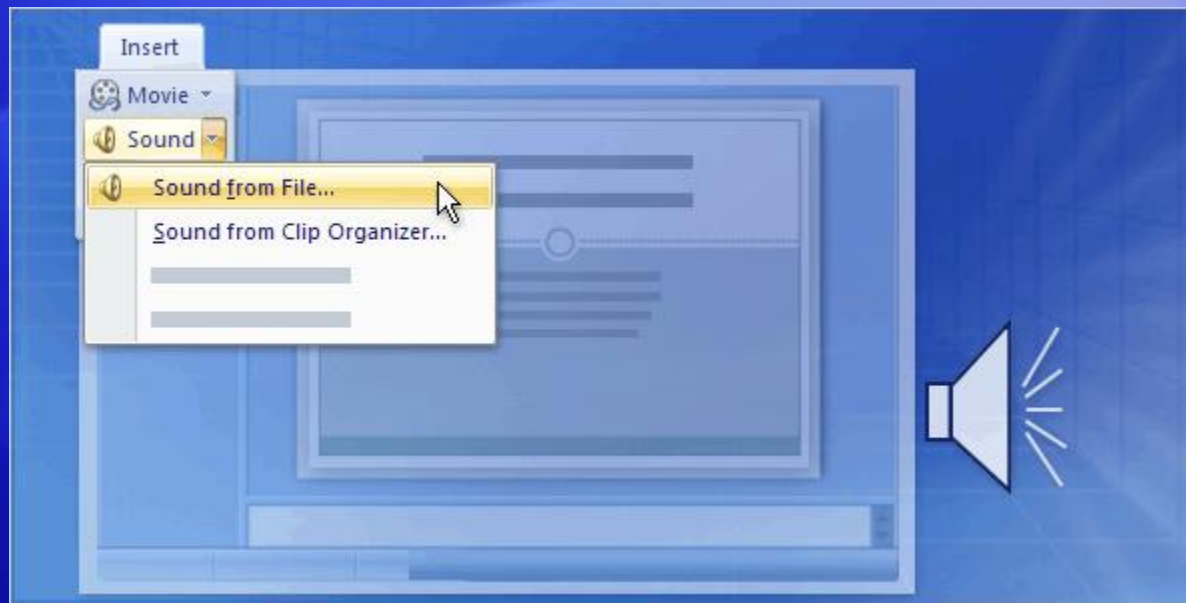
Course goals

- Insert sound files and select how each one should start and stop.
- Set up a slide element so that it triggers the sound.
- Guarantee that your sound will play when you present.
- Play a CD for a slide show and select the tracks you want.

Lesson 1

Play a sound file

Play a sound file



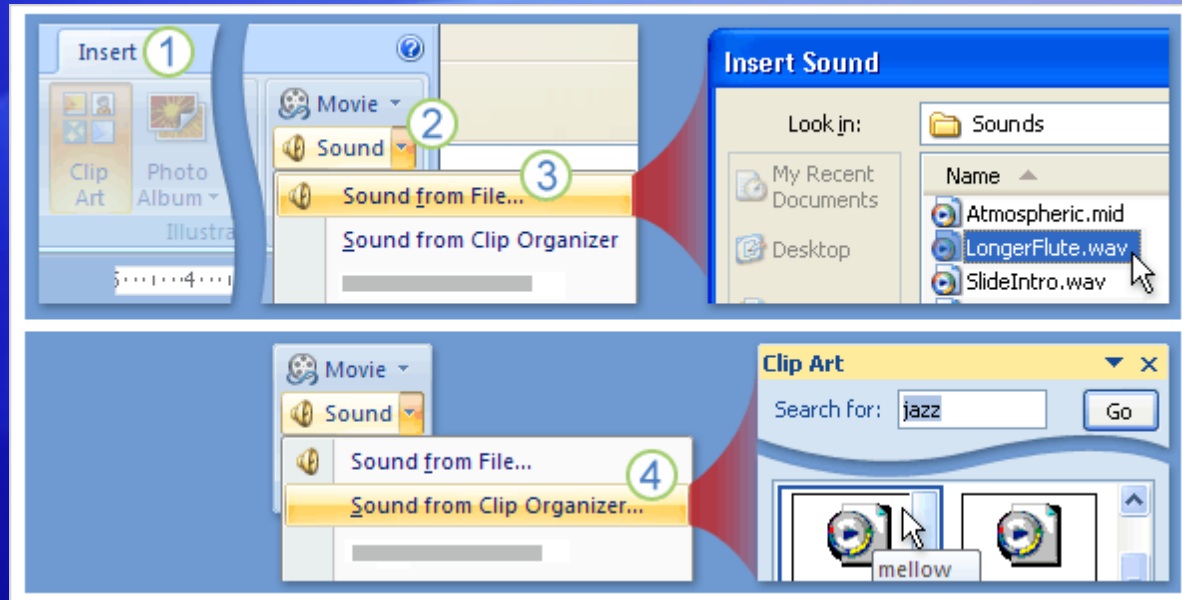
In this lesson, you'll learn how to insert a sound file of your own or a sound effect from the clip library into a slide.

You use PowerPoint sound tools to control how the sound plays, using basic settings for starting the sound and playing it across slides.

Then you can go further by opening the **Custom Animation** task pane and giving PowerPoint precise instructions for starting and stopping the sound.

Add sound effects to a presentation

Insert the sound by using the **Insert** tab

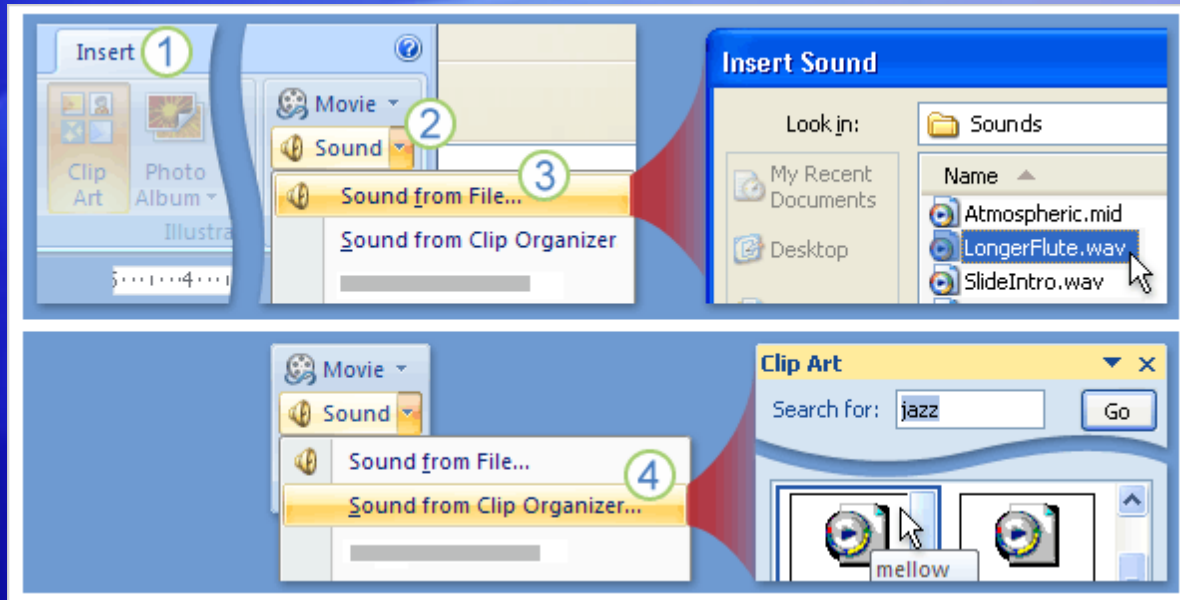


Most of this lesson will focus on working with sound files that you insert from your computer or a network server, or that you insert from the clip library.

The steps in the picture show two ways you'd insert the sound using the **Insert** tab:

- 1 Click the **Insert** tab.
- 2 Click the arrow next to **Sound**.

Insert the sound by using the **Insert** tab

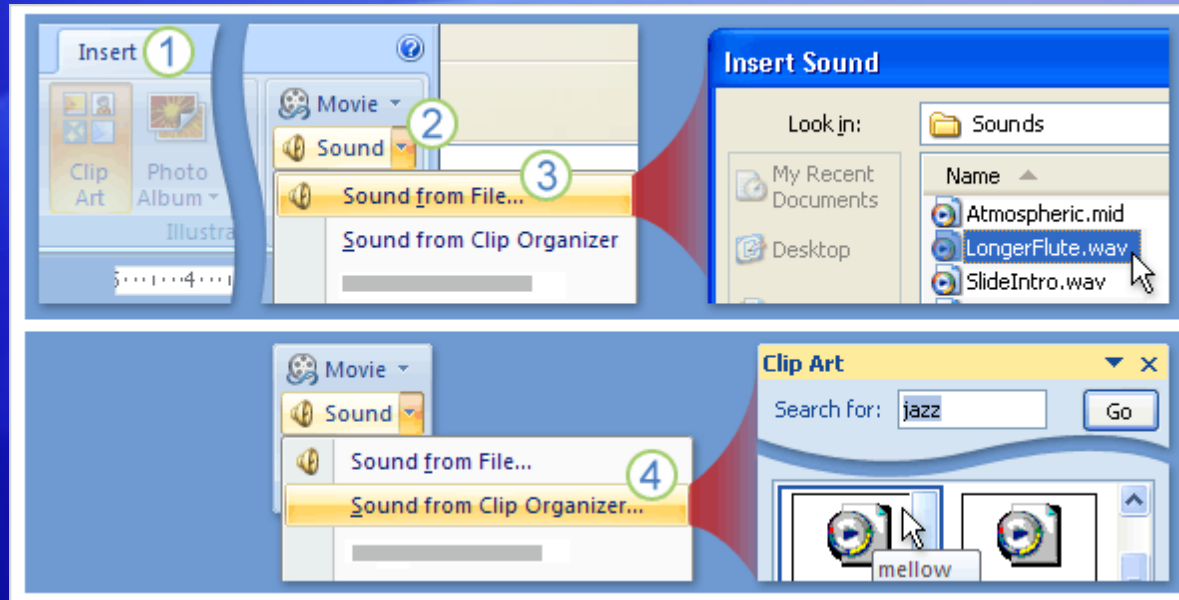


Most of this lesson will focus on working with sound files that you insert from your computer or a network server, or that you insert from the clip library.

The steps in the picture show two ways you'd insert the sound using the **Insert** tab:

- ③ To insert a sound file from your computer or a network server, click **Sound from File**. Browse to the file, and double-click it to insert it.

Insert the sound by using the **Insert** tab

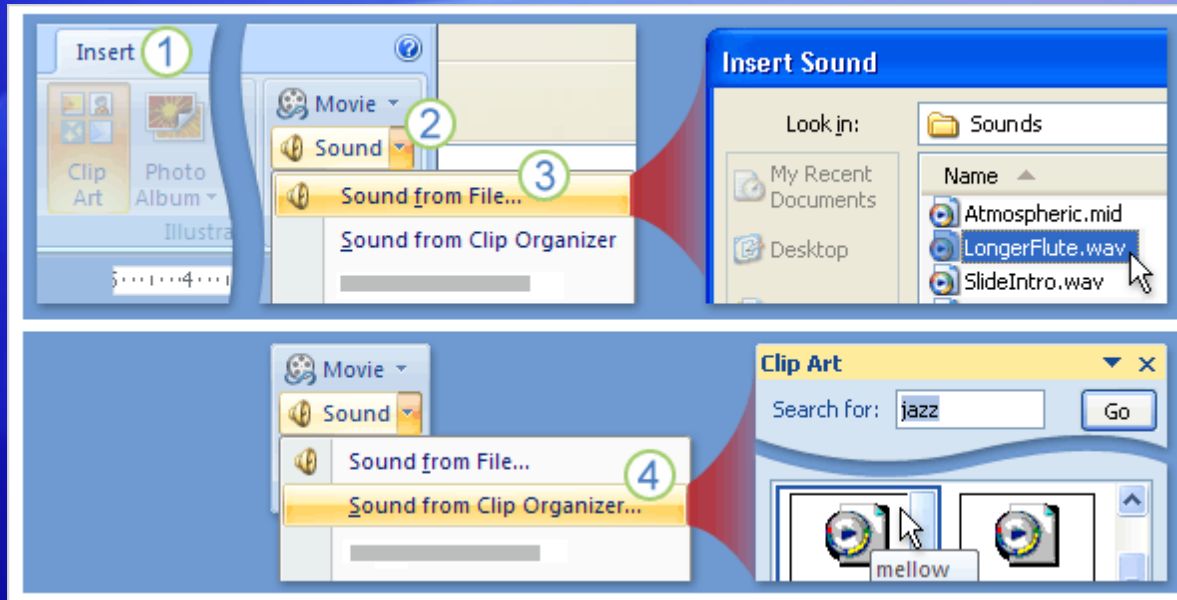


Most of this lesson will focus on working with sound files that you insert from your computer or a network server, or that you insert from the clip library.

The steps in the picture show two ways you'd insert the sound using the **Insert** tab:

- 4 To insert a sound from the clip library, click **Sound from Clip Organizer**, and search for the clip in the **Clip Art** task pane. Scroll to the clip you want, and click it to insert it into the slide.

Insert the sound by using the **Insert** tab

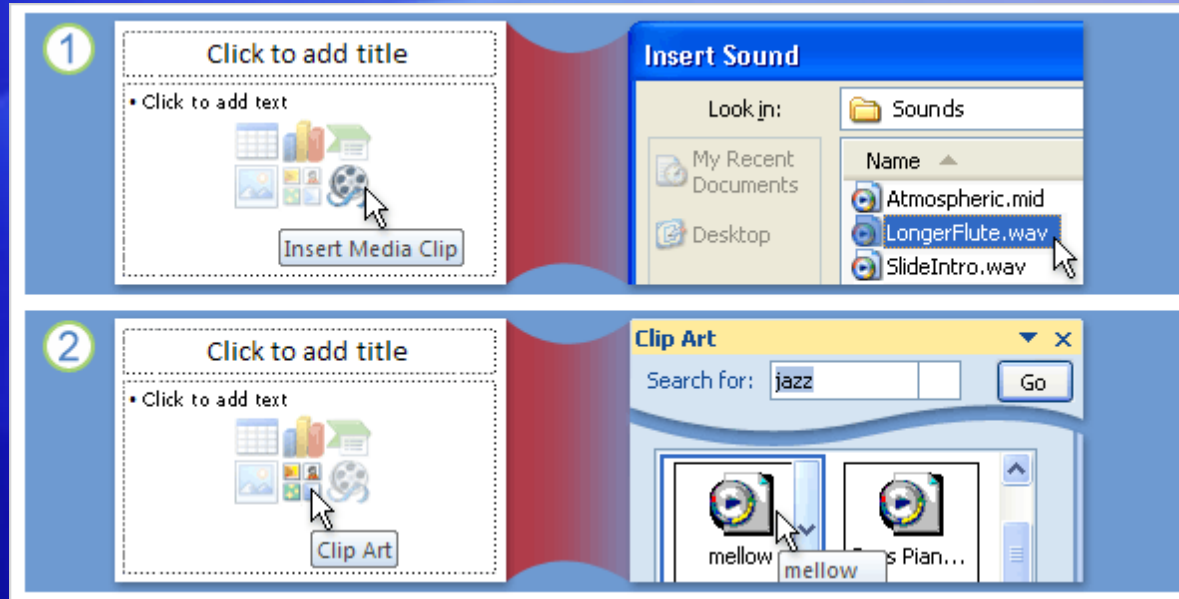


Before the sound is inserted, you're prompted with a message asking how you want it to start.

The sound appears as a sound icon on your slide, and it plays right after you insert it, so you know what it sounds like.

To hear the sound again in normal view, double-click it.

Insert the sound by using a slide placeholder

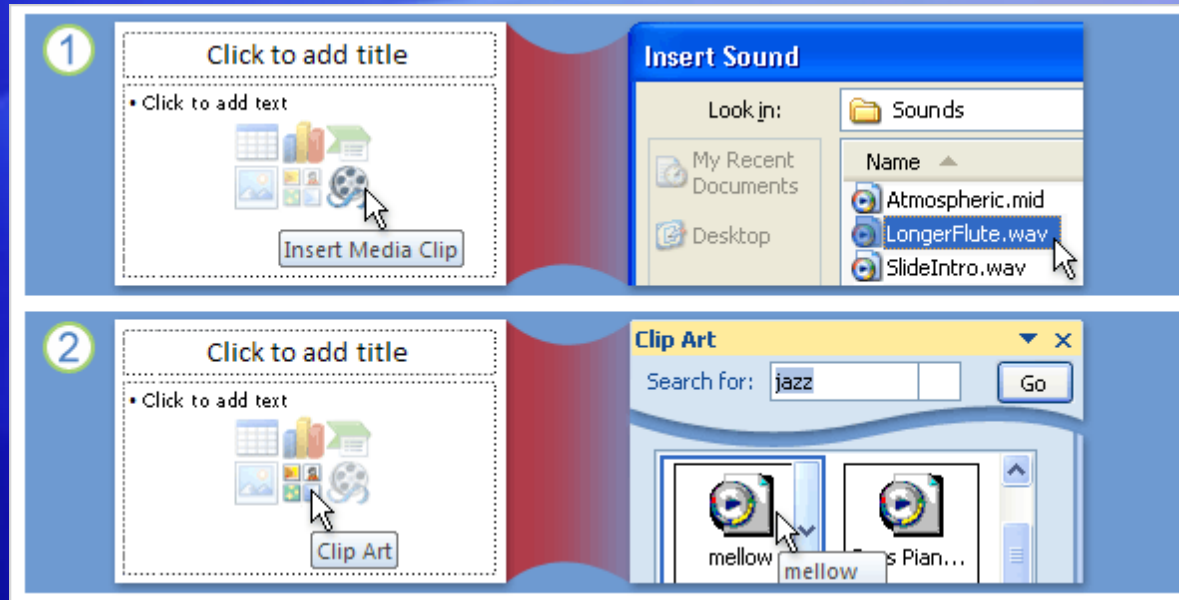


You can use the icons that are part of some slide layouts to insert a sound file. The effect is the same—you're inserting a sound file, but from within the slide instead of from the **Insert** tab.

The slide must have a layout that includes a **content placeholder**, as shown in the picture.

The content placeholder is the area outlined by a dotted border on the slide. Your content goes within this border.

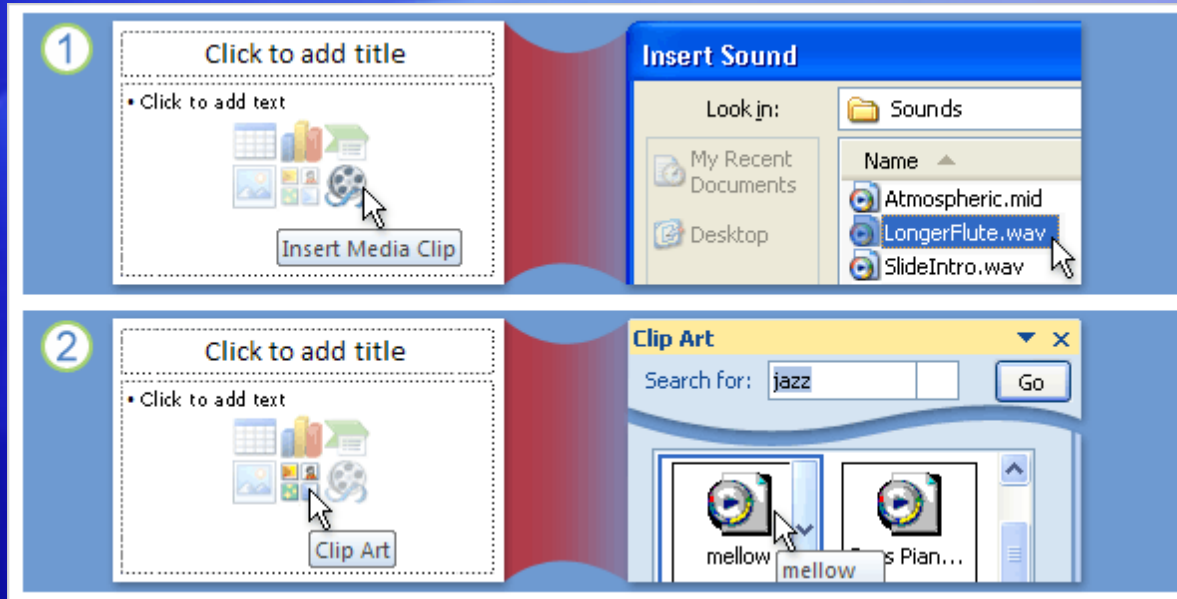
Insert the sound by using a slide placeholder



When you see the icons, as shown here, you'll know that this placeholder can contain text or other things, such as pictures, sounds, or graphics.

- 1 Click the **Insert Media Clip** icon to browse for sound files on your computer or a network server.
- 2 Click the **Clip Art** icon to open the **Clip Art task pane** and search for sounds to insert.

Insert the sound by using a slide placeholder

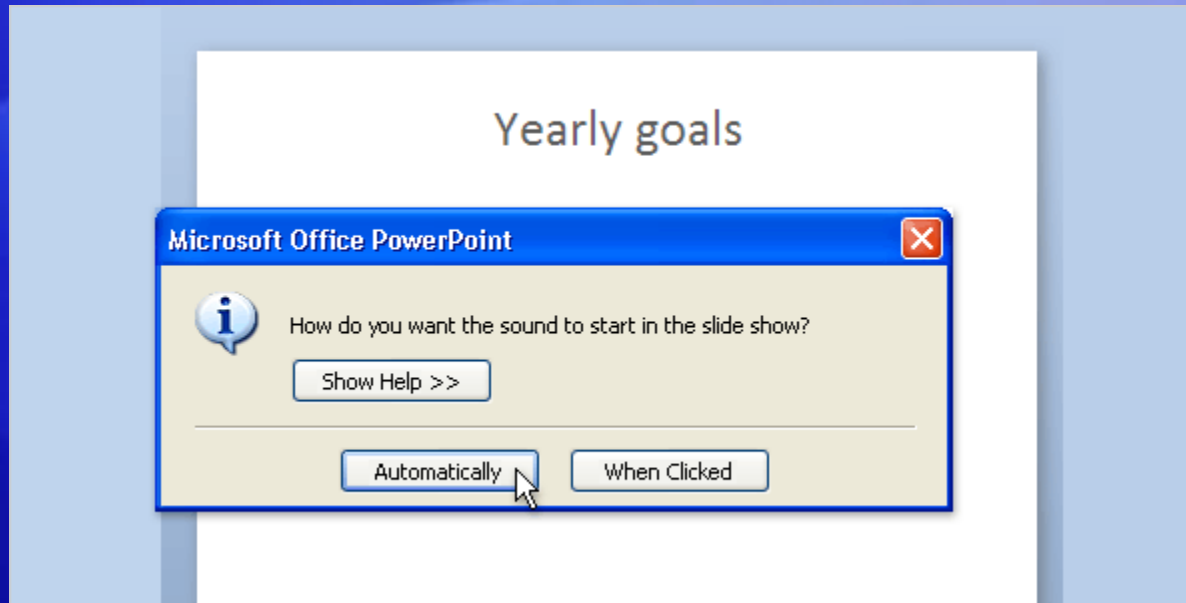


What are the benefits of this method?

You may want the sound icon to always appear in a certain position on your slides.

For example, if you created a self-running presentation in which a person had to click the sound icon on each slide, you might like the icon to be in the same placeholder and position every time.

Start the sound

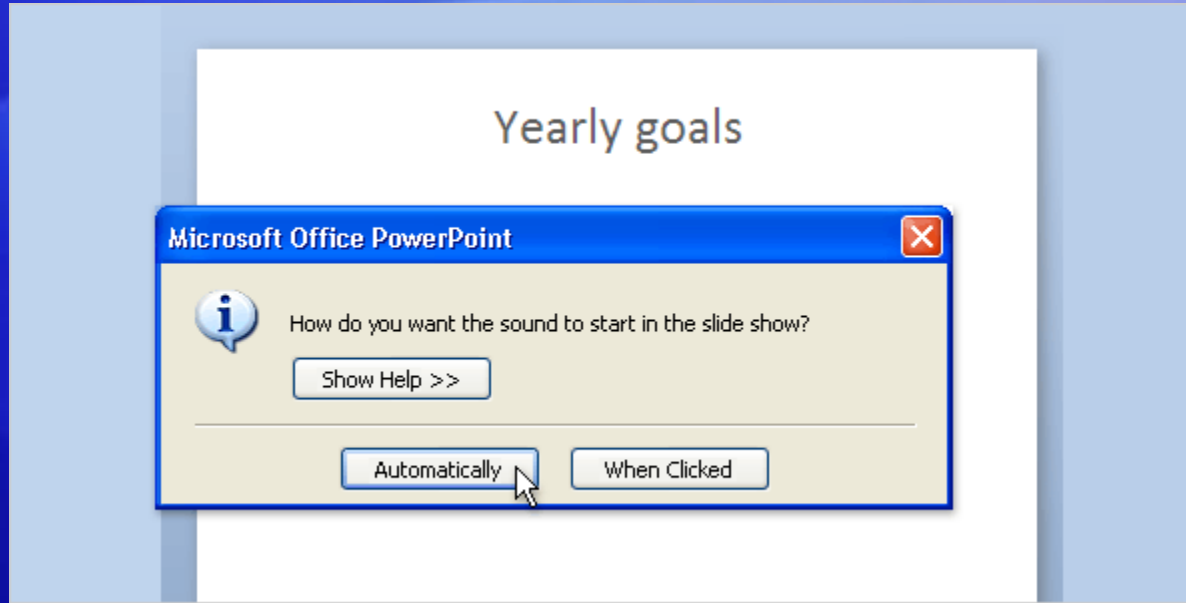


In the process of inserting the sound, you're prompted with a message asking whether you want the sound to start automatically or when you click the mouse.

Choose **Automatically** if you want the sound to start by itself.

If you have no other media effects on the slide, the sound plays when the slide is displayed. If you already have an effect on the slide, such as an animation, sound, or movie, the sound plays after it's finished.

Start the sound

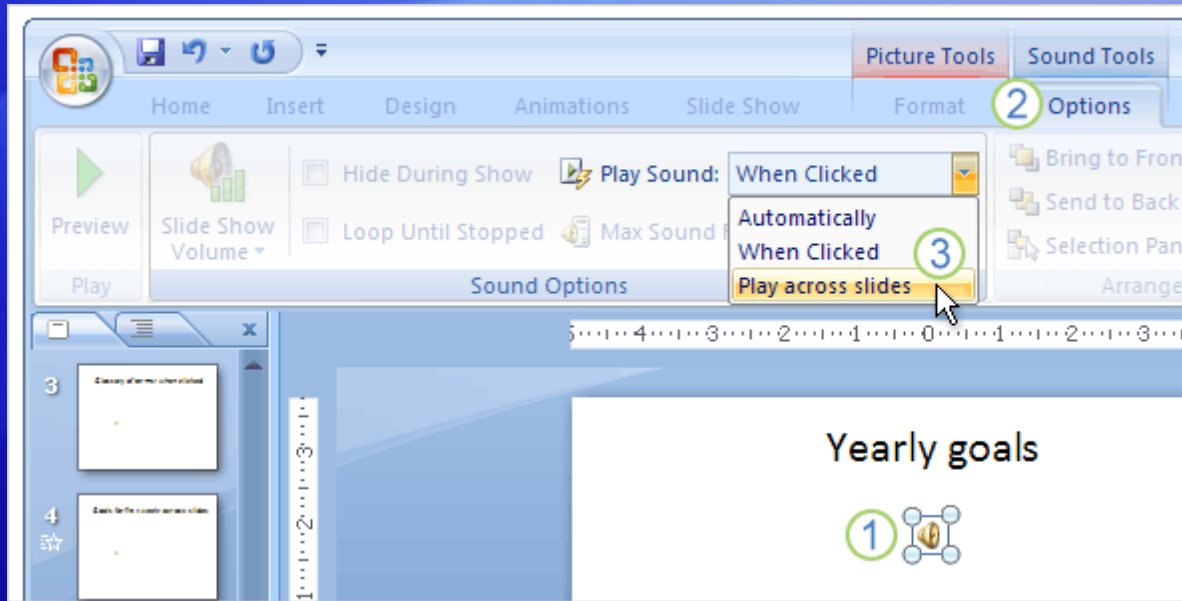


In the process of inserting the sound, you're prompted with a message asking whether you want the sound to start automatically or when you click the mouse.

Click **When Clicked** if you want the sound to play when you click the sound icon on the slide.

This setting is known as a **trigger**, because you have to click something specific (the sound icon) to play, or trigger, the sound.

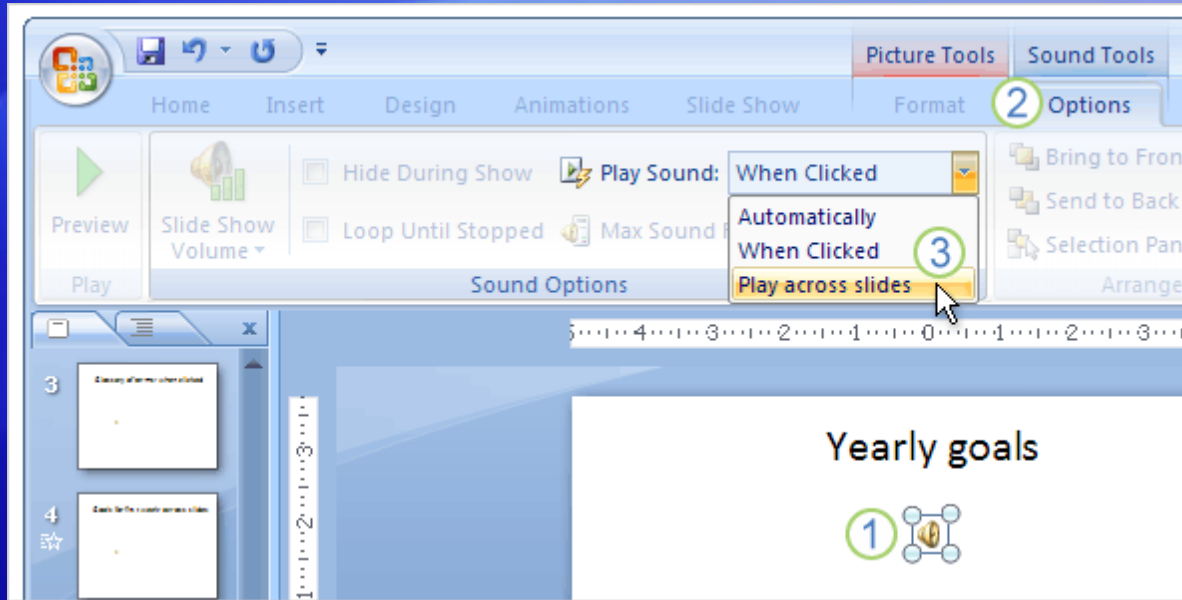
Play the sound across slides



So you've inserted the sound, and it starts either by itself or when you click the sound icon.

The sound will play through to the end and then stop—unless you click the slide for any reason while it is still playing, which will stop the sound.

Play the sound across slides

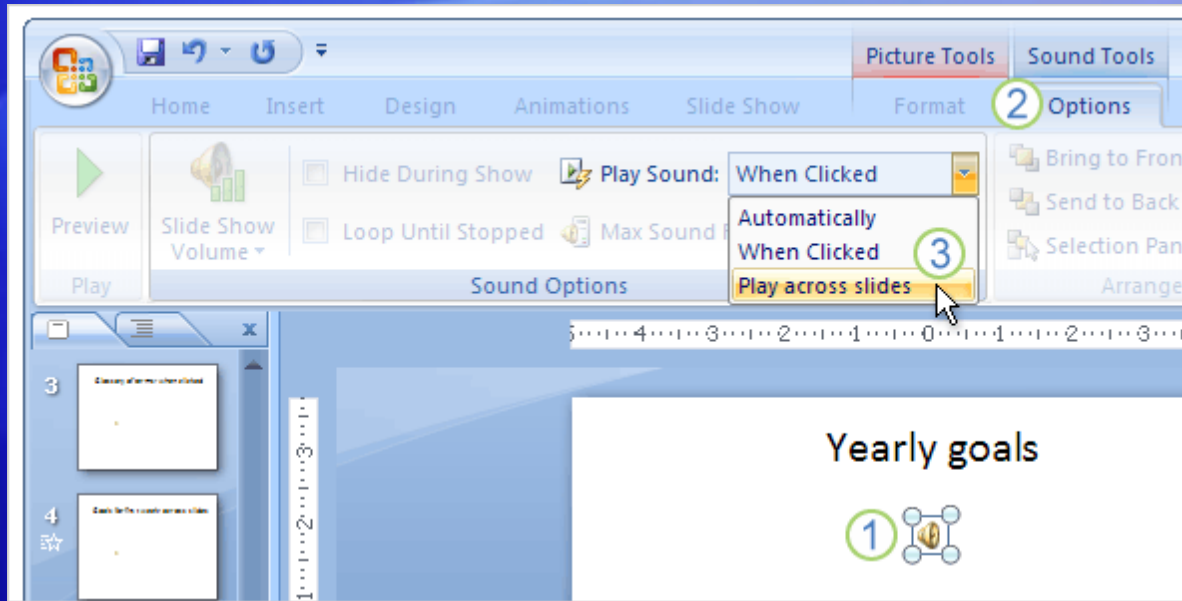


What if you have a long-playing sound that you want to keep playing even when you click the mouse to start something else?

You can play it across slides.

- ① Select the sound icon.
- ② On the Ribbon, under **Sound Tools**, click the **Options** tab.
- ③ In the **Sound Options** group, in the **Play Sound** list, select **Play across slides**.

Play the sound across slides

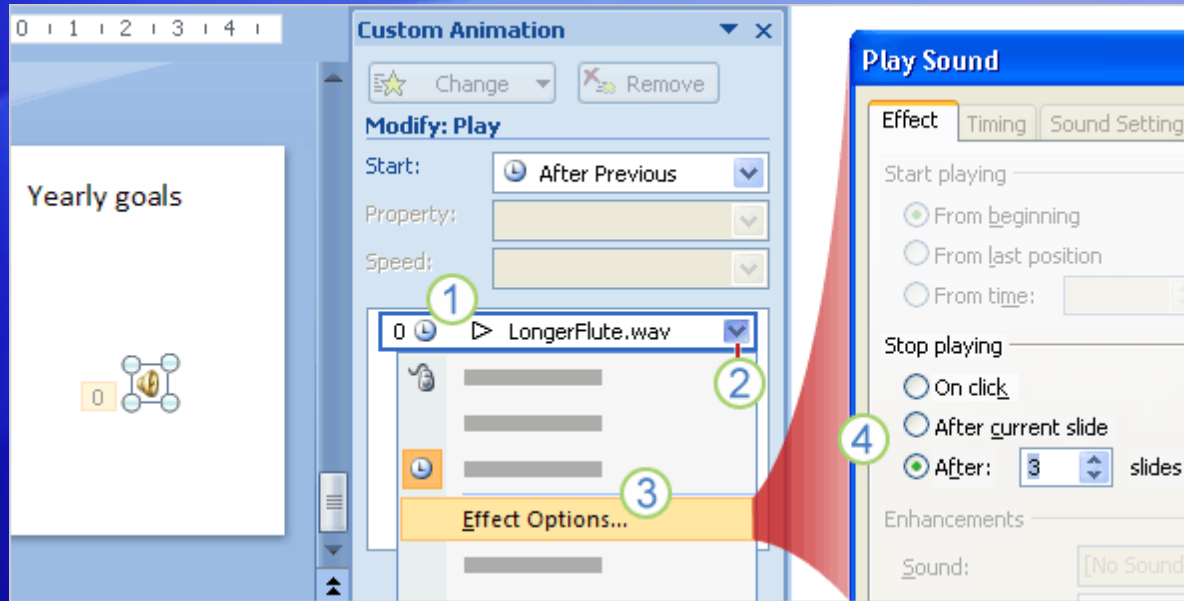


You may want to make further adjustments to the sound.

For example, you may want it to play through the current slide only and then stop, or to stop after a set number of slides.

You'd make these adjustments by using the **Custom Animation** task pane.

Set a time for stopping the sound

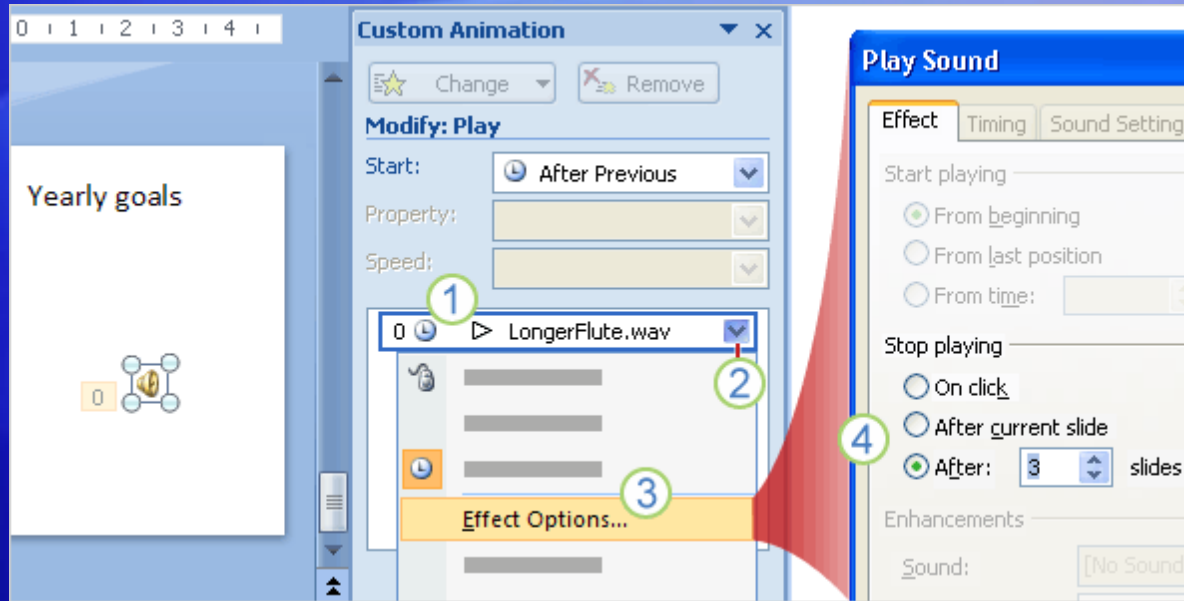


You can set very specific options for a sound in the **Custom Animation** task pane.

You work with the sound here because it is considered an effect, similar to animation effects.

You can set up all of these effects to stop or start at certain times and to play in a certain order.

Set a time for stopping the sound

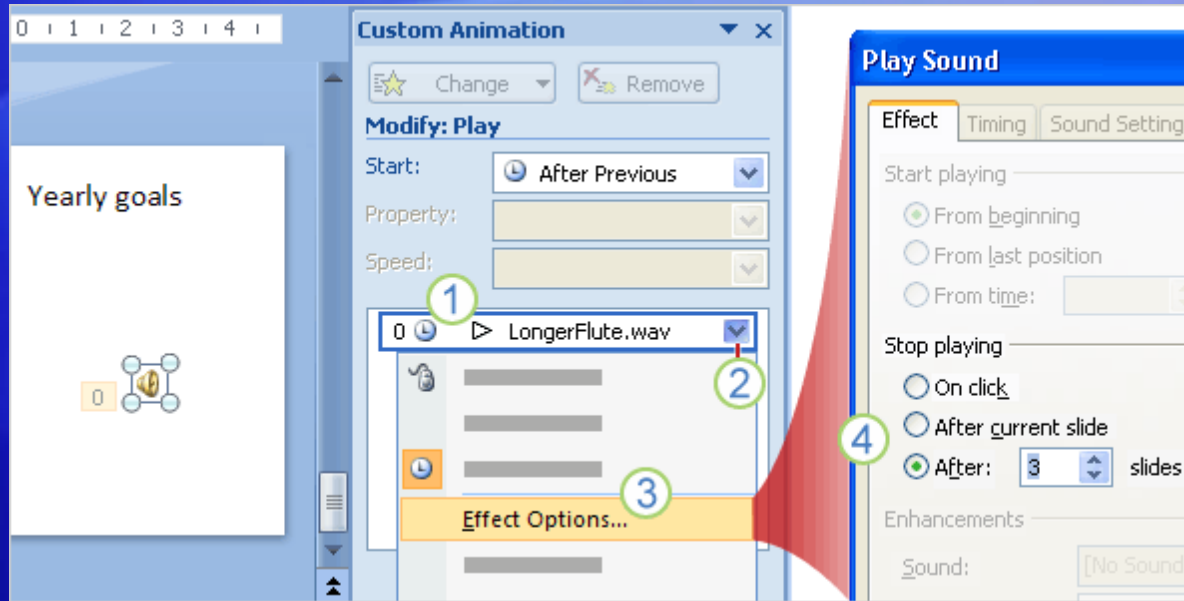


To make the sound play across slides but stop after a certain number of them, first open the **Custom Animation** task pane (Animations tab, Custom Animation command).

Then work in the task pane as follows:

- 1 The sound effect you've inserted into your slide is represented by its file name in the task pane; the example name here is **LongerFlute.wav**. When the effect is selected on the slide, it's also selected in the task pane.

Set a time for stopping the sound

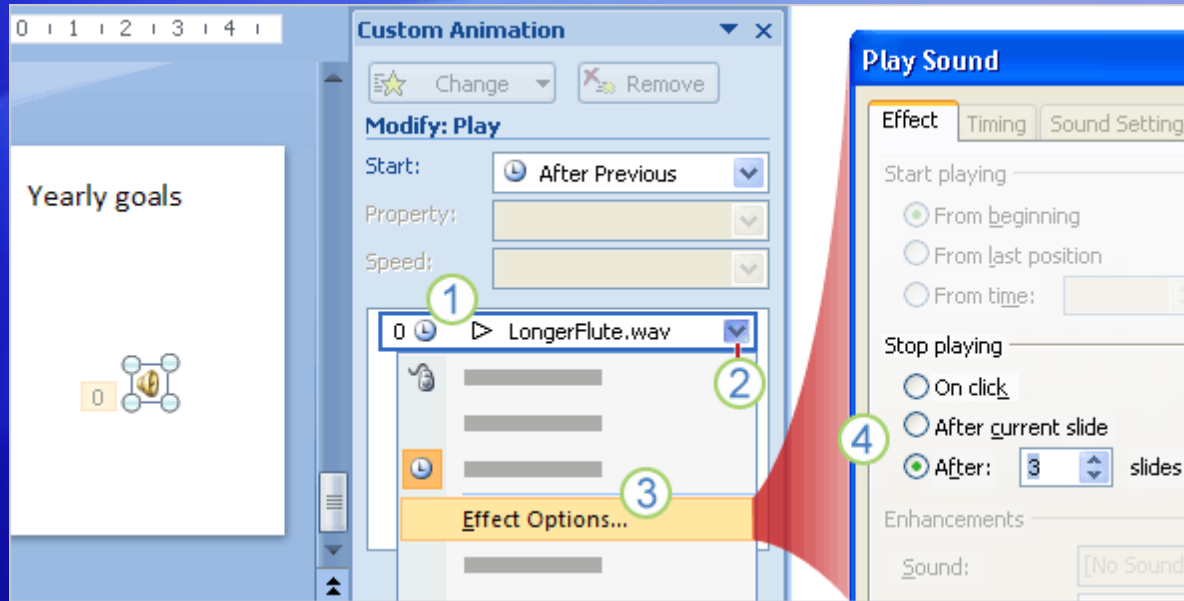


To make the sound play across slides but stop after a certain number of them, first open the **Custom Animation** task pane (Animations tab, Custom Animation command).

Then work in the task pane as follows:

- 2 Click the arrow next to the sound effect to display its menu.
- 3 On the menu, click **Effect Options**.

Set a time for stopping the sound

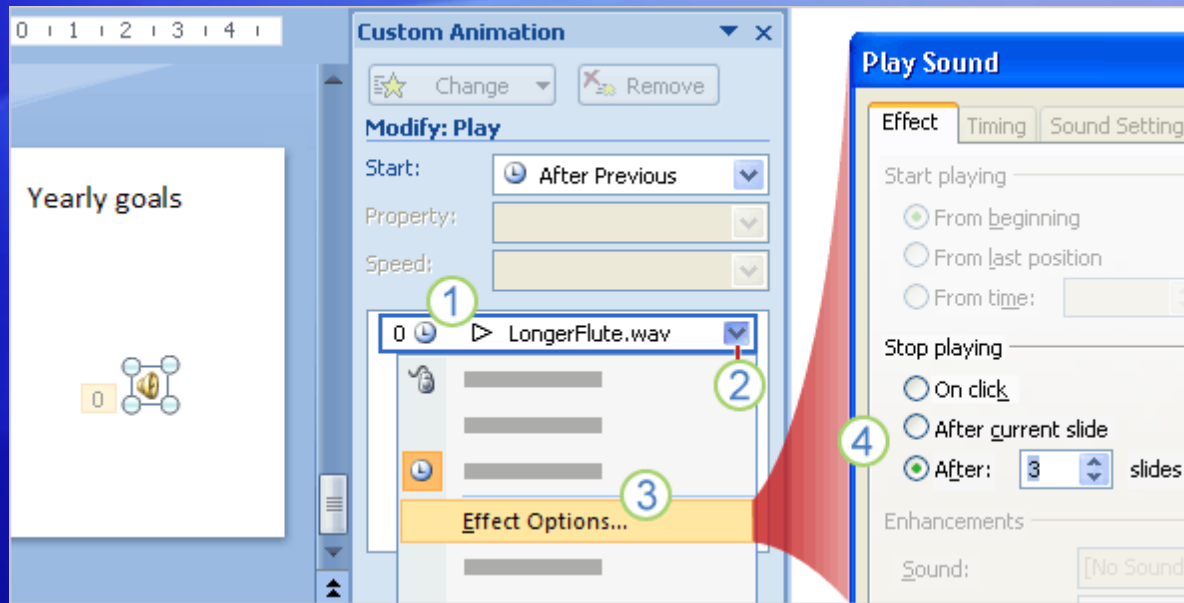


To make the sound play across slides but stop after a certain number of them, first open the **Custom Animation** task pane (Animations tab, Custom Animation command).

Then work in the task pane as follows:

- 4 In the **Play Sound** dialog box, you have a few options for how to stop the sound. To specify a number of slides, use the arrows to select a number in the box next to **After**.

Set a time for stopping the sound

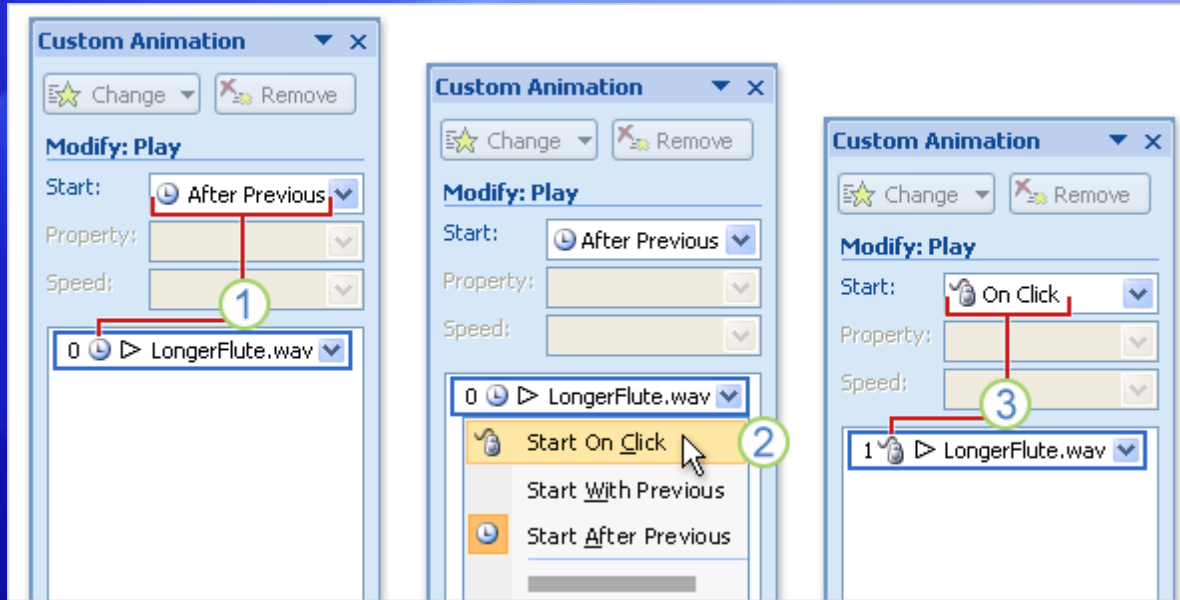


The sound in this example, set to play through three slides, will start playing when the slide into which it's inserted is displayed and will continue through the next two slides after that.

When you click to a fourth slide, the sound will stop.

For this option to be effective, the sound needs to be long enough to continue playing through the specified number of slides.

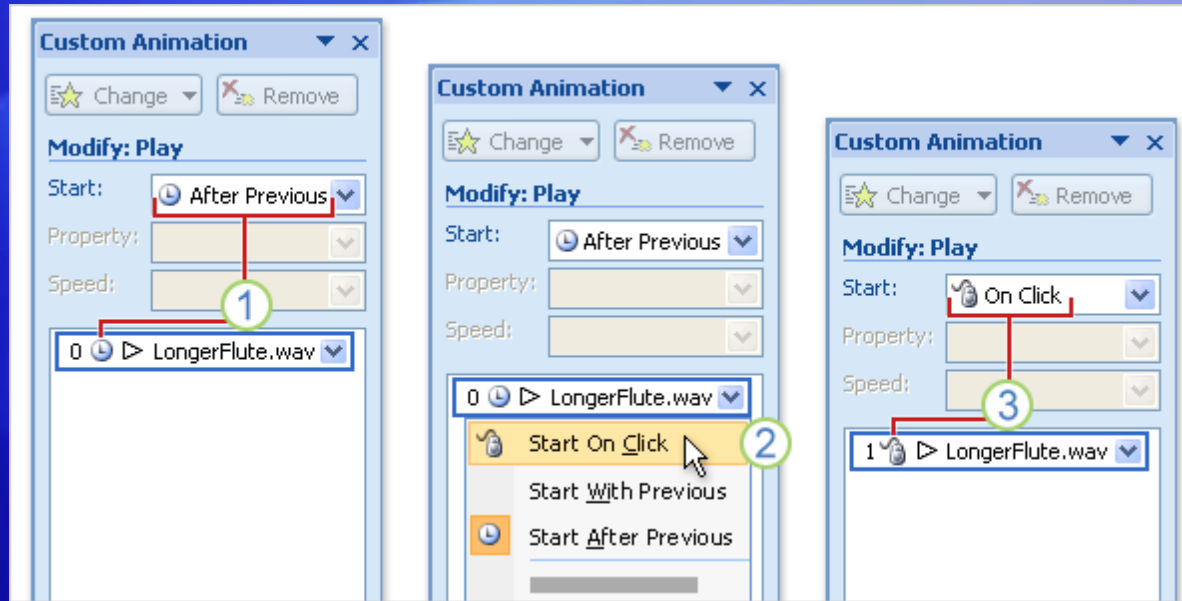
Change how the sound starts



You can change the way you've set your sound to begin by using **Custom Animation** options too.

- 1 In the task pane, the effect appears with a clock next to it, which means it will start automatically after a previous effect—such as an animation effect or another sound if there is one; or after display of the slide if there's no other effect.

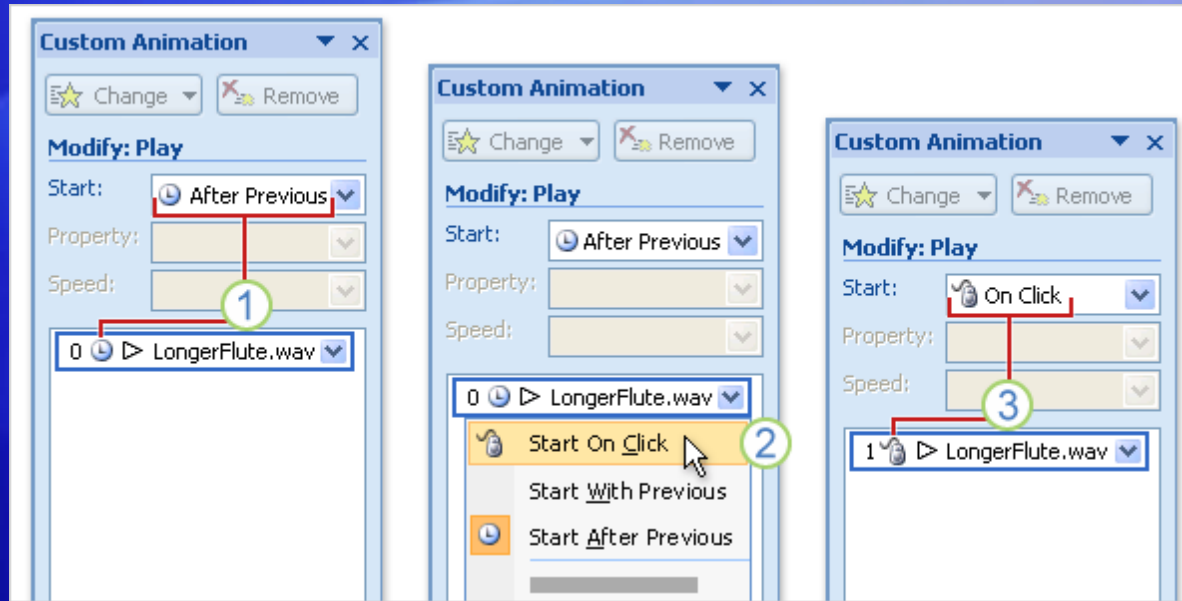
Change how the sound starts



You can change the way you've set your sound to begin by using **Custom Animation** options too.

- ② To change the start setting, click the arrow next to the effect in the list, and click **Start On Click**.
- ③ The effect then appears with a mouse icon next to it, and the setting is reflected in the **Start** box. The sound will now play when you click the mouse.

Change how the sound starts

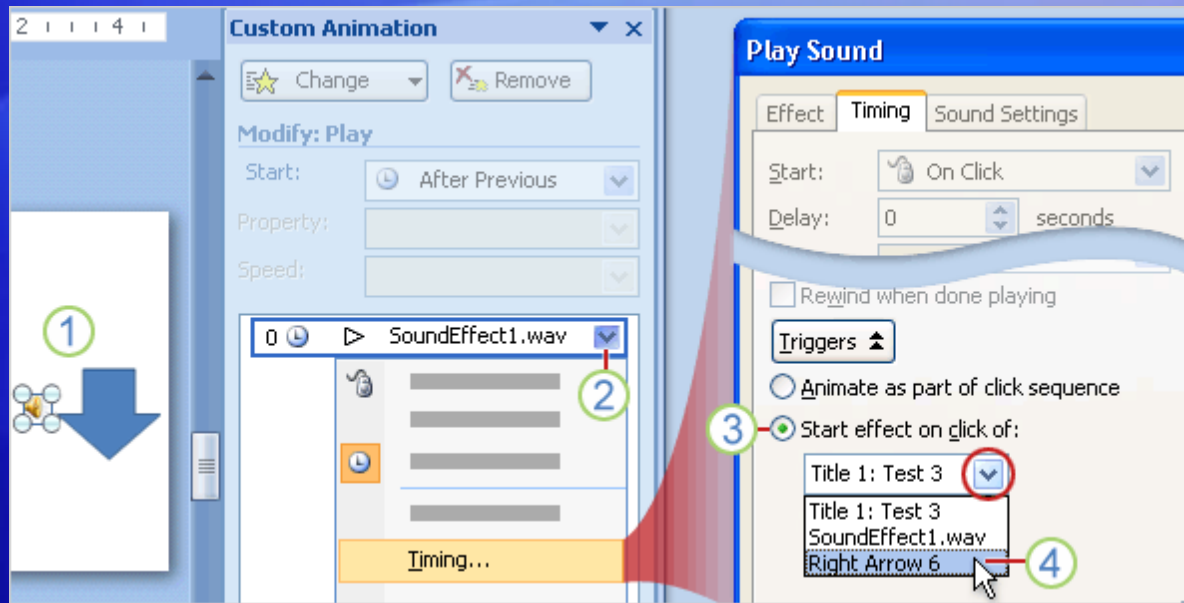


There's one difference here that you should be aware of.

The choice of **Start On Click** in this context sets up the sound to play when you click the *slide*, rather than when you click the *sound icon*.

To make the sound icon be the thing you click to start the effect, you have to set it up as the trigger for the sound.

Set up a trigger to play the sound



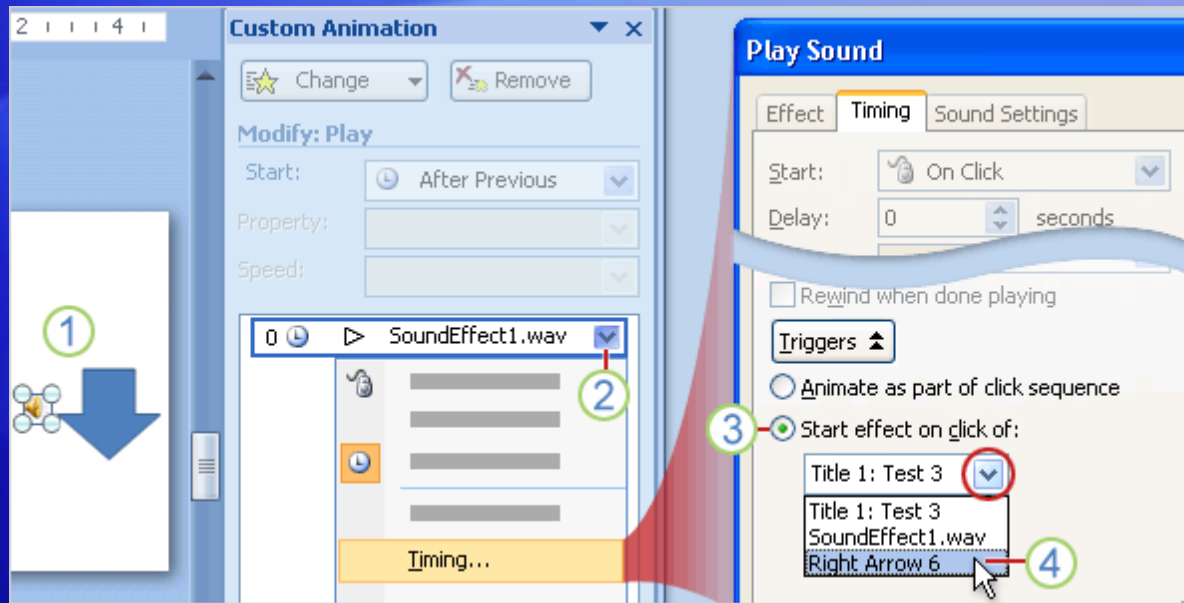
As you've learned, there are various ways to start a sound.

Here's one with some fun possibilities: Trigger the sound by clicking a specific item on the slide.

When you first insert a sound, if you choose to have it start “when clicked,” a trigger is automatically set up for you; the sound icon itself is the trigger.

But you can make other things set off the sound as well: text, for example, or a picture, or an arrow shape that signals (with a bing, bang, or bong) the next slide.

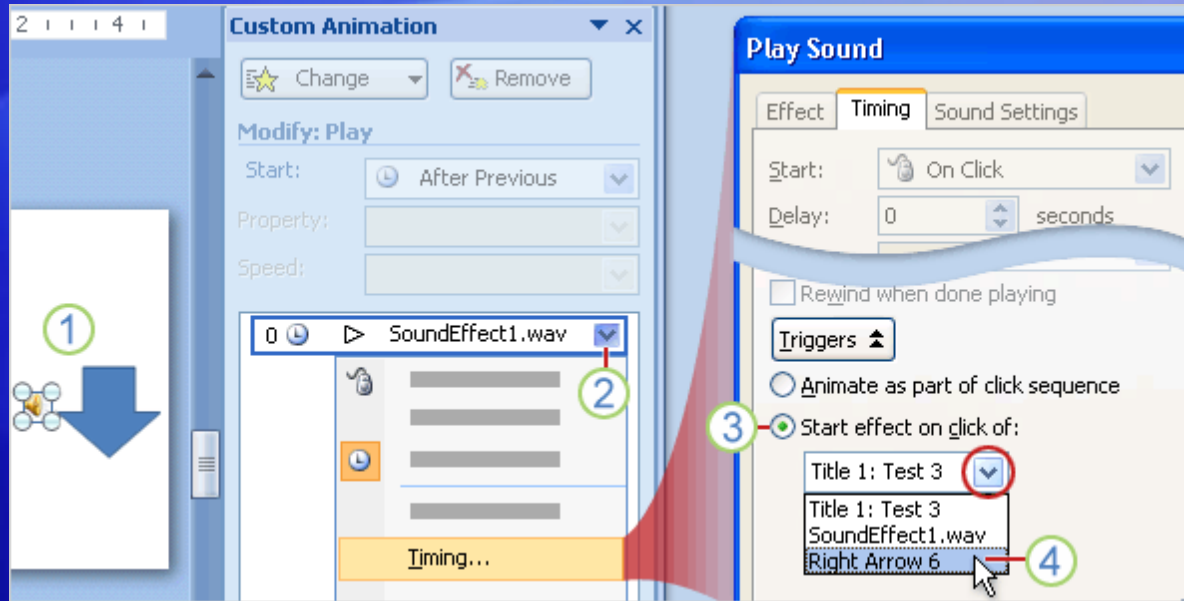
Set up a trigger to play the sound



The picture illustrates the process.

- 1 The sound must be inserted into the slide, and the element that you want to click must be on the slide also. In this case, say you want the trigger to be the arrow shape shown here.
- 2 In the **Custom Animation** task pane, click the arrow next to the sound effect, and click **Timing** on the menu.

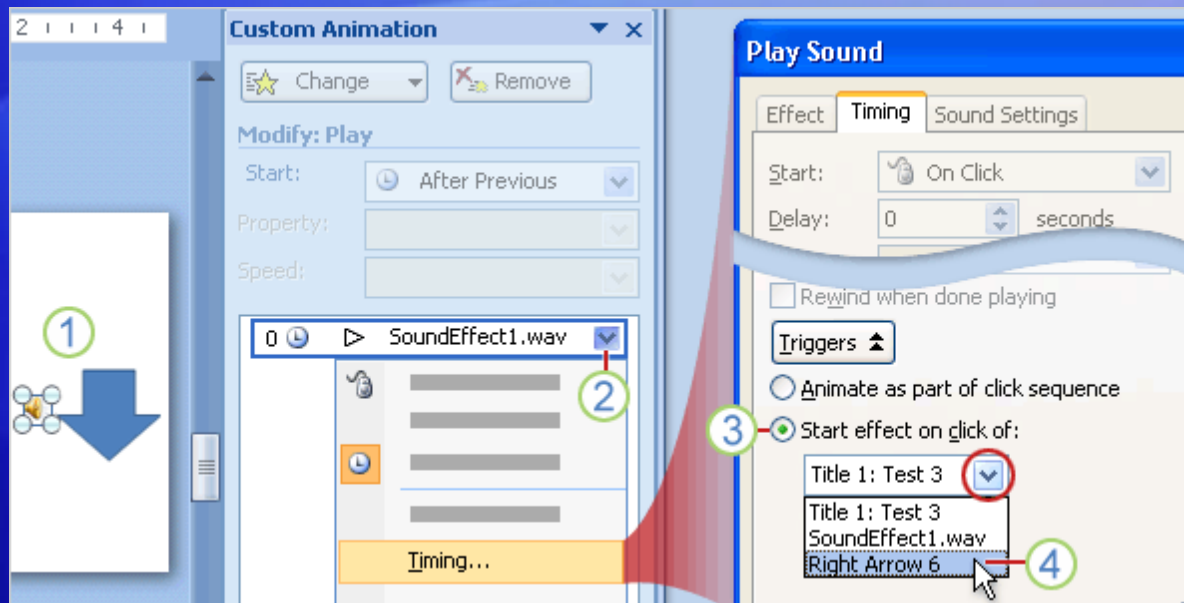
Set up a trigger to play the sound



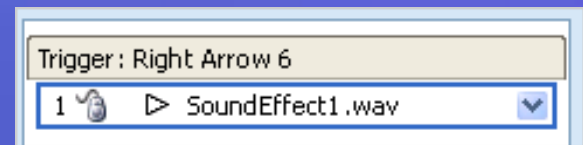
The picture illustrates the process.

- 3 In the **Play Sound** dialog box, under **Triggers**, click **Start effect on click of**.
- 4 Click the arrow on the item there, and select the thing you want as the trigger. In the example, you'd choose **Right Arrow 6** (the name for the arrow shape).

Set up a trigger to play the sound



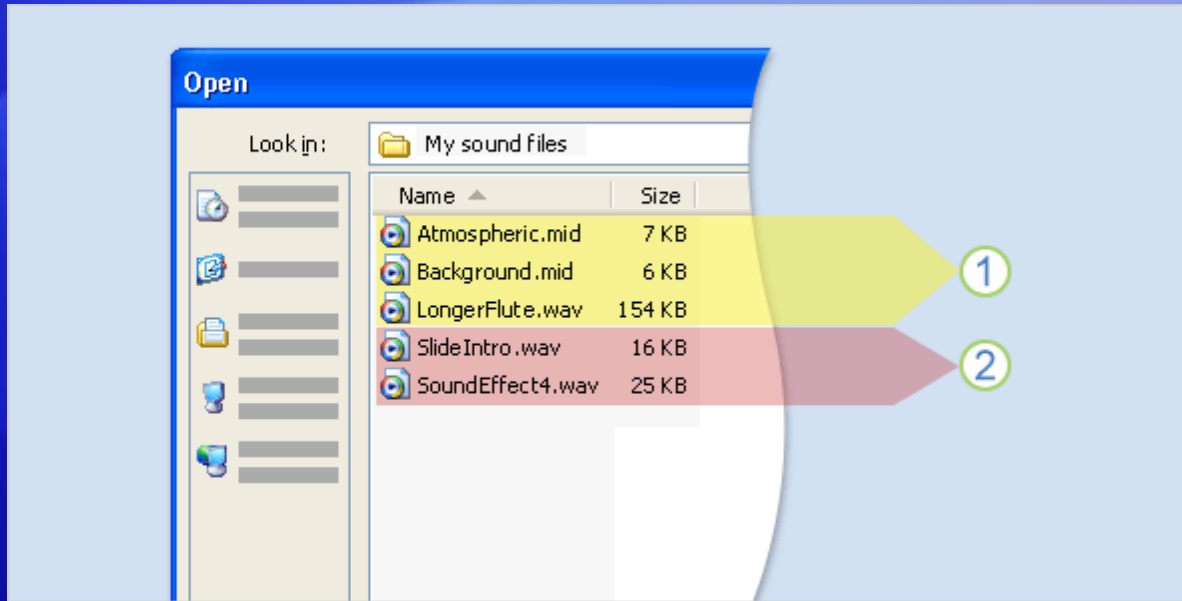
When a sound is set up to play by trigger, it has a bar above it in the effects list, saying what triggers the sound:



On the slide, a little hand appears next to the sound icon, showing that it plays by trigger.



Are your files linked or embedded?

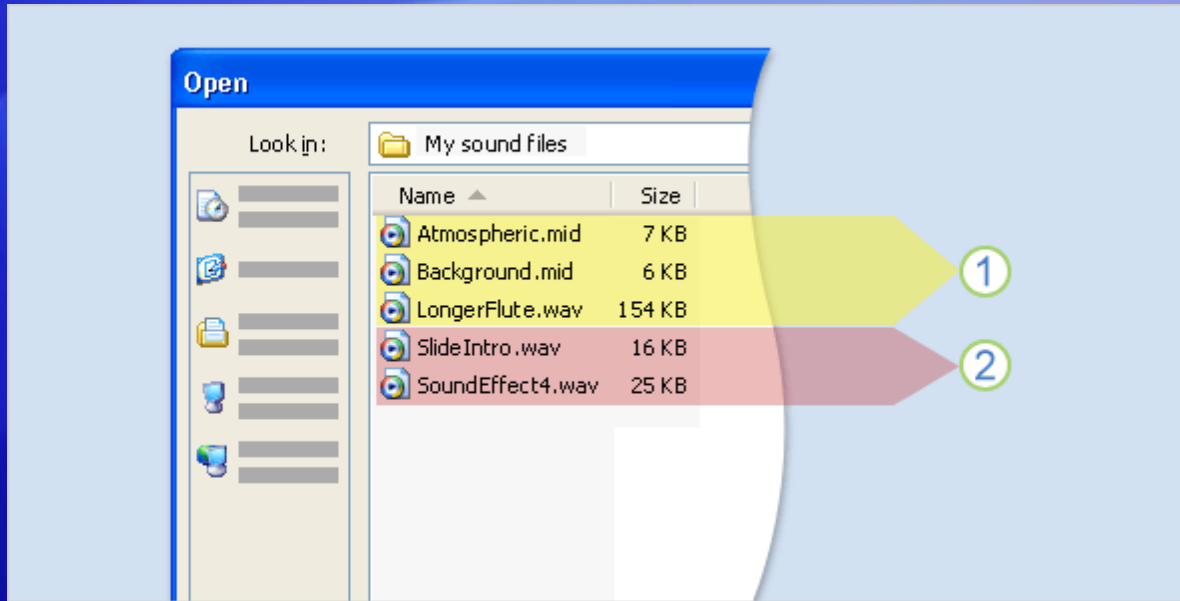


To guarantee that a sound will play from the computer you present on, be aware of some details concerning the size of sound files.

Also be aware of whether a file has been **linked to** in the presentation or **embedded within** it. The picture shows a basic comparison.

- 1 These files will be linked to the presentation because either they are not .wav files or they are .wav files that exceed the maximum size limit of 100 KB.

Are your files linked or embedded?



To guarantee that a sound will play from the computer you present on, be aware of some details concerning the size of sound files.

Also be aware of whether a file has been **linked to** in the presentation or **embedded within** it. The picture shows a basic comparison.

- 2 These files will be embedded in the presentation because they are .wav files and their sizes don't exceed 100 KB.

Are your files linked or embedded?

Here's more information about linked files.

- A linked file is not actually contained within the presentation. Instead, PowerPoint creates a link to the file based on where it's stored when you insert it into the presentation, for example, on your computer or on a server that your computer is connected to. So when you "insert," you're really just creating a link to the file. PowerPoint relies on that link to find and play the sound.
- What determines whether a sound file is inserted as a linked file? File size and file type. PowerPoint creates a link for any .wav type of file that is more than 100 kilobytes (KB) in size and for all other types of sound files, regardless of size. (The last four characters of the file name—for example, ".wav"—tell you what type of sound file it is.)

Are your files linked or embedded?

Here's more information about embedded files:

- An embedded file is part of the presentation. If you copy the presentation to another location, the embedded sound file travels with the presentation and you can count on it to play.
- What determines whether PowerPoint embeds the file? Again, file type and file size. If the sound is a .wav file that is 100 KB or less in size, it's embedded.
- And a general note to remember for both linked and embedded files: The presenting computer must have a sound card and speakers to play your sound effects.

How to deal with linked files



Here are some best practices for working with linked files so that PowerPoint will find and play them when you're in a presenting situation.

Best practice 1: When you're creating the presentation, before you insert the sound file, copy the sound file into the same folder as your presentation. Then insert it from that location.

PowerPoint will create a link to it based on the sound file's location within your folder.

How to deal with linked files



Here are some best practices for working with linked files so that PowerPoint will find and play them when you're in a presenting situation.

Best practice 2: When your presentation is complete and you're preparing to copy or distribute it, use **Package for CD**.

This feature copies all the files to one location (a CD or folder) with your presentation and automatically updates all the links for the media files.

Suggestions for practice

1. Insert a sound as background music.
2. Insert a sound and make it play continuously.
3. Specify a stopping point.
4. Change the start setting.
5. Set up a trigger for the sound.
6. Insert a sound by using a slide placeholder.
7. View the path to your sound files.

Test 1, question 1

What's a best practice for working with sound files? (Pick one answer.)

1. Never use linked files.
2. Before you insert sound files, copy them into the same folder as your presentation file.

Test 1, question 1: Answer

Before you insert sound files, copy them into the same folder as your presentation file.

This way, each time you insert a file, PowerPoint will create a link to it in that location. As long as you keep the file in the same folder as your presentation, PowerPoint will find it to play it.

Test 1, question 2

On the Ribbon, where do you find the command for inserting sound files? (Pick one answer.)

1. The **Options** tab, under **Sound Tools**.
2. The **Animations** tab, **Animations** group.
3. The **Insert** tab, **Media Clips** group.

Test 1, question 2: Answer

The **Insert** tab, **Media Clips** group.

In **Media Clips**, you click **Sound** and then choose whether to insert from a file or from the clip library.

Test 1, question 3

For a sound on a slide, you've selected the option to hide the sound icon when you present. Which of these start settings is not compatible with hiding the icon? (Pick one answer.)

1. The sound starts automatically.
2. The sound starts when you click the slide.
3. The sound starts when you click a shape on the slide.
4. The sound starts when you click the sound icon on the slide.

Test 1, question 3: Answer

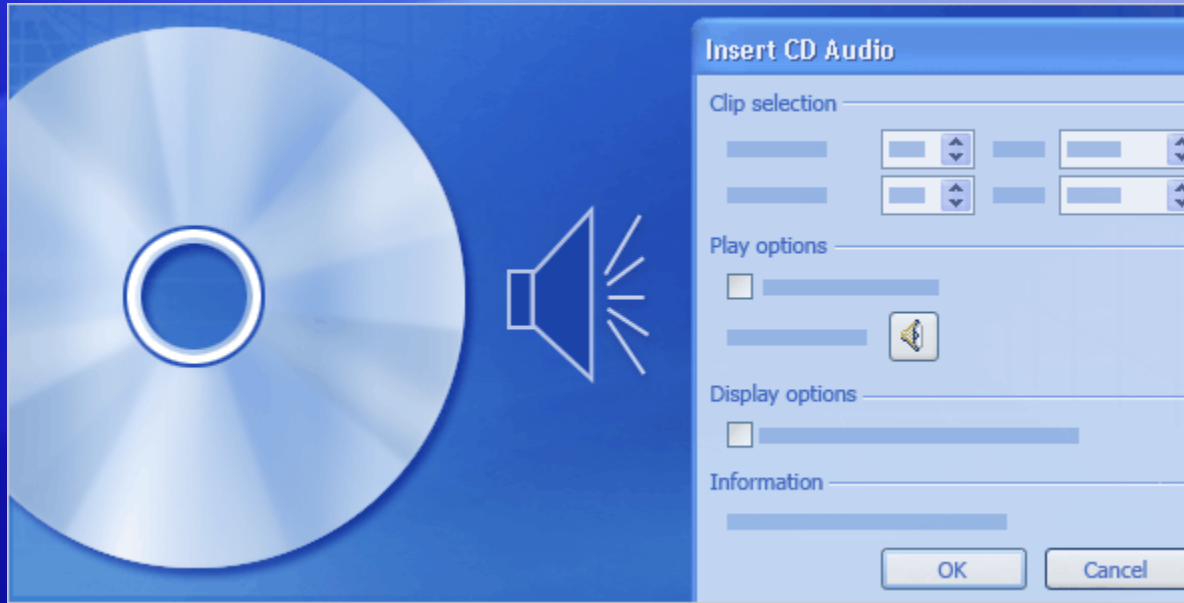
The sound starts when you click the sound icon on the slide.

This way of starting won't be compatible with hiding the sound icon. You'd need to change the start so it doesn't rely on the sound icon's being visible.

Lesson 2

Play music from a CD

Play music from a CD



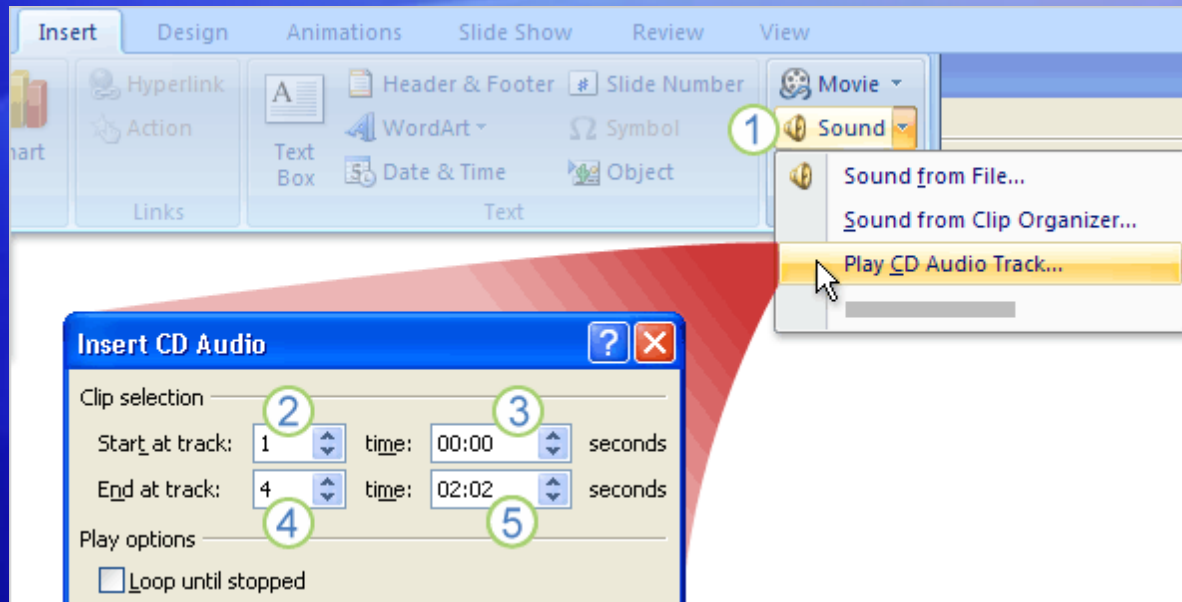
Playing music from a CD gives you a wealth of choices for background music. You can select tracks to play throughout a presentation or to set a mood at the start and end of a show.

An advantage of using a CD is that you don't affect the file size of your presentation. The thing you have to remember is to bring the CD along when you present.

In this lesson, you'll see how to make your presentation play the tracks you want.

Set up tracks

To set up tracks, first insert the CD into the computer's CD drive.

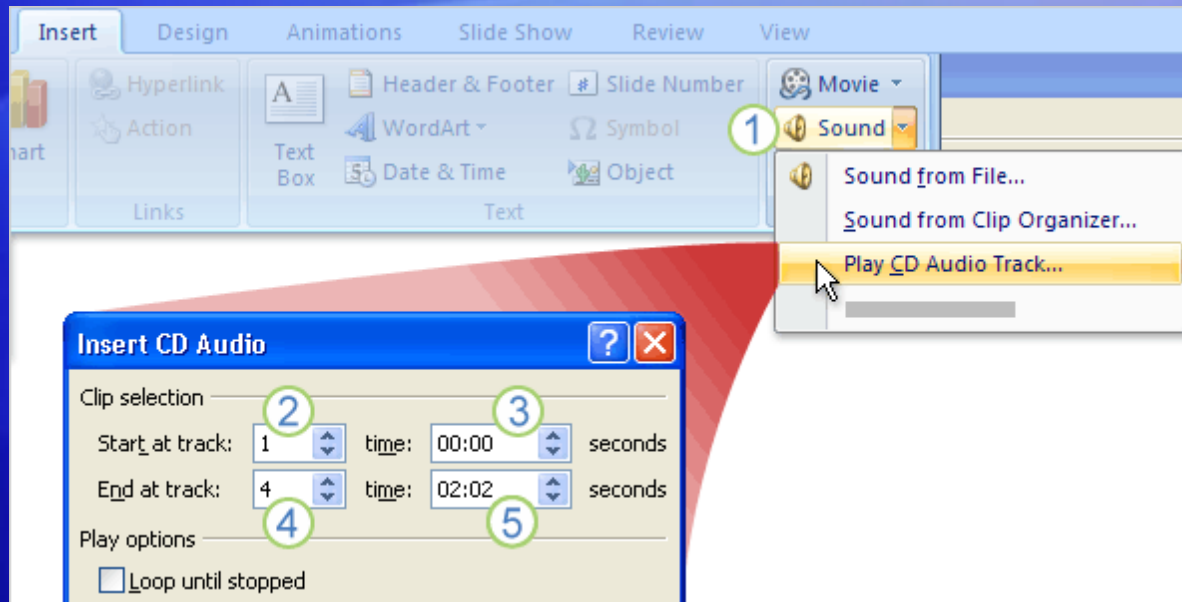


Then:

- 1 On the **Insert** tab, in the **Media Clips** group, click the arrow next to **Sound**, and then click **Play CD Audio Track**.
- 2 Next to **Start at track**, select the track you want to start with.

Set up tracks

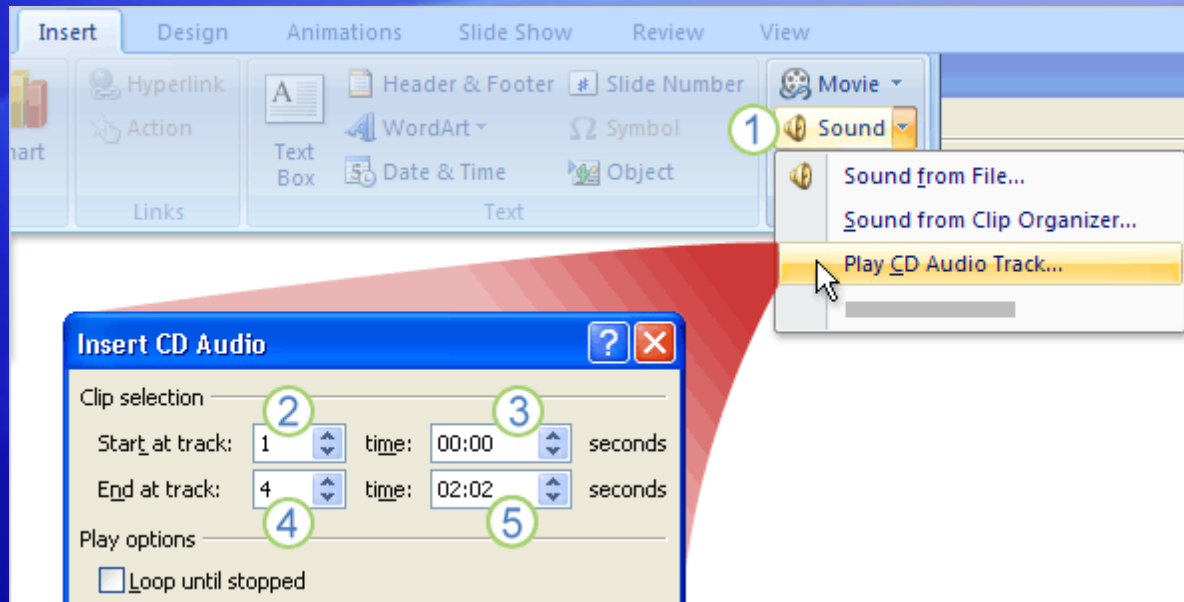
To set up tracks, first insert the CD into the computer's CD drive.



Then:

- 3 In the **time** box, specify at what time within the track to start playing the CD. The 00:00 setting means the track will start at its beginning.
- 4 Next to **End at track**, select the track you want to end with. You can end with the same track you started with.

Set up tracks

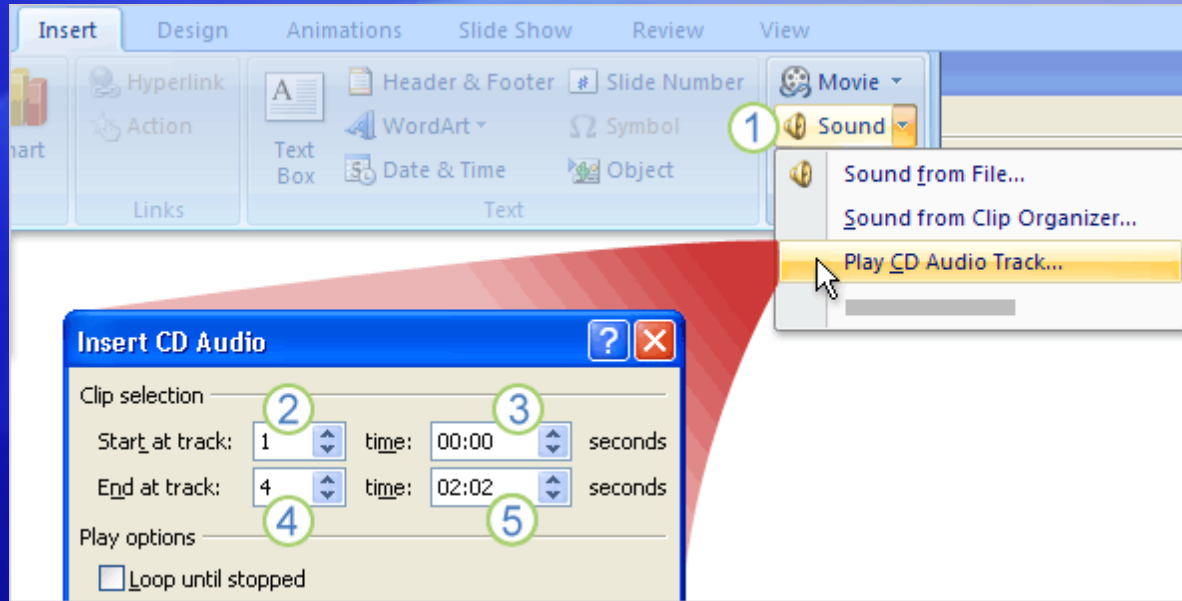



To set up tracks, first insert the CD into the computer's CD drive.

Then:

- 5 In the **time** box, specify at what time within the track to stop playing the CD. To play the full track, put its full playing time here. (But note that if the slide show ends before the track is finished, the music stops.)

Set up tracks

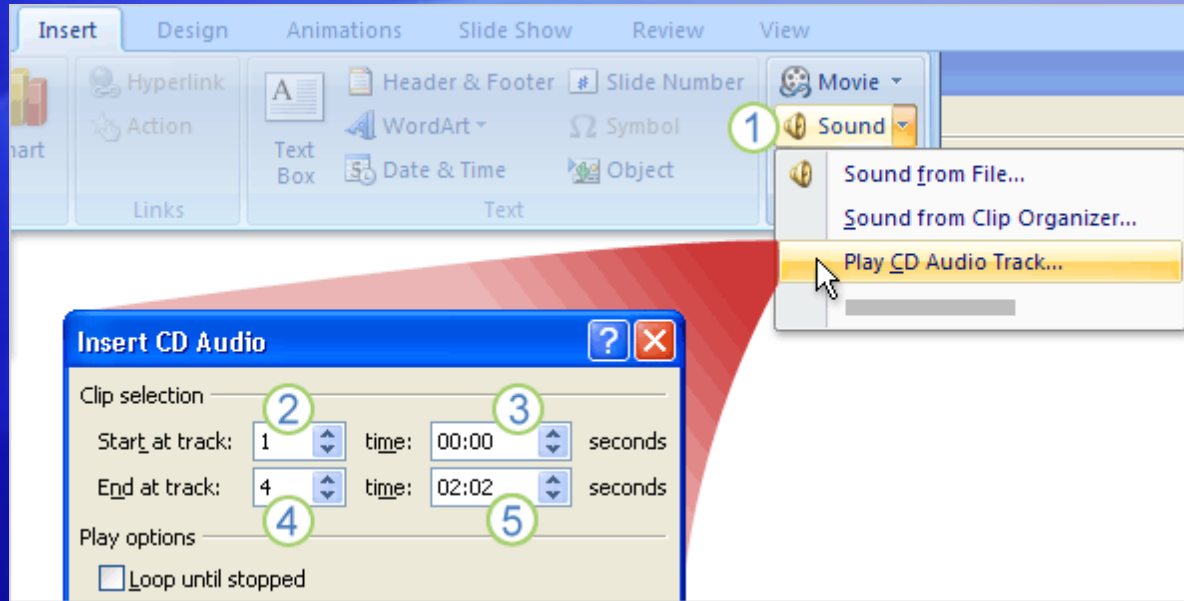



After you select tracks, you're prompted to choose how to start the sound (automatically or by mouse click). After that, a CD icon  shows up in the middle of your slide.

The CD won't play through all the slides automatically. It works with the same sound settings you'd use to play sound files.

So you need to tell PowerPoint that the CD should play across all slides or across a certain number of slides.

Set up tracks



After you select tracks, you're prompted to choose how to start the sound (automatically or by mouse click). After that, a CD icon  shows up in the middle of your slide.

The CD will stop when the show reaches the end of the last slide that it's specified to play through.

If the slide show is set to loop, the CD will resume with its first programmed track when the slide show restarts.

Suggestions for practice

1. Play music through a whole presentation.
2. Play music at the start and end of a show.

Test 2, question 1

Besides speakers, a CD-ROM drive, and a sound card, what's an indispensable item for your presentation if you're playing music from a CD? (Pick one answer.)

1. Popcorn and candy.
2. The CD itself.
3. Your presentation. It's got the CD icons in it, so just start it and your tracks will play.

Test 2, question 1: Answer

The CD itself.

The music won't play without the inserted CD.

Test 2, question 2

The total playing time for track 3 is 03:30. How would you set up the track if you wanted the CD to start 1 minute into the track and end 30 seconds later? (Pick one answer.)

1. Starting track: **3**; starting time: **00:00**. Ending track: **3**; ending time: **01:30**.
2. Starting track: **3**; starting time: **01:00**. Ending track: **3**; ending time: **00:30**.
3. Starting track: **3**; starting time: **01:00**. Ending track: **3**; ending time: **01:30**.

Test 2, question 2: Answer

Starting track: **3**; starting time: **01:00**. Ending track: **3**; ending time: **01:30**.

The ending time equals the number of seconds of play plus the time you set the track to start.

Test 2, question 3

To open the dialogue box that has the options for setting up CD tracks, what do you need to do? (Pick one answer.)

1. Insert the CD into the CD-ROM drive, open your presentation, and display the slide that you want the sound to start on.
2. Insert the CD into the CD-ROM drive, open your presentation, and display the slide that you want the sound to start on. Then click the **Insert** tab. In the **Media Clips** group, click the arrow next to **Sound**, and click **Play CD Audio Track**.

Test 2, question 3: Answer

Insert the CD into the CD-ROM drive, open your presentation, and display the slide that you want the sound to start on. Then click the **Insert** tab. In the **Media Clips** group, click the arrow next to **Sound**, and click **Play CD Audio Track**.

Once you've "inserted" the CD, if you want to modify your track settings, simply click the CD icon on the slide, and click **Options** under **Sound Tools**. You can change your track settings on the **Options** tab.