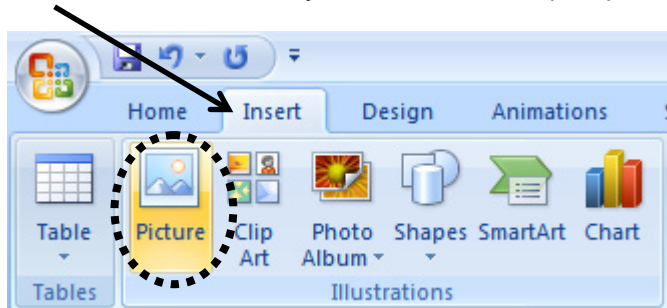


Inserting audio, video, and pictures

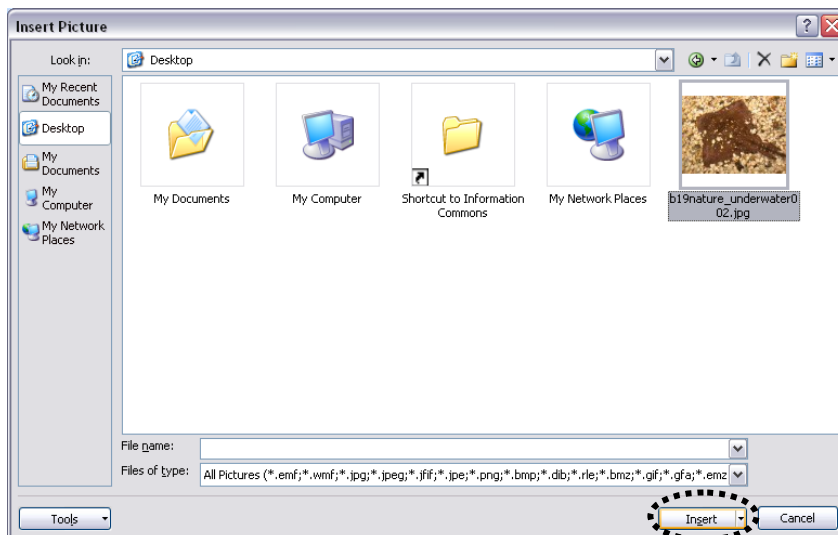
Microsoft PowerPoint 2007

Pictures

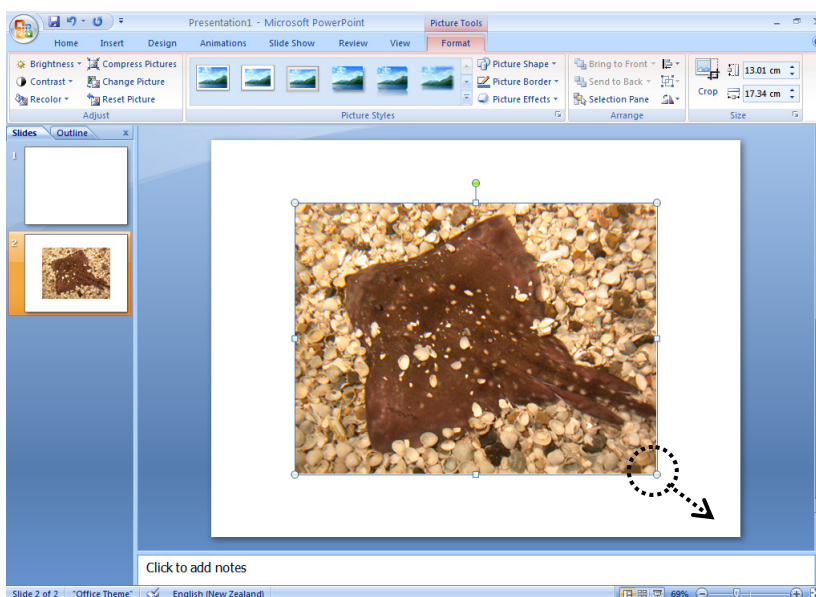
1. Select the slide that you wish to insert a picture
2. **Insert** tab > **Picture** or if you wish to use a ClipArt picture **Choose ClipArt**



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



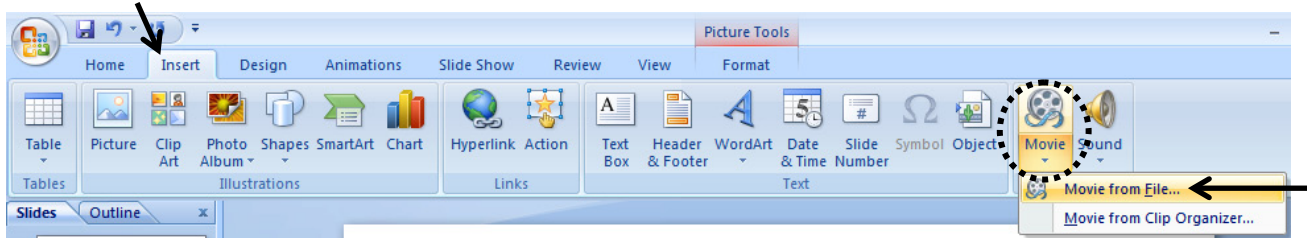
4. The picture is inserted. Resize as necessary.



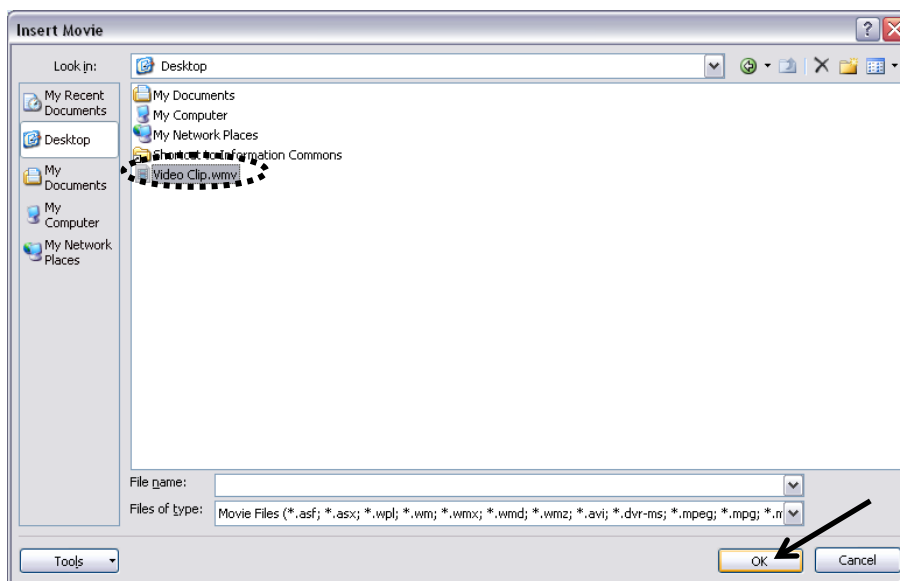
Movies

Several video / movie file formats work including AVI, MPG, MPEG, WMV and others.

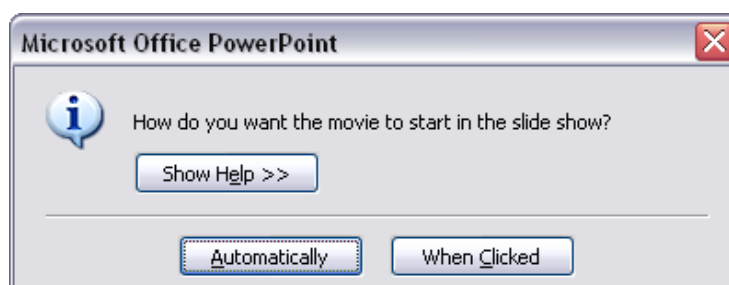
1. Select the slide that you wish to insert a movie onto
2. **Insert > Movie > Movie from file**



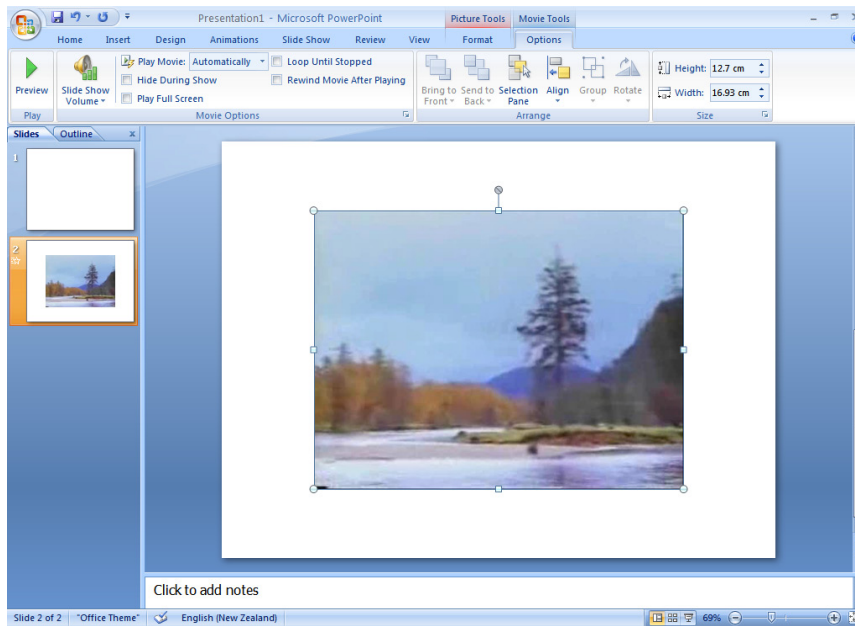
3. Browse to your movie file >Select it > Click **OK**



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



Click to play movie



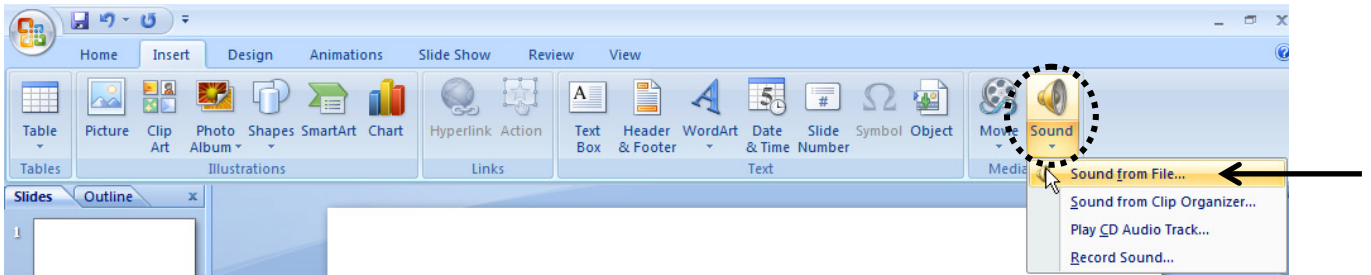
Tip: Show Slide show

Press F5 to view as slide show.



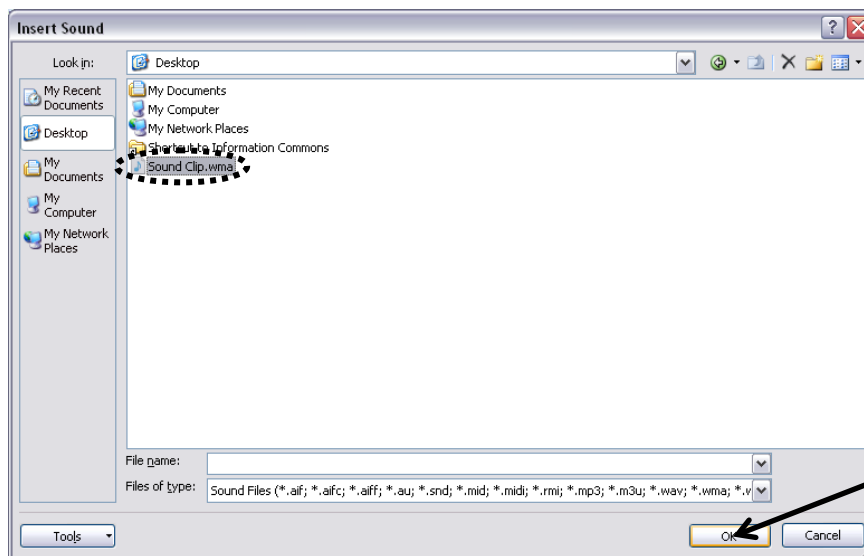
Sounds


1. Select the slide that you wish to have the sound on

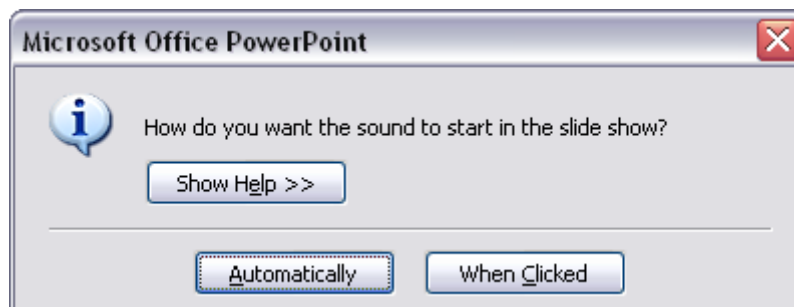


2. **Insert > Sound > Sound from File...**

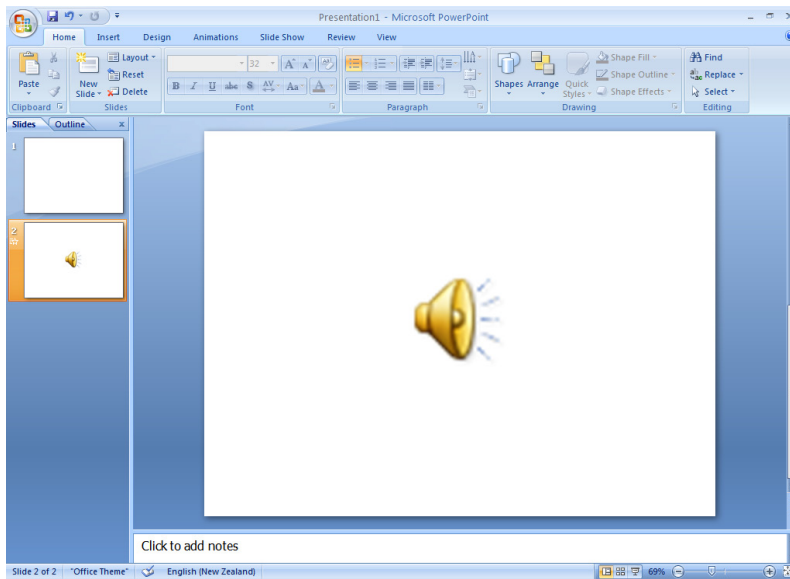
3. Browse your file > Click **OK**.



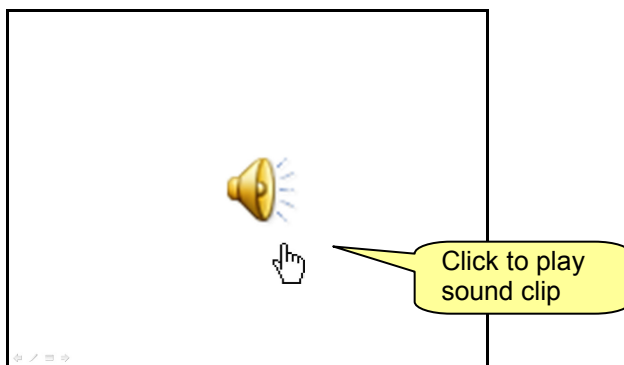
4. You will now be asked whether you want the sound to start playing automatically when the slide is shown, or when you click on the sound icon. 



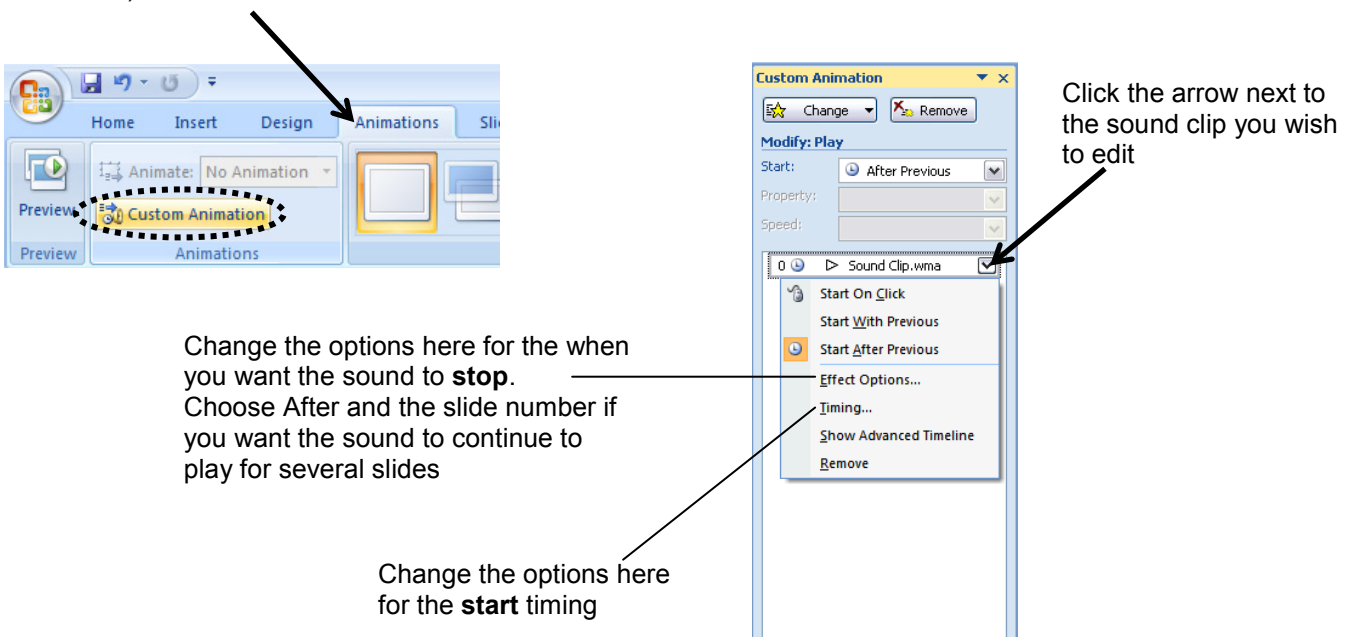
5. Done



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.



Note: Once you have put the sound on a slide you may change the properties. **Animations > Custom Animation** (The Custom Animation pane will appear on the right hand side)



This section contains two screenshots from the PowerPoint interface. The left screenshot shows the 'Animations' ribbon with the 'Custom Animation' button circled in black. The right screenshot shows the 'Custom Animation' task pane. In this pane, a list of animation items is shown, with 'Sound Clip.wma' selected. A context menu is open over this item, showing options: 'Start On Click', 'Start With Previous', 'Start After Previous', 'Effect Options...', 'Timing...', 'Show Advanced Timeline', and 'Remove'. An arrow points from the text 'Click the arrow next to the sound clip you wish to edit' to the small square icon next to 'Sound Clip.wma'. Another arrow points from the text 'Change the options here for the start timing' to the 'Start After Previous' option in the context menu. A third arrow points from the text 'Change the options here for the when you want the sound to stop. Choose After and the slide number if you want the sound to continue to play for several slides' to the 'Start After Previous' option.