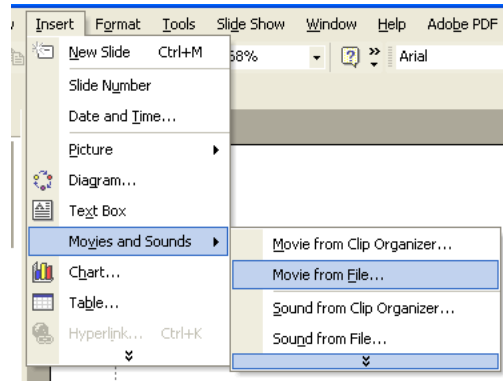


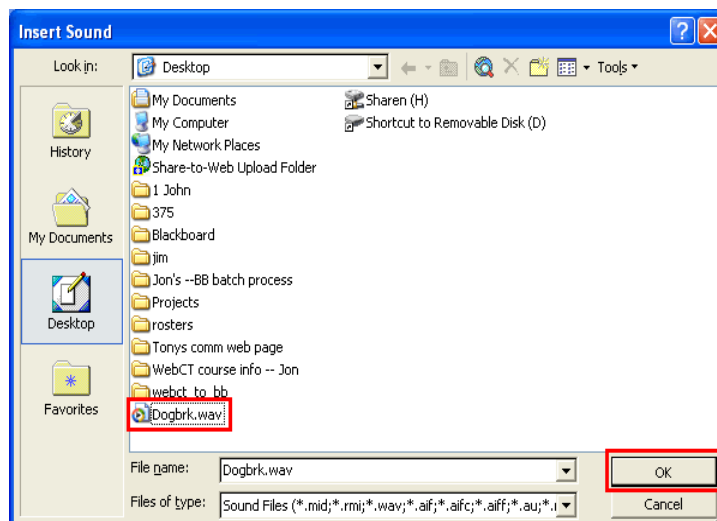
This Step-by-Step explains the procedure for adding an audio or video clip into a Microsoft PowerPoint file. **Prerequisite:** You've opened a PowerPoint presentation.

1) From the **Insert** Menu, choose **Movies and Sounds**.

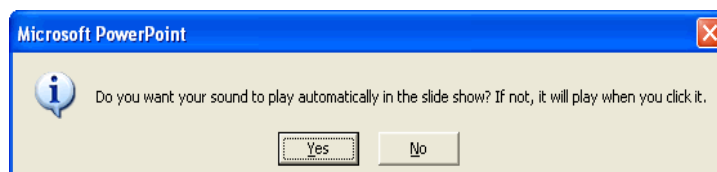


2) Click on **Movie from File...** or **Sound from File...**

3) **Locate your file.** Sound files include files with these extensions: mid, midi, rmi, wav, aif, au, as well as several others. Movie files usually have one of these extensions: avi, cda, asf, mpg, mpeg, as well as several others.



4) PowerPoint will ask if you want your sound or movie to play automatically. Choosing **No** will let you click on the sound or movie icon to start the file. Choosing **Yes** will make PowerPoint start the sound or movie when the slide is first viewed.



Congratulations! You have just added a movie or sound file to your presentation.