



PowerPoint Chapter 4: Adding Multimedia to Presentations



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Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Acquire and add audio to a presentation
 - ▲ Acquire and add video to a presentation
 - ▲ Edit movies and add movie effects
 - ▲ Use slide show timings
 - ▲ Loop a presentation endlessly

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

Choosing an Audio File Format

- MP3 and WAV files most prevalent on modern PCs – best for recording own narration
- WMA – compression and quality comparable to MP3, but not universally supported
- MIDI – send instructions to the computer to reproduce the sounds of musical instruments



Audio Options



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



Creating Slide Show Timings

- Can time presentation and soundtrack to end at the same time
- Rehearse Timings feature advances slides automatically or times soundtrack to end as last slide appears



The Slide Show tab enables you to record and rehearse your timings.

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

Video File Formats


SUPPORTED VIDEO FILE TYPES

Video Format	File Extension
Windows Media file	.asf
Windows video file	.avi
MP4 video file	.mp4, .m4v, .mov
Movie file	.mpg, .mpeg
Adobe Flash media	.swf
Windows Media Video file	.wmv

Codecs

- Codec incompatibility can prevent a multimedia file from playing
 - ▲ Codec must match the type of codec that the multimedia file was created with
- Windows Media Player, MediaInfo, and AVIcodec are tools that can identify codec compatibility issues

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 videos begins to play 