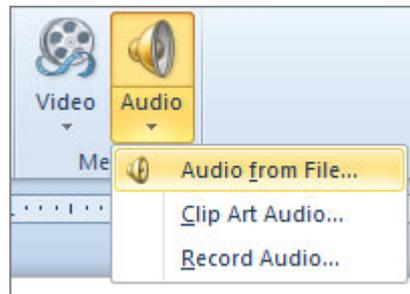# Add or delete audio in your PowerPoint presentation:

You can add audio, such as music, narration, or sound bites, to your PowerPoint presentation. To record and hear any audio, your computer must be equipped with a sound card, microphone, and speakers.

Add audio from your PC

1. Select **Insert** > **Audio**.
2. Select **Audio on My PC**.
3. In the **Insert Audio** dialog box, select the audio file you want to add.
4. Select **Insert**.

Record audio

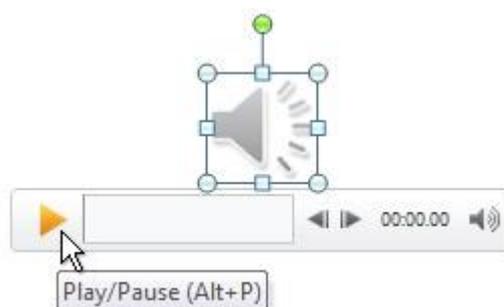1. Select **Insert** > **Audio**.
2. Select **Record Audio**.

3. Type in a name for your audio file, select **Record**, and then speak.
   > **Note:** Your device must have a microphone enabled in order to record audio.
4. To review your recording, select **Stop** and then select **Play**.
5. Select **Record** to re-record your clip, or select **OK** if you're satisfied.

6. To move your clip, select and drag the audio icon to where you want it on the slide.
   If you're using more than one audio file per slide, we recommend putting the audio icon in the same spot on a slide to find it easily.
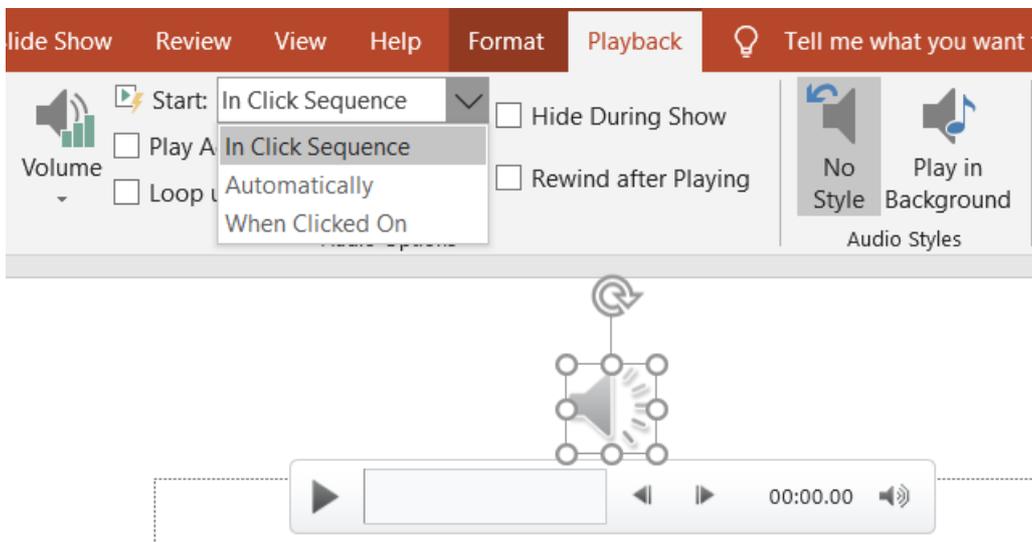7. Select **Play**.

Preview audio

On the slide, click the **Play/Pause** button beneath the audio icon.

Change playback options

Select the audio icon and then select the **Audio Tools Playback** tab. Then select which options you'd like to use:

- To trim the audio, select **Trim** and then use the red and green sliders to trim the audio file accordingly.
- To fade in or fade out audio, change the number in the **Fade Duration** boxes.
- To adjust volume, select **Volume** and select the setting you prefer.
- To choose how the audio file starts, select the dropdown arrow and select an option:
  - **In Click Sequence**: Plays the audio file automatically with a click.
  - **Automatically**: Plays automatically once you advance to the slide that the audio file is on.
  - **When Clicked On**: Plays audio only when the icon is clicked on.

- To choose how the audio plays in your presentation, select an option:
  - **Play Across Slides**: Plays one audio file across all slides.
  - **Loop until Stopped**: Plays an audio file on loop until it's stopped manually by clicking the **Play/Pause** button.
- To have the audio play continuously across all slides in the background, select **Play in Background**.

Delete audio

To delete an audio clip, select the audio icon on the slide and press Delete.

Based on: PowerPoint Help & Training - https://support.office.com