

MAKE BEAUTIFUL MUSIC

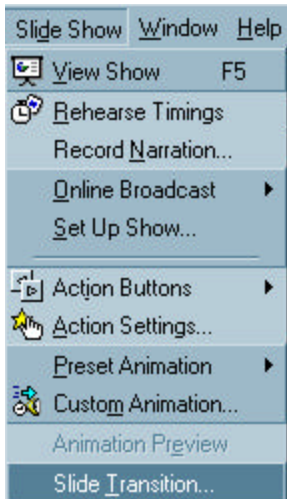
How to use sound in PowerPoint

The object should now have green circles in the corners around them. Click and hold one of these sizing circles to adjust the rotation of your object. You can rotate drawing objects, text and Word Art for great effects.

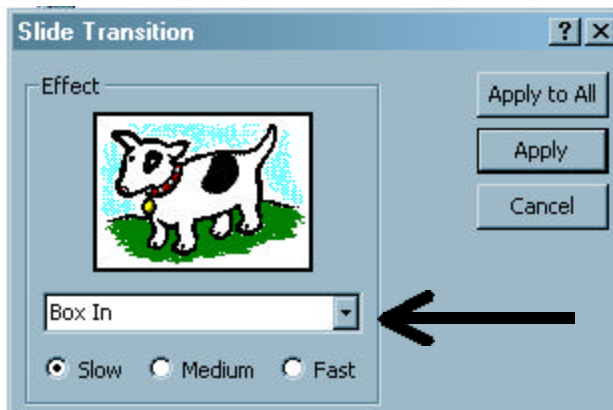
SLIDE TRANSITIONS:

Transitions are the effects that occur in between the exit of one slide and the entrance of another slide.

Click on Slide Show, and select Slide Transition from the menu.



The Transition Box will appear and you can now select the type of transition effect you need.



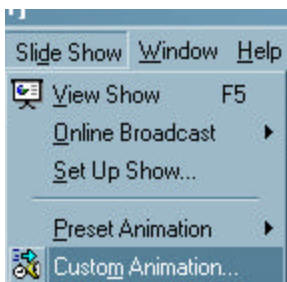
Notice that **Box In** is selected, with a speed of Slow. You can apply it a single slide (Apply Button) or to change the transition effects of every slide in your presentation by clicking the **Apply to All** button.

TIP: Click on the Slide Show icon (the screen) in the lower left hand part of the screen to see what your current slide will look like without having to start at the beginning of your presentation. This is a real time saver.

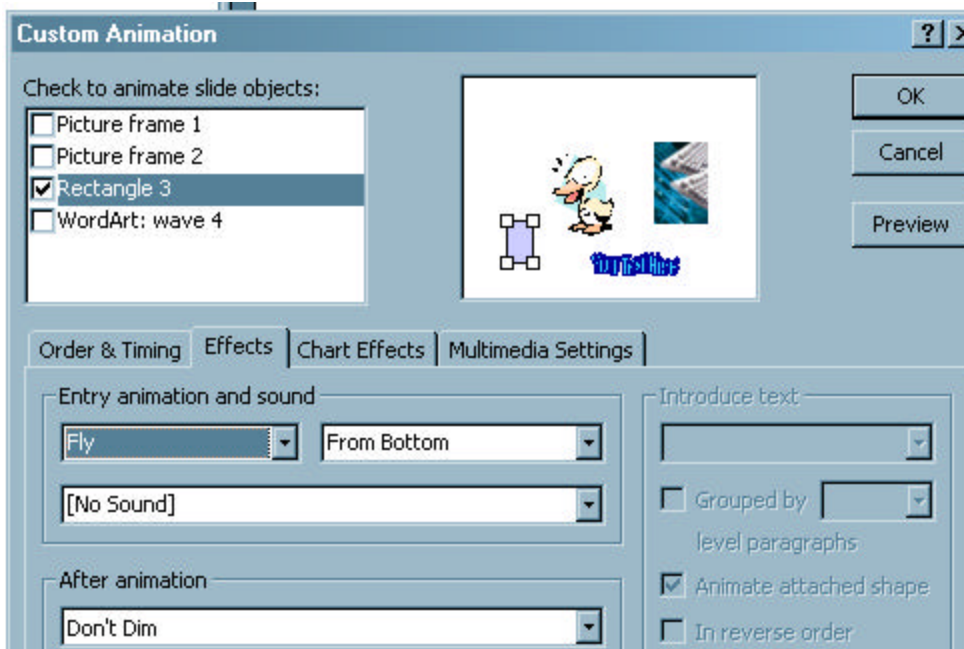


ADD CUSTOM ANIMATION:

First, select the object you want to animate (text, picture, anything) then **click on Slide Show**, and **select custom animation** from the menu.



The Custom Animation Box appears and from the Effects Tab, you can choose your animation from a menu of effects. You can also select how the effect



appears in your presentation. When you have made a selection, click OK.

Inserting Images, Transitions and Custom Animation are important skills for using PowerPoint effectively.

TIP: If you have several objects and you want to control which object appears first, click on the Order and Timing tab to arrange the order sequence of animation.

SOUND BYTE: When you assign animation to an object you can easily assign a ready-made sound (in WAV format) to your object as it appears in your show. PowerPoint has several sound files that will appear when you click on the Sound menu just below the menu for entry animation.

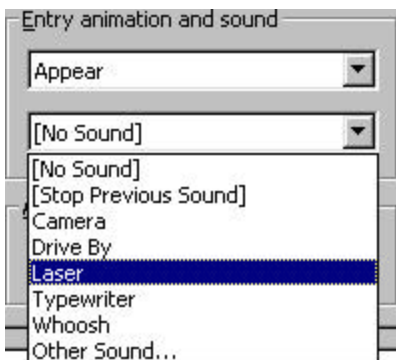
However, that is NOT the only way to bring sound into your presentation...

PowerPoint comes with WAV sound files and this is a format that is used for voice and for small sound effects because it takes a lot of space. WAVS can be used for audio music but a dozen songs will consume about 600 megabytes of space. MP3 files for sound are much smaller and you could put almost a hundred songs record in MP3 on the same CD with equal quality. Then there are MIDI files and these are instrument sound files. You can find entire songs in this format that are very small in size. You could have dozens of songs in MIDI format on a floppy disk and thousands on a CD.

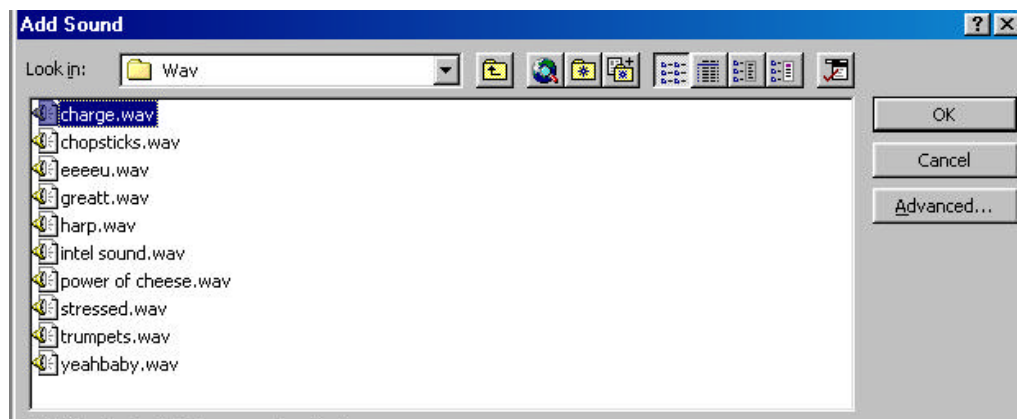
In addition to these different sound files, PowerPoint will let you take a music CD and put it in your drive and you can assign songs from that CD to play at specific times in your presentation.

HOW TO USE SOUND

ANIMATION SOUND EFFECTS: From the Custom animation menu, you must first select an animation effect, then you can select a sound to go with it from the drop-down menu. If you select Other Sound.. you can search on the hard drive for additional sounds. The Add Sound dialog box will appear. Search your folders for WAV sounds. Select the sound you want and click OK. This will save the sound in the custom animation sound menu and you can reuse it throughout your



presentation.



The next way to use sound is with the Insert menu options.

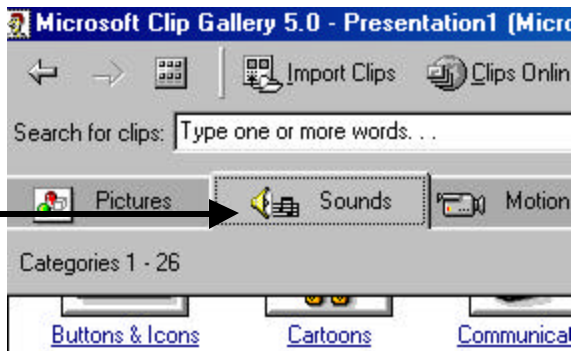
BACKGROUND SOUND:

Click on **Insert, Movies and Sounds** and then move to the right and select “Sound from Gallery”



Notice that there are 4 menu items associated with sounds you can work with.

Lets learn more about these different ways to use sound..



1) **SOUND FROM GALLERY**- lets you access the sounds that are stored in the SOUND menu of the Clip Art Gallery.

2) **SOUND FROM FILE**- Allows you to take a MIDI file and incorporate it into your PowerPoint presentation.

3) **PLAY CD AUDIO TRACK**- Allows you to play specific songs



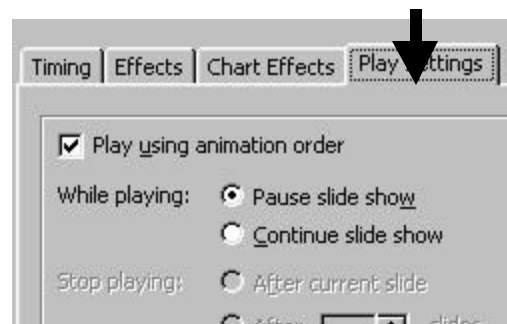
from your CD during the presentation.

4) **RECORD SOUND**-Allows you to record your voice or sound with a microphone and incorporate it into your presentation.



When you insert a sound into your presentation, PowerPoint will insert an icon to indicate that you have included sound. If you want to change settings you can right-click on the sound object and with edit sound and custom animation customize how this sound is played.

Notice that when you click on the Play Settings tab in the Custom Animation menu, you can have



the sound play as your show continues slide after slide. This will allow you to have background music in your presentation.

Music adds another dimension to your show and will capture the attention of your audience.

Let's practice including sound in our presentation.