

Add sounds, movies, and animations to Microsoft Office PowerPoint 2007 presentations

Learn how-to add video, sound, pictures, and multimedia to presentations and slide shows with Microsoft Office Powerpoint 2007.

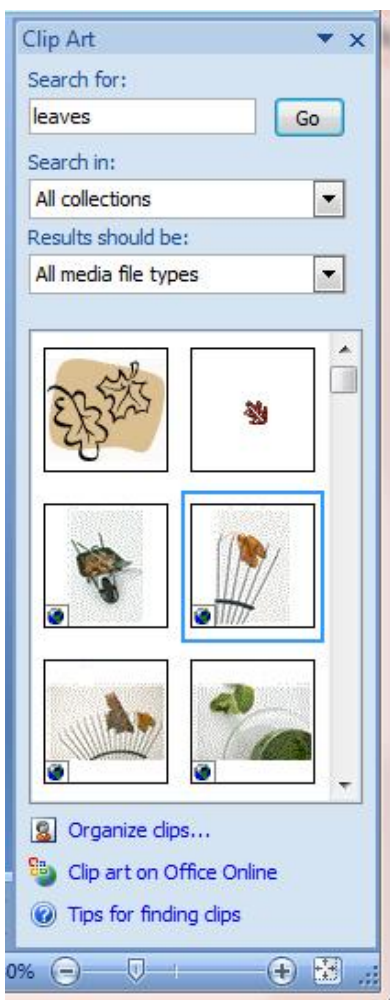
Create compelling media presentations controlling sound or music within a slide show. Students record their own voices, sounds, and movies and insert them into slides to tell a story. Teachers use sound to prompt questions or narrate text. **Watch the video**

Get started

First, open a presentation you've been working on, or create a new one. Then, move to the slide where you would like to add movies or sound.

To insert a movie (an animated picture) from Clip Organizer:

1. On the **Insert** tab in the **Media Clips** group, click **Movie**, and then click **Movie from Clip Organizer**.
2. Scroll through the list, or type keywords in **Search for**, and then click **Go**.



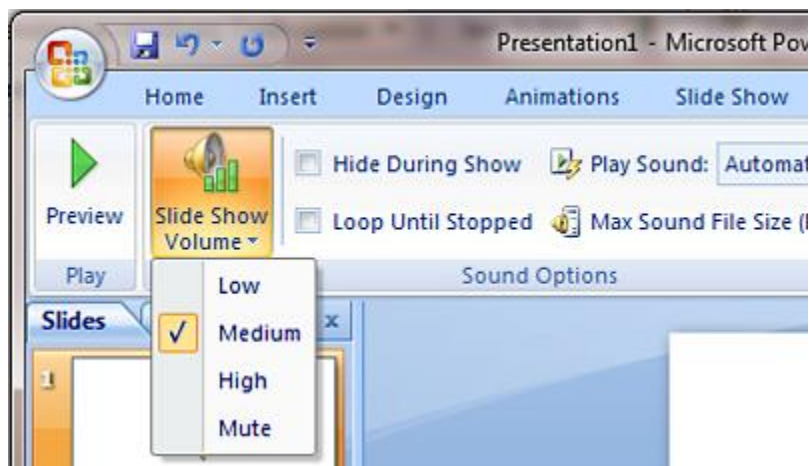
3. To preview a clip, point to a thumbnail, and click the arrow that appears. Then, click **Preview/Properties**.

4. To insert the movie into the slide, click the thumbnail.
5. Drag the image or use the resize handles on the border to move or resize it.
6. Run the slide show to see how the movie looks.

To insert a sound (.wav or .mid file) from Clip Organizer:

1. On the **Insert** tab in the **Media Clips** group, click **Sound**, and then click **Sound from Clip Organizer**.
2. Scroll through the list, or type keywords in **Search for**, and then click **Go**.
3. To preview a sound, point to a clip and click the arrow that appears. Then, click **Preview/Properties**.
4. To insert the sound into the slide, click the thumbnail.
5. Choose when you want the sound to play:
 - **Automatically**. The sound plays automatically when you show the slide.
 - **When Clicked**. The sound plays during the presentation when you click the sound icon.
 - Move or resize the sound icon just as you would a picture.
 - Select the icon, and click the **Sound Tools Options** tab for more options.

For example, if your sound runs automatically, you can click **Hide During Show** in the **Sound Options** group to hide the icon. Click **Slide Show Volume**, if you want to lower the volume of the sound to play in the background.

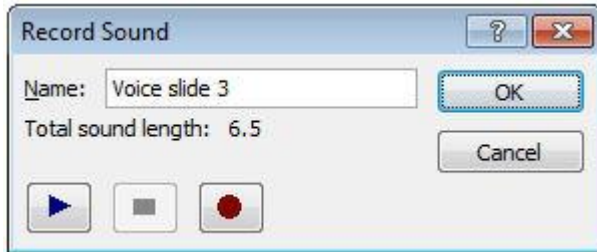


To insert a movie file:

1. On the **Insert** tab in the **Media Clips** group, click **Movie**, and then click **Movie from File**.
2. Locate the file using the **Insert Movie** dialog box.
3. Choose when you want the movie file to play:
 - a. **Automatically**. The movie plays automatically when you show the slide.
 - b. **When Clicked**. The movie plays during the presentation when you click the icon.
 - c. Move or resize the movie thumbnail just as you would a picture.

- d. Select the icon, and click the **Movie Tools Options** tab for more options.

To record your voice and add it to a slide:



NOTE: To record your voice, you need to have a microphone connected to your computer.

1. On the **Insert** tab in the **Media Clips** group, click **Record Sound**.
2. Type a name for the recording, or use the default name.
3. To begin, click the **Record** button.
4. When you are finished, click the **Stop** button.
5. To listen to the recording, click the **Play** button. Click the Record button again to add more sound to the recording, or click **Cancel** to start over at step 1. If you like the recording, click **OK**.
6. A sound icon appears on your slide. You can move or resize the sound icon just as you would a picture. Select the icon, and click the **Sound Tools Options** tab for more options. While working on your presentation, you can hear the recording at any time by double-clicking the sound icon.