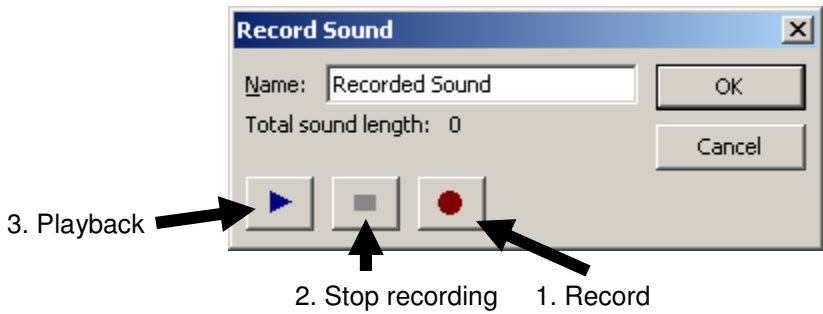



# Adding Sound to PowerPoint

## 1. Sound 'buttons'

In PowerPoint, click on:

**Insert** ribbon  
**Sound**  
**Record Sound**

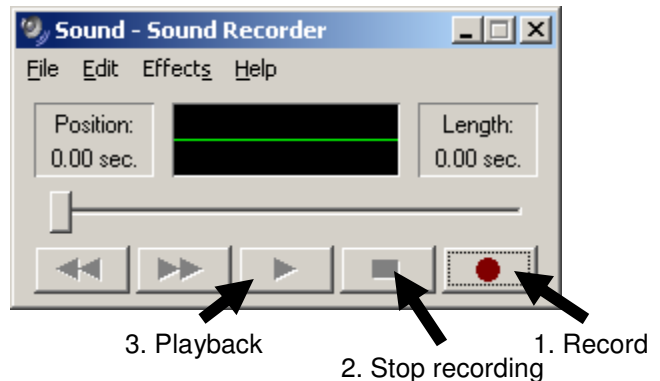


When you are finished, your sound will look like this:   
Just click on the loudspeaker and hear yourself!  
You can move this sound icon anywhere on your page.

## 2. Pre-recorded sounds

To record yourself, click on:

**Start**  
**Programs**  
**Accessories**  
**Entertainment**  
**Sound Recorder**



When you are finished, save your sound bite in the same folder that contains your PowerPoint slideshow.

In PowerPoint,  
Click on the **Insert** ribbon.  
Click on the down arrow below **Shapes**.  
The last line is the **Action Buttons** section.  
Choose the **Sound** Action Button.

**Click and drag** a small button on your slide.  
Select **Other File** under **Hyperlink to**  
Locate your sound bite and you're all set!

