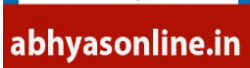


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Inserting Media In PowerPoint

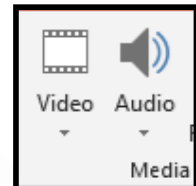


Microsoft Power Point

Module 24 - Inserting Media in PowerPoint

Media

In PowerPoint, media refers to any type of audio or video content that you can insert into your slides. This includes things like:



Audio files: background music, voiceovers, sound effects (e.g., MP3, WAV, M4A)

Video files: clips, full videos, screen recordings (e.g., MP4, WMV, AVI)

To insert audio files in PowerPoint, here's a quick step-by-step.

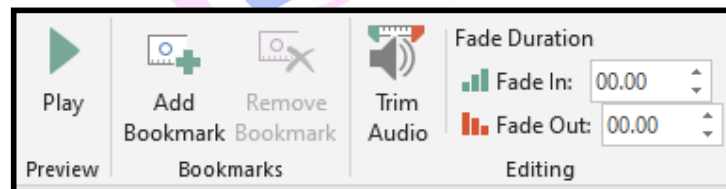
On Windows:

1. Open your PowerPoint presentation.
2. Go to the slide where you want the audio.
3. Click on the Insert tab in the ribbon.
4. Click Audio (far right) → Choose "Audio on My PC..."
5. Browse and select your audio file (e.g., MP3 or WAV) → Click Insert.
6. A small speaker icon will appear on the slide – this is your audio.

Helping tool for insert audio in PowerPoint (Playback Tab)

Playback Tab (Main tab for audio control)

1. After clicking on the speaker icon, PowerPoint adds this tab:
2. Start: On Click / Automatically / In Click Sequence.
3. Play Across Slides: Audio continues across multiple slides.



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 **NTSE**

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 **State Govt.
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 **LAW
Entrance**

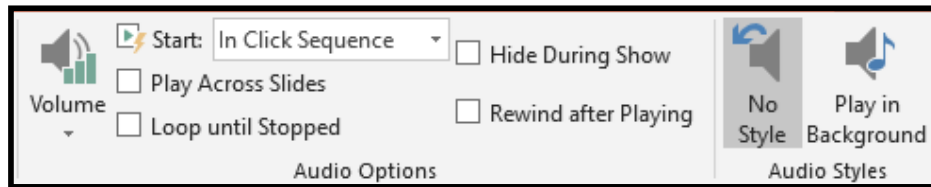
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Inserting Media In PowerPoint

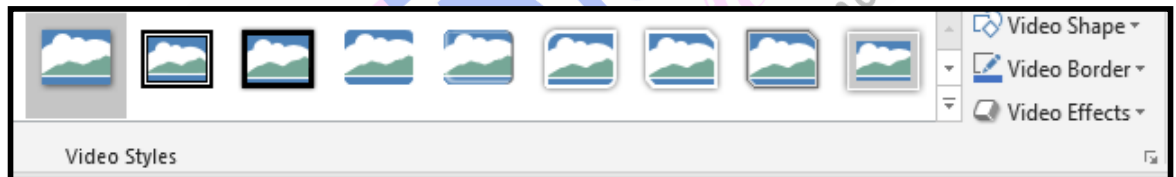


4. Loop until Stopped: Loops the audio.
5. Hide During Show: Hides the icon during presentation.
6. Trim Audio: Cut beginning or end.
7. Fade In/Out: Smooth audio entry/exit
8. Volume: Set volume level

To insert Video files in PowerPoint, here's a quick step-by-step.

On Windows:

1. Open your PowerPoint presentation.
2. Go to the slide where you want the video.
3. Click the Insert tab on the ribbon.
4. Click Video → choose "Video on My PC..."
5. Browse for your video file (e.g., MP4, WMV) → Click Insert.
6. The video will appear on the slide – you can resize or move it as needed.



Helping tool for insert Video in PowerPoint (Format Tab)

Video Styles

1. Video Shape: Crop your video into a shape (circle, star, arrow, etc.)
2. Video Border: Add or change the border color, weight, or style.
3. Video Effects:-
 1. Shadow
 2. Reflection
 3. Glow
 4. Bevel
 5. 3D Rotation

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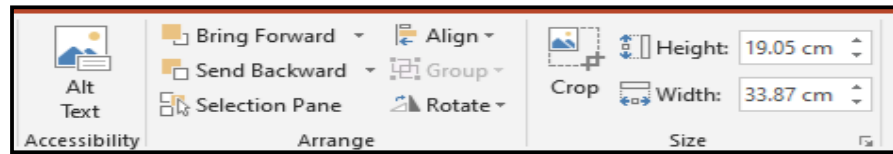
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Inserting Media In PowerPoint



Crop

- Crop to Fill: Fills the shape fully but may trim parts of the video.
- Crop to Fit: Fits the whole video within the shape, may leave empty space.
- Manual crop handles are also available to trim visually.

Size

- Change Height and Width manually.
- Keep Aspect Ratio locked/unlocked for scaling.
- Rotate or flip your video (horizontal/vertical).

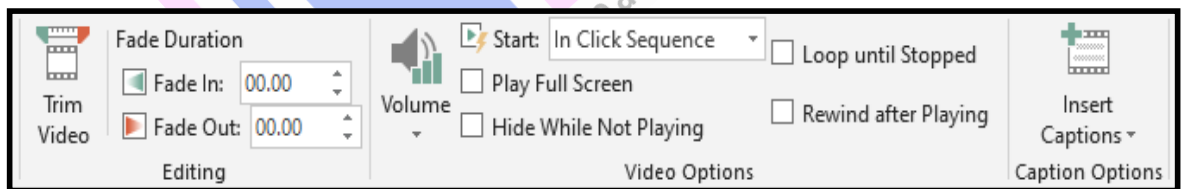
Align & Position

- Use Align tools to center your video on the slide.
- Bring Forward / Send Backward for layering with other objects.

Alt Text

Add alternative text for accessibility (especially useful if you're presenting to an audience with screen readers).

Helping tool for insert Video in PowerPoint (Playing Tab)



2. Playback Tab (Video Playback)

- Start: On Click / Automatically
- Play Full
- Loop until Stopped

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Inserting Media In PowerPoint

- Rewind after Playing
- Trim Video: Cut out unnecessary parts
- Fade In / Fade Out: Smooth transitions
- Volume Control

Assignment

Assignment Title: Enhancing Communication Skills

◆ Objective:

To create a five-slide presentation on communication skills and apply media elements (pictures, audio, video) to enhance learning and engagement.

Slide 1: Title Slide

Content:

Title: "Communication Skills"

Subtitle: Presented by: [Your Name]

Date: [Insert Date]

Instructions:

Use Title Slide Layout.

Insert an image/icon of communication (e.g., people talking, speech bubble). Go to Insert > Pictures > Online Pictures, search "communication", and insert. Insert Date, Time, and Slide Number via Insert > Header & Footer.

Slide 2: What is Communication?

Content:

Heading: "Definition"

Text:

Communication is the process of exchanging information, ideas, thoughts, and feelings between individuals or groups.

Instructions:

Insert a relevant video clip about communication basics.

Use Insert > Video > Online Video, search "What is communication?" (YouTube).

Resize and align the video to bottom-right of the slide.

Set it to play automatically in the slide show.

Slide 3: Types of Communication

Content:

Heading: "Types of Communication"

Bullet Points:

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Verbal
Non-verbal
Written
Visual

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Instructions:

Insert four pictures or icons, each representing one type.
Use Insert > Icons or Pictures, and label them.
Group the images using Ctrl + click > Right-click > Group.
Add a simple transition (e.g., Fade).

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Slide 4: Importance of Good Communication

Content:
Heading: "Why it Matters"

Text:
Builds relationships
Enhances teamwork
Resolves conflicts
Increases productivity

**Banking &
Insurance**

Instructions:

Insert audio clip of someone speaking clearly.
Use Insert > Audio > Audio on My PC or record with Insert > Audio > Record Audio.
Set the audio to play on click.
Add a speaker icon and place it neatly on the bottom-left.

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Slide 5: Tips to Improve Communication

Content:
Heading: "Improvement Tips"

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Text:
Practice active listening
Be clear and concise
Maintain eye contact
Use positive body language

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Instructions:

Insert a screenshot of a communication tips checklist.
Use Snipping Tool or Snip & Sketch, paste via Insert > Pictures > This Device.
Add slide transition of your choice.

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