FastCourse Series

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
  - Customize a video's start/end times and size
  - Use slide show timings
  - Loop a presentation endlessly

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Working with Multimedia

- Types of Multimedia
  - Audio
  - Video
- Most multimedia files are saved outside the presentation and are linked to it.
  - Save the presentation and any linked media files in the same folder to ensure they play during the presentation.

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Using Audio in Presentations

- There are many options for acquiring audio for a presentation:
  - Searching for an audio file saved on your computer
  - Ripping audio from a CD
  - Downloading an audio file from the Internet
  - Recording your own narration

WARNING! If you are ripping audio from a CD or downloading it from the Internet, make sure you are not violating any copyright laws.

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Audio File Types

Only audio files with a file type supported by PowerPoint can be added to a presentation.

SUPPORTED AUDIO FILE TYPES

File Type	Filename Extension	When to Use
AIFF audio file AU audio file	.aiff .au	Use as an alternative to WAV.
MIDI file	.mid, .midi	Use when computerized reproductions of instrumental music are desired. Use when instrumental music is needed and small file size is important.
MP3 audio file Windows Media audio file	.mp3 .wma	Use for music ripped from a CD or recorded narration. Example: A song that plays across slides throughout the entire presentation.
Advanced Audio Coding—MPEG-4 audio file	.m4a, .mp4	Use as an alternative to MP3.
Windows audio file	.wav	Use for small sound bites that are a few kilobytes in size. Example: A click sound or door-slam effect.

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Adding Audio to a Presentation

- Audio files can be inserted (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.

INSERTING VS. LINKING

	Inserting	Linking
Increases file size of presentation	Yes	No
Can move, rename, or delete audio file without breaking the presentation	Yes	No
Audio file size limit	Must be under 100 KB	Unlimited size

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Choosing an Audio File Format

- MP3 vs. WAV
  - MP3 are compressed and WAV are not, so you may wish to save large files as MP3.
- WMA: This is an alternative to MP3, but it’s not supported by all music player software programs.
- MIDI: This is great for karaoke, as these file types work well when there are no vocal tracks.

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Configuring Audio Options

- Ability to play audio automatically or when clicked
- Shortcut buttons to automatically set audio options:
  - No Style
  - Play in Background

CONFIGURING AUDIO STYLES

Button	Settings Made Automatically
No Style	• Start is set to In Click Sequence • Play Across Slides is disabled • Loop Until Stopped is disabled • Hide During Show is disabled
Play in Background	• Start is set to Automatically • Play Across Slides is enabled • Loop Until Stopped is enabled • Hide During Show is enabled

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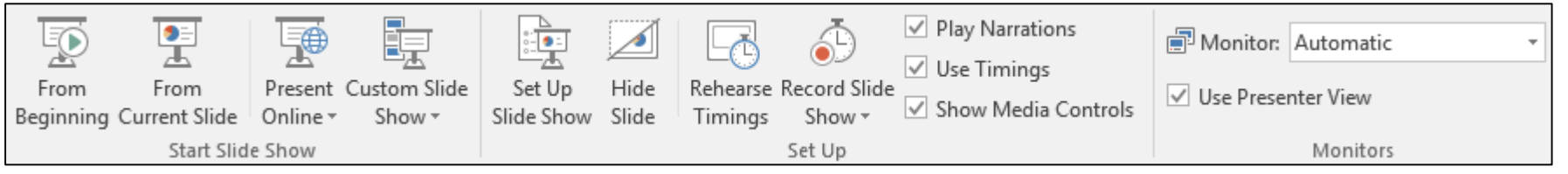
Creating Slide Show Timings

- You can time presentations and soundtrack to end at the same time.
- The Rehearse Timings feature allows you to create an automated slide show based on how much time you need on each slide.



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

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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

TIP! As with pictures and audio files, make sure you are not violating anyone's copyright when choosing a video for your presentation.

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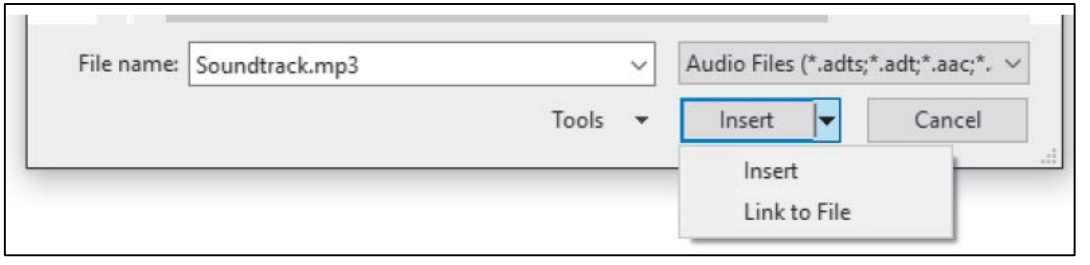
Using Video from Your Computer

- You can create your own full-motion movie files.
- You have an option to insert (embed) or link to a video on your computer.



- Screen recordings are useful if you want to show how to do something on your computer, and they are inserted (embedded) in your presentation.

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Video File Formats

There are a variety of video file types supported by PowerPoint:

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

MPEG files are generally smaller than AVI files and are less problematic when playing on different computers.

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Codecs

- Codecs are a type of software that compresses and decompresses files.
- Codec incompatibility can prevent a multimedia file from playing.
  - The codec on the computer must match the type of codec that the multimedia file was created with.
- The best advice is to try to play the file in Windows Media Player, and if it plays, it will play in your presentation.

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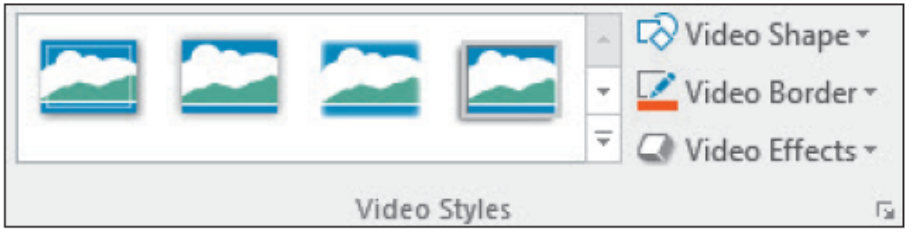
Editing Videos

- PowerPoint offers some basic video editing abilities:
  - Trimming the beginning and end of video
  - Fading in or out
  - Applying video styles



Video Styles options can be found on the Format tab of the Ribbon when a video file is selected.

- You can also set video options to control how the video begins to play.
- Resize the placeholder to change the size of the video on the screen.

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