



FastCourse Series

PowerPoint Chapter 4: Adding Multimedia to Presentations



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Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Add audio to a presentation
 - ▲ Acquire and add video to a presentation
 - ▲ Edit movies and add movie effects

Working with Multimedia

- Types of multimedia

 - ▲ Audio

 - ▲ Video

- Most multimedia files are saved outside the presentation and linked to it

 - ▲ Save presentation and linked media files in the same folder to ensure they play during presentation

Using Audio in Presentations

- Only audio files with a file type supported by PowerPoint can be added to a presentation
- Audio files can be embedded or linked
 - ▲ Embedded files are absorbed by the presentation, increasing the size of the presentation file
 - ▲ Linked files remain separate and therefore do not affect the size of the presentation

Configuring Audio Options




- Options to play audio automatically or when clicked
- Shortcut options:
 - ▲ No Style
 - ▲ Play in Background

Using Video in Presentations

- Online videos can be inserted into your presentation from:
 - ▲ OneDrive
 - ▲ YouTube
 - ▲ Other websites
 - ◆ Must have an embed code to use the video in PowerPoint

Editing Videos

- PowerPoint offers some basic video editing abilities:
 - ▲ Trimming beginning and end of video 
 - ▲ Fading in or out
 - ▲ Applying video effects
- Can also set video options to control how the video begins to play 