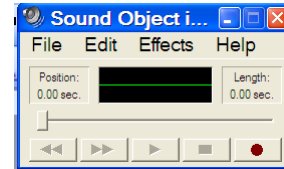


1 How to add sound - Record sound

- Create desired page eg insert picture and text
- Go to Insert > Movies and Sounds
- Select Record Sound
- Record sound window appears
- Click on the red button and speak into microphone
- When finished click on the stop button
- A small loudspeaker icon appears in the centre of the Powerpoint slide
- Move the icon to appropriate position and resize larger icon needed.
- Click on the speaker in the slide show to hear the sound.



2 How to add sound - narration

- Create desired page eg insert picture and text
- Go to Slide Show > Record Narration
- Click on OK in the Record Narration window
- The slide appears and you say your piece then click the left mouse button
- Repeat for each slide
- You will be asked if you want to save the timings as well - say yes
- When you open the slide the narration will be spoken automatically

3 How to add sound - insert from ...

- Create desired page eg insert picture and text
- Go to Insert > Movies and Sounds >
 1. Sound from clip organiser ...
 - Select clip and choose how you want sound to start - automatically or when clicked
 2. Sound from file ...
 - Find the sound file to be used and click ok
 - Choose how you want the sound to start - automatically or when clicked
 3. Play CD audio track ...
 - nb you need to have the CD in to play the track!
 - Choose track / times etc and click ok
 - Choose how you want the sound to start - automatically or when clicked

