

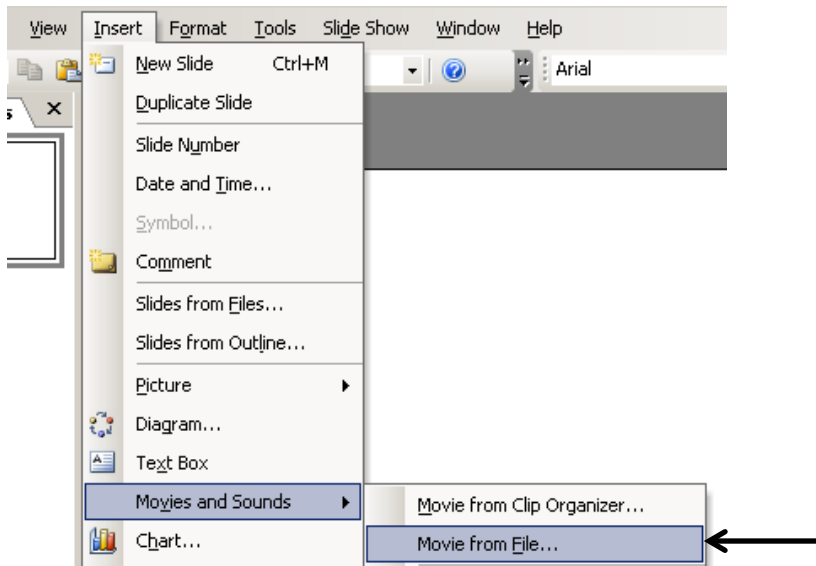
Inserting audio, video, and pictures

Microsoft PowerPoint 2003

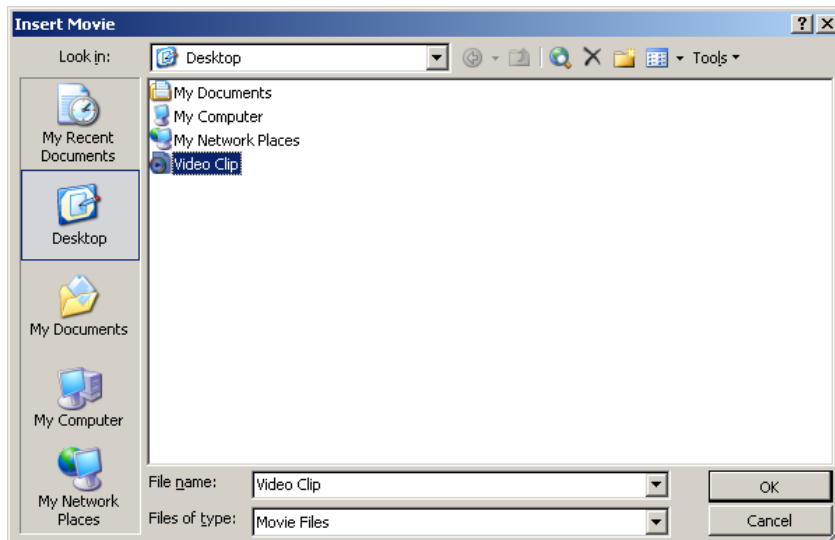
Movies

The best video format to use when inserting video into your PowerPoint slide is **.AVI** format.

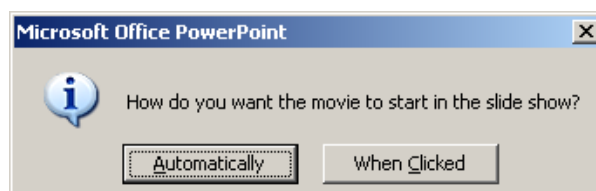
1. Select the slide that you wish to insert a movie file on
2. **Insert > Movies and Sounds > Movie from File**



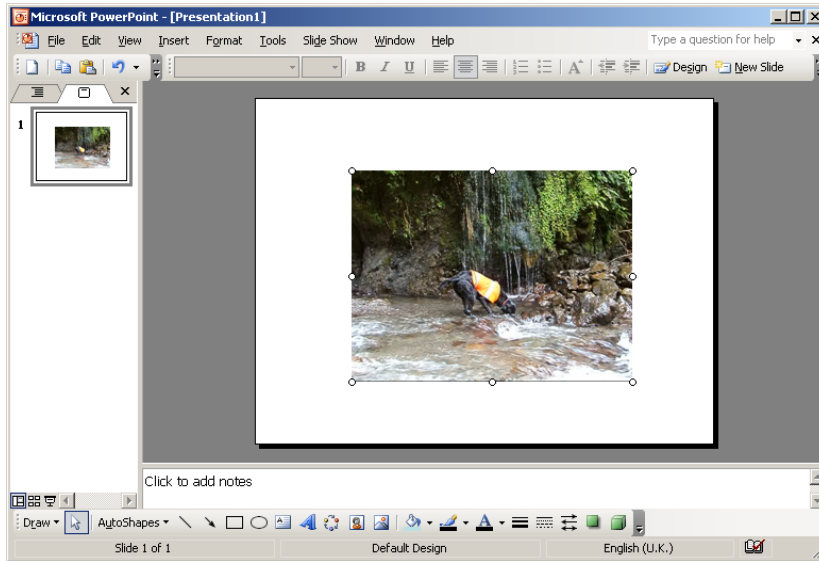
3. Select your movie file > Click **OK**



4. Click **Automatically** if you want the movie to start playing automatically when the slide is shown, or click **When Clicked** if you want the movie to start playing when you click on the movie.

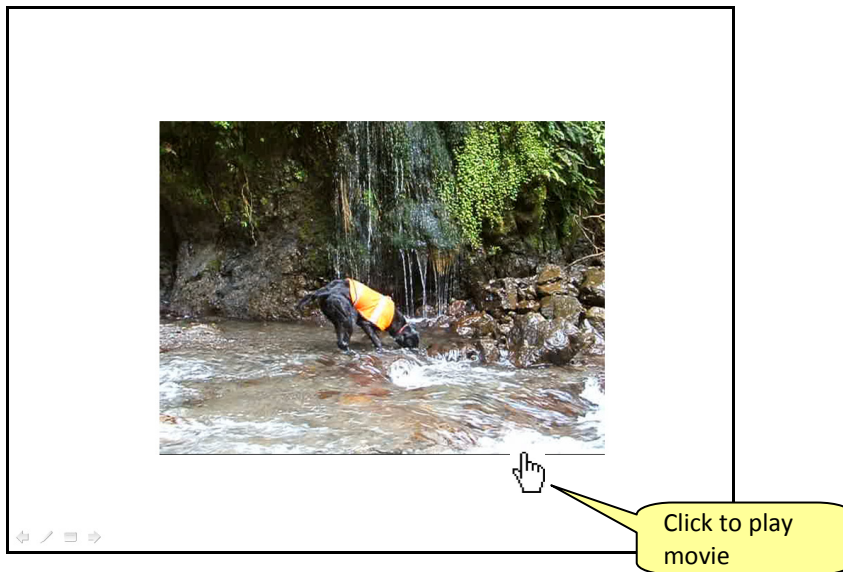


5. Done.



Slide Show Mode

Depending on whether you chose **Automatically** or **when clicked**, your movie clip will either start playing straight away or when you click on the image.



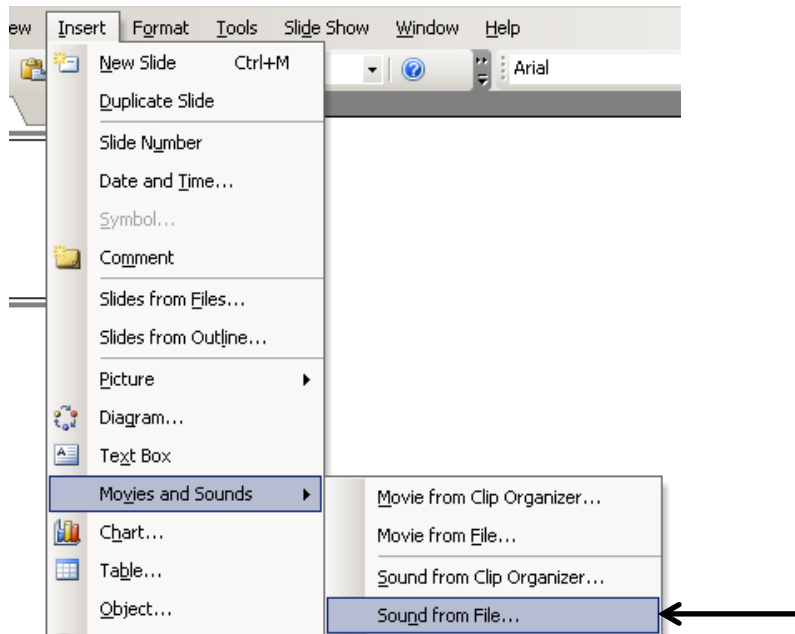
Tip: Slide show

Press F5 to view as slide show.

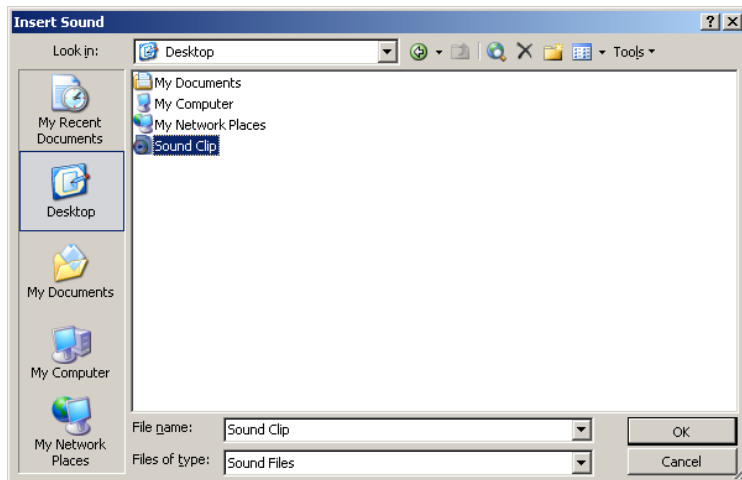



Sounds

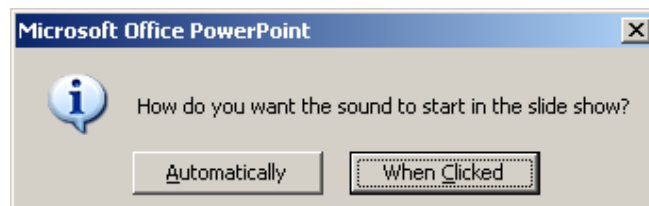
1. Select the slide that you want to apply the sound to
2. **Insert > Movies and Sounds > Sound from File**



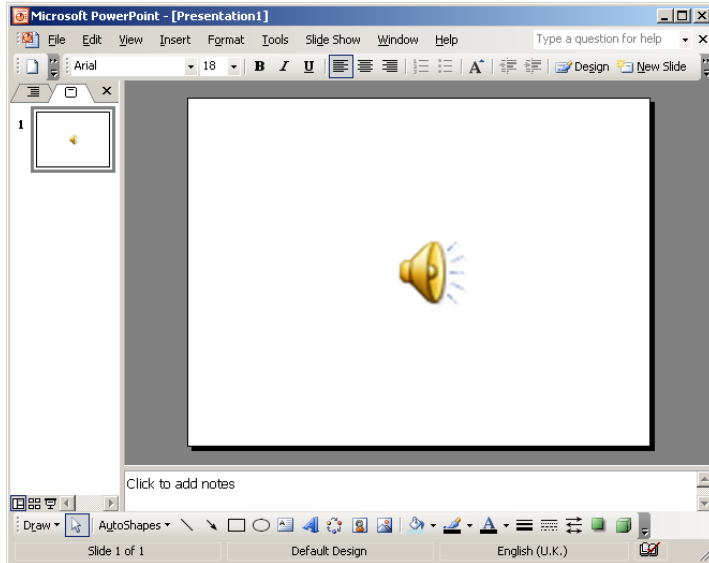
3. Select your file > Click **OK**.



4. You will now be asked whether you want the movie to start playing automatically when the slide is shown, or when you click on the sound icon .

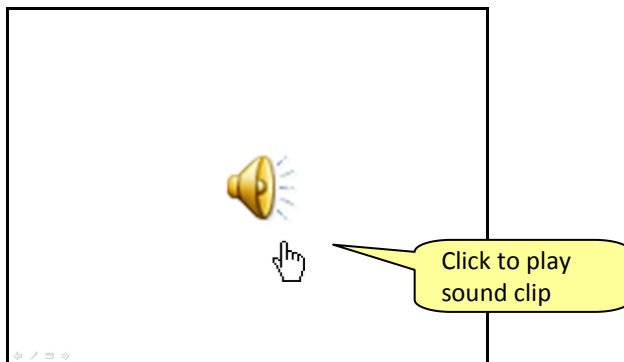


5. Done



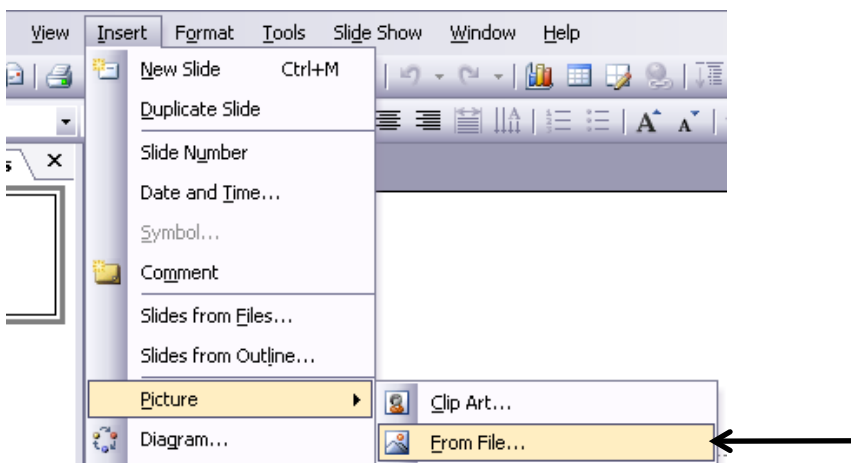
Slide Show Mode

Depending on whether you chose **Automatically** or **when clicked**, your sound clip will either start playing straight away or when you click on the sound icon.



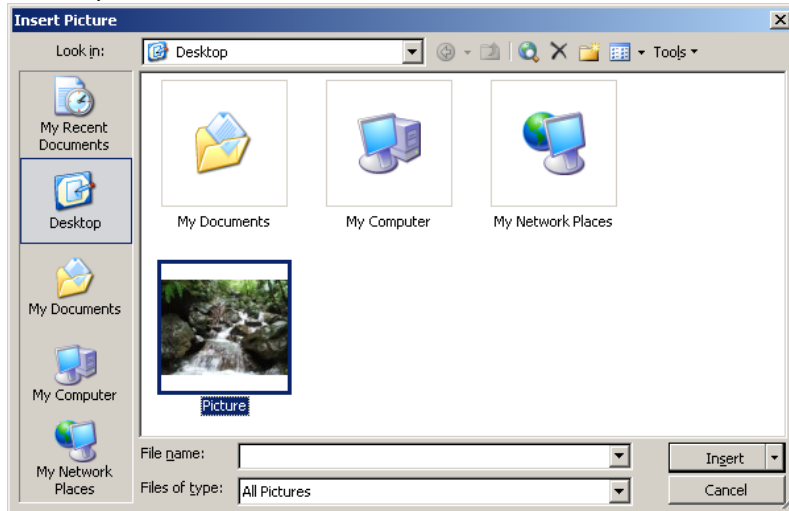
Pictures

1. Select the slide that you wish to insert a picture
2. **Insert > Picture > From File**

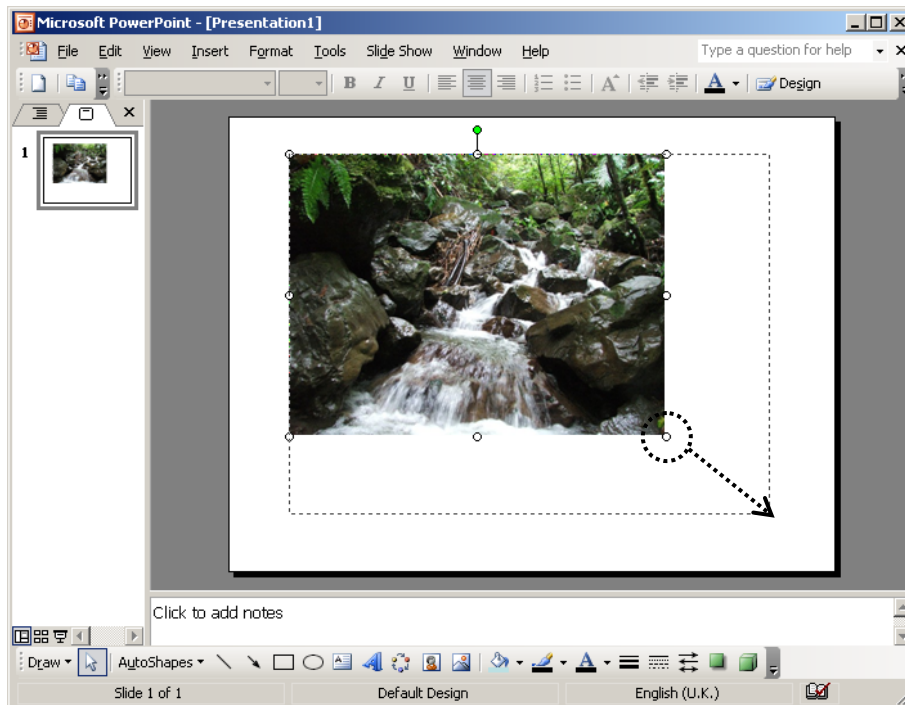




3. Browse your file > Click **OK**



4. The picture is inserted. Resize it as necessary.



Slide Show Mode

